

North American
VISITING TEACHERS
in Spain Manual
2011-2012



**North American
Visiting Teachers**



COMISION DE EDUCACION
EN CENTROS UNIDOS
Y CANARIAS

TABLE OF CONTENTS

1. Introduction	4
Program description	4
Number of positions and distribution	4
Candidate selection	4
Who may participate?	4
Required documents:.....	4
Additional merits	5
Additional documents.....	5
Expectations.....	6
Duties	6
Working conditions.....	6
Reception and orientation of selected teachers	7
Benefits	7
Duration	7
Application period	7
2. Registration and application process.....	7
How to register.....	7
Hard Copy Documentation: Where to send required paperwork	7
Selection process	8
What does it mean to be “admitida?”	8
Regional placement process.....	8
What to do after receiving a regional placement	8
How to accept on Profex.....	8
The acceptance or “nombramiento” letter	8
3. Arriving in Spain	9
Visas	9
Once in Spain: NIE and Residence Card (TIE).....	9
4. Preparing for your Departure and Tips for Settling in to Spain.....	10
Practical ideas for the installation in Spain	10
Accommodation.....	10

Services	10
Community / Government	10
Health insurance.....	11
5. Annexes	12
Annex 1.....	12
How to register online.....	12
Creating your CV	13
Review your curriculum.....	15
Program application	15
Annex 2	20
Teaching positions' profiles	20
Annex 3	21
US Visa Application.....	21
Instructions for Student Visa processing	21
Required documents	22
Visa Application Form Tips	24
Consulate General of Spain: Which Consulate do you belong to?	25
Annex 4	28
Canadian Visa Application Instructions.....	28
Annex 5	30
NIE Application	30
Annex 6	30
Residence Application.....	30
Annex 7	31
Glossary of Terms: Profex statuses.....	31

1. Introduction

Program description

The North American Visiting Teachers in Spain Program is an initiative by the Ministry of Education of Spain as part of a broader policy framework that pursues implementing and reinforcing the teaching of English as a foreign language on the one hand and the bilingual English –Spanish curriculum programs on the other, all over Spain.

This pilot program will be implemented experimentally in selected schools in Spain during the 2011-12 academic year and it will incorporate, through a selection process, native U.S. and Canadian English speaking teachers who will in turn help improve the quality of the English language teaching, adding on top a multicultural, international approach to the schools where they will be assigned.

With regard to the participating teachers, this program will provide them with a valuable Spanish culture immersion experience and will also help them grow professionally through the direct exposure to the Spanish education system for a full academic year. The program will also help reinforce the cultural and educational relations between both the United States/Canada and Spain.

Number of positions and distribution

The Ministry of Education of Spain will offer up to 60 teaching positions for the 2011-2012 academic year. The visiting teachers will be placed in either elementary or secondary schools spread throughout the Autonomous Communities of Spain. Please see Annex 2 for information on the teaching positions' profiles.

Candidate selection

In order to best determine the adequacy of the candidates to the positions offered, the Education Office at the Embassy of Spain in Washington, D.C. will conduct a selection process based on both the evaluation of their application merits and a personal interview.

At the conclusion of this process, the Education Office will publish the list of selected teachers and the schools assigned to them.

Candidates that are not selected will be placed on a waiting list that will remain active until the beginning of the 2011-2012 academic year.

Who may participate?

Candidates must hold a U.S. or Canadian passport. The candidate must be a native or bilingual English speaker. The candidate shall hold a minimum of a BA or BS earned at an accredited four year college/university. Candidates must be in good physical and mental health. Candidates **MUST** have an advanced level knowledge of the Spanish language and have at least two full academic years of teaching experience in grades K-12.

Required documents:

- A copy of the photo and information page of your valid passport.
- A copy of your current résumé, in Spanish
- The PDF printout (signed and dated) available after you submit your application online. See Annex 1.

- A copy of your college diploma or an official college transcript.
- A one page letter of recommendation, in English or Spanish, from your current employer (School District) or from the Regional Education Office in the case of current Language and Culture assistants in Spain.
- A statement of purpose of 300 words at minimum for participation in the program in Spanish, addressed to the office you will be sending your required documents to. See Hard Copy Documentation: Where to send required paperwork section of this Manual.
- For U.S. citizens: A copy of the FBI background check application form. ***

***Due to the lengthy processing time of the FBI background check (see below) please send just a hard copy of your application. Please don't wait to get your official FBI background check results in order to send the rest of the hard copies. Send all the hard copies together with the FBI copy of having applied for it; that will be enough to consider you an eligible candidate. On receiving your original FBI background check, make a copy and mail it to the same address you sent the rest of the hard copies. Keep the original FBI document. You will need it later to apply for your Visa.

FBI Background check info page
www.fbi.gov/hq/cjisd/fprequest.htm

Background Check FAQs
www.fbi.gov/hq/cjisd/faqs.html

In order to be considered an eligible candidate, please notice that, on submitting your online application, you must mail all the hard copies listed above to the indicated office in this manual as soon as possible. Please send all the hard copies together in one envelope.

Bear in mind that those Candidates who have sent the hard copies correctly will get an email from Profex informing them that their application is in the status of Registrada. This status will immediately after change to Admitida. Please, check your status regularly on Profex. Those whose hard copies are incomplete or incorrect will be contacted to let them know about what is missing or incorrect.

Additional merits

The application package of each candidate will be evaluated in order to fairly carry out the selection of the candidates. The following criteria will be assessed:

- Complementary experience in language teaching or of other areas of study.
- Bilingual teaching experience or experience teaching English as a Second Language (ESL/ESOL)
- Knowledge of the Spanish education system
- Transcripts
- Knowledge of foreign language(s)

Additional documents

In order to support your candidacy, you may also provide the following documentation:

- Official Transcript(s)
- Certificates of training in Spanish language didactics

- Certificates from courses or exams that verify the candidate's proficiency in the Spanish language and/or other foreign languages
- Any other training certifications that you would like to provide
- Any other university diplomas (MB, PhD)

Expectations

You are expected to be punctual, flexible and have a positive attitude. You may be removed from the position due to disciplinary problems or you may use your participation as a reference in the future if you do excellent work and enjoy the experience. It is up to you to be responsible and meet the standards and rules set forth by the program and your school.

Duties

The visiting teachers will provide technical and teaching support to the departments and faculty in those educational centers where an English-Spanish bilingual or English as a foreign language program is in place.

According to the Yearly School Plan of the assigned school, the duties of the teacher may include:

- Collaboration and support of the department's responsibilities or with the team of teachers:
 - Lesson planning.
 - Adaptation and revision of the English-Spanish curriculum.
 - Preparation of materials
 - Participation in complementary activities
- Direct teaching to groups tutored by the classroom teacher
- Training activities for the faculty and student body in English language and North American culture

Working conditions

The visiting teacher will work up to 30 hours weekly in their assigned school. The schedule will be determined by the program coordinator or administrator in the assigned school. The selected teachers will be assigned a teaching position for an initial period of one year from September 1, 2011 through August 31, 2012. They will receive a monthly salary of 2,000-2,500 euros, as well as be provided with health insurance for the duration of this period.

WEEKLY SCHEDULE

The teachers will have a 30-hour work week on-site at school. In addition to the teaching periods, this schedule may be dedicated to lesson planning, in-service training, or any other complementary teaching activity.

The 30 hour on-site work week will be comprised of both teaching hours and complementary hours.

There will be a maximum of 25 teaching periods if the teacher is assigned to an elementary school or of 22 periods if the teacher is assigned to a secondary school. These periods can be counted toward teaching and support of other teachers, etc.

Complementary hours include attending department or grade meetings as well as faculty meetings, conducting extra-curricular activities, parent teacher conferences and any other of the established activities listed in the Yearly School Plan that the principal deems appropriate.

Reception and orientation of selected teachers

The Ministry of Education will organize an orientation course for the selected teachers that will take place at the beginning of September 2011. The orientation will also include speakers and representatives from the Autonomous Communities.

Said course will have a follow up portion in the corresponding assigned autonomous community of each teacher.

Benefits

You will receive a monthly salary of between 2,000-2,500 euros. You will be provided general health insurance by your region covering basic needs, emergencies and repatriation. You will be responsible for paying for any prescriptions. However, the prescriptions in Spain cost approximately 80% less than those found in the States and you will end up paying about the same price out of pocket as you would pay with insurance for a US prescription.

Duration

The program lasts from September 1, 2011 through August 31, 2012.

Application period

The application period runs from March 15 until March 31, 2011. The applicants will need to send their hard copy documents to the Education Office at the Embassy of Spain. The deadline for receiving hard copy documents at the Education Office is April 11, 2011. Please send your hard copies immediately after you submit your online application. Please be aware, although your application will be processed when received, you will not receive word about a regional placement or wait list status until mid May 2011.

2. Registration and application process

****** A quick note about Profex:** The Profex program is utilized by the Ministry of Education for all of its international programs. As such, you may find other information that may not have to do with you, that is because it pertains to other programs. Please only do the Curriculum part, which is universal for all programs, and then the specific application can be found under *Profesores visitantes extranjeros en España*, which is your program of interest.

How to register

Please See Annex 1 of this manual for a complete step by step visual guide.

Hard Copy Documentation: Where to send required paperwork

Please submit your application to the following address:

North American Visiting Teachers in Spain
Education Office
Embassy of Spain

2375 Pennsylvania Ave. NW
Washington, D.C. 20037-1710
Tel. 202-728-2335
Fax 202-728-2313

Selection process

In order to best determine the adequacy of the candidates to the positions offered, the Education Office at the Embassy of Spain in Washington, D.C. will conduct a selection process based on both the evaluation of their application merits and a personal interview.

At the conclusion of this process, the Education Office will publish the list of selected teachers and the schools assigned to them.

Candidates that are not selected will be placed on a waiting list that will remain active until the beginning of the 2011-2012 academic year.

Every effort is made to give you one of your regional preferences or at least a neighboring region to one of those preferences. Please realize that you may only preference a region and YOU MAY NOT PREFERENCE A CITY. The regional education authorities, i.e. Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid, will assign your city and school after you have accepted the regional placement offer.

What does it mean to be “admitida?”

There are several different statuses that you may have during the application and admission process as well as some uncommon vocabulary used on Profex (see Annex 7 GLOSSARY OF TERMS). The “admitida” status seems to be the most confusing. To be “admitida” means that your application has been received, analyzed, and is not lacking any required documents. This status makes you eligible (but not selected) to receive a regional placement.

Regional placement process

Not everyone may receive their first choice. Our most important priority is assigning ALL placements that have been requested.

What to do after receiving a regional placement

ACCEPT! Accepting your placement gets the ball rolling for the whole process. You do have the option to also decline the offer. If you choose to decline the offer you may not be considered for any other placement for that school year. Please accept or decline the assignment within 5 business days of receiving the notification email from the Profex system. Those candidates who fail to accept or decline in the specified time period may be barred from participating in future editions of the program.

How to accept on Profex

Log in to your account. On the left hand menu click Profesores visitantes extranjeros. Then click on *Gestión solicitudes*. Click on *Aceptación y renuncia candidatos*. On the drop down menu make sure to select 2011 - Profesores visitantes extranjeros *en España*. Then click *buscar*. Your name should appear with an option to accept or decline: *aceptación/renuncia*.

The acceptance or “nombramiento” letter

The Ministry of Education will send the acceptance letter for the visiting teachers. The state-side portion of the program or the Spanish consulates are not involved in this, cannot rush it, nor affect any part of the process. This letter is extremely important as it details key information (health insurance, salary, city and school information) required for your visa application as well as is a required document for the visa application.

3. Arriving in Spain

Visas

Candidates selected to participate in this program will be citizens of the United States or Canada. These candidates will have to apply for a long term student visa at the Consulate General of Spain that is assigned to the candidate's state/province of residence. The Ministry of Education will provide the necessary support for this process.

For Consular jurisdiction, visa application form and visa instructions please see Annexes 3 and 4

IMPORTANT: Those in possession of an EU passport DO NOT NEED A VISA.

Once in Spain: NIE and Residence Card (TIE)

www.mir.es, www.policia.es

You will apply for a Long-Term Student Visa for extended stays (LONGER THAN 6 MONTHS): This visa is active and valid for 3 months. This visa serves as an authorization for your first entry into the country. Within the first 30 days after first entering the country the holder of the visa must apply for a NIE (número de identidad de extranjero) number and a Temporary Residence Card for Foreigners (TIE). These are two individual processes resulting in two individual documents that is done in a Police Office for Foreign Aliens (Extranjería). The residence card (TIE) should be valid for the remainder of the duration of the program (August 31 or whichever date is specified in the acceptance letter).

The Embassies of the USA and Canada in Spain do not have anything to do with any of the aforementioned processes nor does the Spanish Ministry of Education in Spain, the USA, or Canada. All of the teachers that enter Spain with a student visa in order to participate in the program must go to their nearest Office for Foreign Aliens (Extranjería) and initiate the necessary processes to apply for the NIE and the Temporary Residence Card. If the student visa is allowed to expire and the NIE and Residence Card have not been applied for yet, the teacher may have problems in the future justifying their legal status in Spain.

Once a NIE is obtained the teacher should send a copy of this information to the **regional** coordinator for their region so that he/she may enter the information in the system in order to receive the salary.

To clarify any doubts about the difference between NIE, Residence Card, and Visa:

NIE: is an official fiscal number given to the applicant whether the person has a visa or not. By itself it only serves as a means to open a bank account or to make a financial transaction, among others. It is on an A-4 sheet that certifies that the holder has been issued the corresponding NIE number and that in no form or fashion does it serve as official identification nor permission for residence.

Temporary Residence Card for Foreigners (TIE): The residence card has the NIE number on the front and on the back the educational institution that the holder belongs to. In order to obtain the residence card one must present their visa and any other required supplemental documentation such as the original letter of acceptance from the Ministry of Education. One must do this within the first 30 days after arriving in Spain. If for whatever reason a participant changes schools they must obtain a new residence card so that it reflects this change.

Visa: an official authorization to enter the country for a specific purpose.

This information is for the North American participants in the program (holding a US or Canadian passport); those with EU citizenship or from other countries may be subject to different conditions. For example, those with a EU passport **will** have a NIE for fiscal transactions but will not have a residence card as by EU agreement they have the right to move, reside and work freely.

4. Preparing for your Departure and Tips for Settling in to Spain

Practical ideas for the installation in Spain

www.spainexpat.com/spain/category/C4/Living/

The living in Spain section covers information about meeting your more basic needs for life in Spain. You'll find information for finding property/real estate, apartments in Spain, schools and university programs, health care and medical insurance, English-speaking doctors, and sending mail through the postal system.

Craigslist in Spain in English: <http://madrid.es.craigslist.es/>

Like a Spanish Craigslist: www.segundamano.es/

Accommodation

The participants are responsible for their own room and board as well as their transportation to and from Spain. The schools should have some resources to help you find a place to live. Plan on staying in a hotel for about a week when you first arrive. Do not get an apartment just from looking at photos online. It is prudent to go check out the apartment yourself and make sure its advertisement is truthful before you commit to a lease. We also recommend having access to personal funds of about 1,000-1,500 dollars in to get established.

Services

Ministerio del Interior www.mir.es

Policía www.policia.es

Please see the Annexes for the NIE and Residence Card Applications.

Community / Government

La Moncloa www.la-moncloa.es/default.htm

Health insurance

Health insurance will be provided to each participant by their Comunidad Autónoma. This health insurance will vary in its specifics but in general should cover any basic/annual needs, emergencies, accidents, and repatriation. The participant is responsible for their own prescriptions. However, the prescription medicine in Spain is normally one-third the cost of prescription medicine in the US, essentially the same price as you would pay in the US with American health insurance. In the event of an emergency contact your principal, director, or teacher that serves as your main contact and/or supervisor at your assigned school.

5. Annexes

Annex 1

How to register online

1. Access PROFEX, which is an online web service application designed to enable candidates to submit their applications online for the international programs of the Spanish Ministry of Education: www.educacion.es/profex

– Click on the link that says **2011 – Profesores Visitantes extranjeros en España**

– Click **“Registrarse”**. Next, click on **“Registro sin certificado digital”**. You will now create your Profex account.

– Enter the information requested:

1. Under **Información del usuario** enter the following:

Nombre: first name

Apellido: last name

Segundo apellido: leave blank

Idioma: castellano

2. Under **Información para el acceso al sistema** enter the following:

Tipo documento: **Otro** (all other options are Spanish legal documents that US and Canadian citizens DO NOT possess.)

En caso de seleccionar Otro especifica cual: **pasaporte**

Nº documento: your US or Canadian passport or Driver’s license number. This will become your **“usuario”** to access the system.

Contraseña: enter a password. Make sure to follow the password instructions in the blue box on the page.

Repita contraseña: re-enter your selected password

*Make sure to write down and save your chosen password. You cannot get a new password immediately like other systems and sometimes this time lag can cause you to miss deadlines while you are waiting to access the system with a new password.

Información para el acceso al sistema:

El usuario que se utilizará para acceder al sistema corresponde con el campo Nº de documento. Será Ministerio de Educación.

Tipo documento (*):

Otro (NIF es equivalente a DNI)

En caso de seleccionar Otro especifica cual:

pasaporte

Nº de Documento (*):

281019866

Ejemplo: 01234567L

Contraseña (*):

.....

Repita contraseña (*):

.....

Always use your American or Canadian Passport or Driver’s license Number.

You will need the password to check your status in the future or update your CV.

Información para la notificación al usuario:

ES IMPRESCINDIBLE INFORMAR CORRECTAMENTE EL CAMPO CORREO ELECTRÓNICO.

Será la dirección utilizada para recibir el correo que permitirá activar su usuario.

Correo Electrónico (*):

mireia.coll@educacion.es

Repita Correo Electrónico (*):

mireia.coll@educacion.es

Teléfono:

13238526997

Los campos correo electrónico y teléfono se utilizarán para el envío de comunicaciones al usuario.

Make sure your email is correct and valid for the whole process or you may run the risk of not being informed about your grant!

3. Under **Información para la notificación al usuario** enter the following:

Correo electrónico: enter your permanent e-mail address.

Repita correo electrónico: re-enter your e-mail address

Nº teléfono: enter your phone number

*Be sure to enter your e-mail **CORRECTLY** as it will be used to inform you of your progress in the program and of other important news.

**Please enter your cell phone number as it will only be used to contact you in later stages of the program if you are selected.

4. Check off the two small boxes at the bottom of the screen. The first is to accept the Ministry of Education’s privacy policy and the second is to declare that the information entered into the system is true and up-to-date. Click **Aceptar**.

Información relativa a la protección de datos de carácter personal:

Para registrarse en el sistema deberá consentir el tratamiento de sus datos de carácter personal por parte de este organismo.

Información del fichero de datos de carácter personal

Acepto (*):
 Declaro que los datos que figuran en mi solicitud de registro son ciertos y puestos al día, asumiendo en caso contrario, las responsabilidades que pudieran derivarse de su inexactitud y autorizando al Ministerio de Educación la consulta de los mismos en el Sistema de Verificación de Datos de Identidad y Residencia del Ministerio del Interior. (*):

Click accept to move on

5. Print and save the pdf that is generated. Confirm that the displayed information is correct.
6. You should receive a confirmation e-mail shortly. Using this e-mail you should activate your account. If your account is not activated within 24 hours you will have to register again.

[Volver](#)

Confirmar Registro

Compruebe sus datos de acceso al sistema. Tenga en cuenta que serán los mismos para cualquier trámite accesible a través de la sede electrónica del Ministerio de Educación.

La contraseña es muy importante para posteriores trámites, por lo que es conveniente que la conserve. En el fichero que puede usted visualizar a continuación aparece ese dato. Conviene que lo anote, guarde o imprima.

[Datos de su Registro](#)

Si está conforme con los datos pulse "Confirmar" para quedar registrado. Pulse volver para modificarlos

Click on

Remember to write down your password!! You will need it later.

Información del usuario:

Nombre (*): Profex

Primer apellido (*): Prueba

Segundo apellido: _____

Información para el acceso al sistema:

Usuario: 281019866

Información para la notificación al usuario:

Correo Electrónico (*): mireia.coll@educacion.es

Teléfono: 13238526997

Creating your CV

- From the www.educacion.es/profex page click on the **2011- Profesores visitantes extranjeros en España**
 - Sign in with your user name and password on the **Trámites y servicios** page. Click "aceptar."
 - Click on **Acceso** and a new window will open.
 - Click **Curriculum**.
 - Enter the data requested. Asterisk-marked information is a requirement. Please ignore the box marked *Contrastado* in each section.
- (Please note: To view data click **Consultar**; click **Modificar** if you want to enter or modify any information. You may be required to click **Alta** on each individual section to access the page if you are just starting out.)

a. Datos personales

- **Nombre:** name.
- **Apellido:** last name.
- **Segundo apellido:** other last name if you have one, i.e. if your last name is Megan Smith Jones, Jones would be the appropriate name to put here. This is not a field for your middle name.
- **Fotografía tamaño carnet:** passport size photograph (optional)

- **País de residencia:** country of residence.
- **Lugar de nacimiento:** place of birth.
- **Fecha de nacimiento:** date of birth.
- **Dirección permanente:** permanent address. Please use a permanent residential address that will be still valid after you start the program.
- **Localidad:** city.
- **Código postal:** zip or postal code.
- **Especificar zona geográfica** (specify area): enter "Europe, North America, etc."
- **Dirección actual:** current address. Please use the same address as above.
- **Persona de contacto emergencias:** emergency contact.
- **Nacionalidad:** **BE SURE TO PUT ESTADOS UNIDOS DE AMERICA OR CANADIENSE IN THE NACIONALIDAD FIELD!!!** If you are in possession of a US or Canadian passport this is your nationality (even if you hold dual EU citizenship in reference to the program you need to be American or Canadian) and is the number one requirement of the program. If you put another nationality your application may be lost and you could potentially miss out on your preferred assignment due to our inability to view your application in the system for the North American (United States and Canadian citizens) Visiting Teachers in Spain Program. DO NOT FILL OUT ANY VISA INFORMATION. That section is only for Spaniards coming to the USA or Canada.

b. Formación académica ('education')

- Click "**Alta**" to enter or modify any data.
- If you do not know what C.A.P. means LEAVE IT BLANK.
- **Títulos:** degree, diploma, etc.
- **Universidades españolas / Títulos españoles:** unless you received a higher education DEGREE from a Spanish university, LEAVE BLANK. Study abroad information goes in "**Formacion Adicional.**"
- **Otros centros / Otros títulos:** enter the name of your University and the degree you have obtained from it.
- **Fecha de inicio:** start date.
- **Fecha de fin de estudios:** date of completion of studies.
- **Nota Media Expediente:** cumulative grade point average (use a comma in place of a period in your GPA).
- Leave the check box for "**Contrastado**" blank

c. Experiencia docente: teaching experience

- **Denominación del Puesto:** position, e.g. "teacher of English".
- **Centro:** school.
- **Número de alumnos:** number of students.
- **Categoría del docente:** "**Func. de Carrera**" ('career civil servant') "**Interino**" ('temporary civil servant'), "**Otros**" ('others').
- **Tipo Enseñanza:** "**Reglada**" ('education regulated by law'; e.g. primary or secondary education); "**No Reglada**" ('not regulated by law', e.g. summer courses); "**Otros**" (e.g. private lessons)

d. Experiencia No Docente (optional)

- Enter any relevant work or internship experience.

e. Datos de Funcionarios

- Leave blank

f. Formación adicional:

Other courses. You may enter study abroad experience here. Other examples of information applicable here is an ESL/EFL certification (if you have it) or other certification courses you may have.

g. Idiomas: languages.

- Click "**Alta**" to enter or modify any data.
- Choose your level in each of the following categories of language: **hablado** ('speaking'), **lectura** ('reading'), **comprensión oral** ('listening'), **escritura** ('writing'). Make sure to specify that the language is not your mother tongue.
- Click "**Listado de títulos**" to add information about your language certificates / diplomas.

h. Otros méritos:

Enter any other relevant merits.

You may ignore the **Publicaciones** and the **Documentos anexos** sections.

Review your curriculum

Before proceeding, please verify that you meet the necessary requirements to participate in this program (see page 4), and double check that your CV is complete and updated. Please note that the program will not allow applications to be submitted that do not meet the required criteria.

The first part of the application process only includes general data. At this stage applications will be placed in “pending” (“*pendiente de destino*”) status. This status also indicates that you have not listed your preferred regions yet.

APPLICATION

Program application

- ➔ Curriculum
- ➔ Imprimir curriculum
- ➔ Cursos de verano
- ➔ Secciones Bilingües
- ➔ Visitantes en EEUU - Canadá
- ➔ Visitantes en Alemania
- ➔ Interinos
- ☐ Auxiliares de Conversación
 - ➔ Presentación solicitudes
 - ➔ Consulta solicitudes
 - ➔ Listados
 - ➔ Gestión solicitudes
 - ➔ Gestión de plazas y profesores

You may access the actual application by choosing *Auxiliares de conversación*, and then *presentación solicitudes*. From there please select *2011 – Profesores visitantes extranjeros en España* from the drop down menu, then click *nueva solicitud*. This action will take you to the general application page. The only required portion are the fields labeled *Requisitos*. *It is not mandatory to upload your documents here as you will be sending us a hard copy via mail.*

Choose “Presentación de solicitudes” from the dropdown menu

Make sure you choose this option

Convocatoria:

Click here

It is necessary to check each section before proceeding.

Requisitos	
<input checked="" type="checkbox"/> 1.- Para ciudadanos de los Estados Unidos, presentar copia de solicitud del Certificado de antecedentes penales del FBI.	<input type="button" value="Añadir documento"/>
Adjuntar documento en pdf.	
<input checked="" type="checkbox"/> Poseer al menos dos cursos escolares completos de experiencia docente.(*)	
Puede adjuntar documentación acreditativa en el apartado de Experiencia Docente del curriculum.	
<input checked="" type="checkbox"/> 1.- Tener nacionalidad canadiense o estadounidense.(*)	<input type="button" value="Añadir documento"/>
Adjuntar en pdf copia del pasaporte o, en su defecto, copia del certificado de nacimiento.	
<input checked="" type="checkbox"/> 2.- No padecer enfermedad que impida el ejercicio de la docencia.(*)	
El certificado médico se pedirá al solicitar el visado, una vez seleccionado para participar en el programa.	
<input checked="" type="checkbox"/> 3.- Estar en posesión de un título universitario (mínimo BA).(*)	<input type="button" value="Añadir documento"/>
Adjuntar Pdf del título universitario.	
<input checked="" type="checkbox"/> 4.- Presentar carta de motivación de no menos de 300 palabras.(*)	<input type="button" value="Añadir documento"/>
Puede adjuntar aquí el escrito en el que detalle sus motivos para solicitar este programa.	
<input checked="" type="checkbox"/> 5.- Presentar informe o carta de referencia del distrito escolar o Consejería de Educación española sobre el candidato. (*)	<input type="button" value="Añadir documento"/>
Adjuntar en pdf aquí carta de su último centro de trabajo, Distrito escolar o de la Consejería de Educación en España, en el caso de los auxiliares de conversación norteamericanos en Español.	
<input checked="" type="checkbox"/> 6.- Presentar Curriculum Vitae en español.(*)	<input type="button" value="Añadir documento"/>
Adjuntar documento en pdf.	

The next section allows you to check other pertinent information that you may have.

MÉRITOS	
<input checked="" type="checkbox"/> 1.- Cursos de formación complementaria en didáctica de la lengua o de las áreas de su titulación.	
Puede adjuntar documentación acreditativa en el apartado de Formación Adicional del curriculum.	
<input checked="" type="checkbox"/> 2.- Experiencia docente en enseñanza bilingüe o en la enseñanza del inglés como lengua extranjera (ESOL).	
Puede adjuntar documentación acreditativa en el apartado de Experiencia Docente del curriculum.	
<input checked="" type="checkbox"/> 3.- Conocimiento del sistema educativo español.	
<input checked="" type="checkbox"/> 4.- Expediente académico.	<input type="button" value="Añadir documento"/>
Puede adjuntar su expediente académico.	
<input checked="" type="checkbox"/> 5.- Conocimiento de otros idiomas extranjeros distintos del español o la lengua materna.	
Puede adjuntar certificados acreditativos en el curriculum de Profex.	

The second part of the application also allows you to rank your ideal destination in preferential order (**Comunidad Autónoma**). It will be the screen after the general application page with the check boxes. There should be a blue bar in the middle of the page with a check mark at the far right of it. Click this check mark and the regions should appear.

Solicitud para la convocatoria: 2011 - Profesores Visitantes extranjeros en España

Destino	Preferencia	Situación de destinos
España		<input checked="" type="checkbox"/>

Convocatoria: 2011 - Profesores Visitantes extranjeros en España
Solicitud para el destino: España

Mostrar Instrucciones

Cancelar Solicitud Guardar datos (*) Datos de carácter obligatorio

Indique la opción "Sin zonas de preferencia" o seleccione una zona de preferencia dentro de cada grupo y marque un orden de prioridad con un número

Grupo A - Orden de preferencia de este destino: 2	Grupo B - Orden de preferencia de este destino: 1	Grupo C - Orden de preferencia de este destino: 3
<input type="checkbox"/> Asturias	<input type="checkbox"/> Aragón	<input type="checkbox"/> Andalucía
<input type="checkbox"/> Ceuta y Melilla	<input type="checkbox"/> Cantabria	<input type="checkbox"/> Castilla León
<input type="checkbox"/> Extremadura	<input type="checkbox"/> Castilla La Mancha	<input checked="" type="checkbox"/> Islas Baleares
<input type="checkbox"/> La Rioja	<input checked="" type="checkbox"/> Cataluña	<input type="checkbox"/> Madrid
<input checked="" type="checkbox"/> Navarra	<input type="checkbox"/> Galicia	<input type="checkbox"/> Murcia
<input type="checkbox"/> País Vasco	<input type="checkbox"/> Islas Canarias	<input type="checkbox"/> Valencia

You may only choose one region per column. Click one region per column and then number the columns 1-3 according to preference.

Then please push on **Guardar datos** and next **siguiente** to continue with the application. At this stage your application is in its "rough draft" (**borrador**) stage and you will still be allowed to edit and modify data. At this point your application is complete but has not yet been submitted.

Solicitud para la convocatoria: 2011 - Profesores Visitantes extranjeros en España

Mostrar Instrucciones

Cancelar Solicitud Siguiente >>

Resumen	Preferencia	Situación de destinos
España	1	Borrador

Click on **Siguiente** and complete the questionnaire. Then, click on **Guardar datos** and finally click on **Inscribir solicitud**. At this stage your application, which includes a CV and any attached documentation, will officially enter the system and you will be considered a formal candidate. At this point, your application can no longer be modified or edited. **YOU MUST INSCRIBIR (SUBMIT) YOUR APPLICATION FOR IT TO BE VALID.**

Legenda de iconos:

 Modificar  Borrar  Inscribir solicitud  Registro telemático  Generar PDF solicitud  Generar XML solicitud  Subsananar solicitud

Pulse el botón "Ayuda" situado en la parte superior, para obtener una descripción completa del proceso de presentación de solicitudes

Convocatoria:

Situación solicitud	Número solicitud	Fecha borrador	Fecha inscripción	
Inscrita	11_3AXC000002	15/03/2011	15/03/2011	  

The one page PDF of the application is one of the required documents. After your application is "inscrita" you may access this PDF on the "Presentación Solicitudes" screen. Do not forget to sign it. This document is not the printed curriculum (full or abbreviated version) but rather its own individual document. This document should have an application number across the top. This number is the order in which you will be assigned a placement. The last four digits are your application number.

Annex 2
Teaching positions' profiles

NORTH AMERICAN VISITING TEACHERS IN SPAIN PROGRAM

Description of the teaching positions' profiles by region

Region	Level	Area of Study
Andalucía	Elementary	Grade teacher
	Secondary	Social Studies, Science
Aragón	Elementary	Grade teacher
	Secondary	Social Studies, Science
Asturias	Secondary	Science
Islas Baleares	Secondary	Science, Math, Industrial Arts, Music
Canarias	Elementary	Grade teacher
	Secondary	ESL/foreign language
Cantabria	Elementary	Grade teacher, experience in bilingual programs and/or coordination tasks and/or continuing teacher training/education
Castilla y León	Elementary	Grade teacher, ESL/foreign language
Castilla - La Mancha	Secondary	Science (Math, Biology, Physics or Chemistry), Industrial Arts, P.E.
Cataluña	Elementary	Science, Social Studies , ESL/foreign language
	Secondary	Science, Social Studies, ESL/foreign language
Comunidad Valenciana	Elementary	Grade teacher
	Secondary	Science, Math, Industrial Arts, Music
Extremadura	Elementary	Grade teacher, ESL/foreign language
Galicia	Elementary	Fine Arts
	Secondary	Social Studies
Madrid	Secondary	Science (Biology and Geology), Social Studies (Geography and History), Industrial Arts, P.E., Music
Murcia	Elementary	ESL/Foreign Language
	Secondary	ESL/Foreign Language
Navarra	Elementary	Grade teacher
País Vasco	Elementary	Science, Social Studies, Fine Arts
	Secondary	Social Studies
La Rioja	Secondary	Math, Social Studies
Ceuta	Elementary	Grade teacher
Melilla	Elementary	Grade teacher

Please note that Elementary Education in Spain is taught at CEIP schools (*Colegio de Educación Infantil y Primaria*) in grades 1 through 6. Most CEIP schools also teach *Educación Infantil* (three-year pre-school programs, starting at age 3). Secondary education is taught at IES schools (*Instituto de Educación Secundaria*) in grades 7 through 12. In Spain it is mandatory to be schooled in an accredited institution (public or private) from age 6 through 16.

Annex 3

US Visa Application

Instructions for Student Visa processing

NORTH AMERICAN VISITING TEACHERS IN SPAIN updated -MARCH-2011 VISA APPLICATION INSTRUCTIONS FOR US TEACHERS

Please CAREFULLY READ THE FOLLOWING INSTRUCTIONS:

Below you will find information about the steps you need to take before your departure for Spain:

You will be in Spain under a Long-Term National type Student Visa. This visa encompasses many subcategories. You will fill out the form for the National Visa and follow instructions for the National Visa – Long-Term Student Visa. REMEMBER you cannot leave for Spain before obtaining a visa. You will need to apply for this visa within the next few weeks. You cannot process the visa in Spain.

BEFORE STARTING YOUR VISA APPLICATION

Please read the following instructions VERY carefully:

To locate the specific Consulate General of Spain in the U.S., please go to the following weblink:
www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/ES/MENUPAL/SERVICIOSCONSULARES/Paginas/Direc.%20Serv.%20Consulares.aspx

In most cases you will need to apply for the visa IN PERSON at the Consulate that has jurisdiction over your residence - normally your home residence or from where your driver's license or ID has been issued. For example, if you reside in South Dakota, you will apply for your visa in Chicago.

Please consult the web page of your corresponding Consulate General to get information about the documents you will need and start preparing them as soon as possible. The process may take up to 12 weeks. Please, find attached a compilation of consular information available on Students visas.

1. Before applying for the Long-Term National type Student visa you need to receive an original acceptance letter (Carta de nombramiento) issued by the Ministry of Education. Please remember that the state-side portion of the program or the Spanish consulates are not involved in the issuance of the letter, cannot rush it, nor affect any part of the process. This letter may be in the format of an email attachment, regular mail, or both. You will need to present this original at the Consulate. Be sure to have the original returned to you after applying for the visa. THE ORIGINAL letter will be necessary later in Spain.
2. In some cases you may need to schedule an appointment to apply for your visa. The appointments can be made by phone or online depending on the consulate. The Washington DC Consulate does not require an appointment but be sure to check for hours of operation.
3. Visa applicants through the Consulate General of Spain in Miami (Florida, Georgia and South Carolina): The Education Office in Miami will contact you and give you specific instructions on how to process your visas. DO NOT contact or schedule an appointment with the Consulate General of Spain in Miami but wait for the Education Office to contact you.

4. Visa applicants through the Consulate General in LOS ANGELES and SAN FRANCISCO please log on to their Consulate websites:

Los Angeles:

www.maec.es/subwebs/Consulados/LosAngeles/en/MenuPpal/ServiciosConsulares/RequirementsEntrSpainVisas/Paginas/visas_emblondon.aspx#sec2

San Francisco:

www.maec.es/subwebs/Consulados/SanFrancisco/en/MenuPpal/ServiciosConsularesVisados/Visados/Paginas/Visa.aspx

5. When you schedule the appointment, please mention the following:

You will participate in the "Profesores visitantes norteamericanos del Ministerio de Educación de España" program.

6. Any questions regarding visa applications should be directed to your corresponding Consulate.

Questions about other aspects of the process, including failure to get an appointment at the Consulate, should be directed to the Spanish Education Office nearest to your place of residence/college:

www.educacion.es/exterior/usa/en/intro/contact.shtml

7. PLEASE, **DO NOT** PURCHASE ANY NON-REFUNDABLE, NON-CHANGEABLE PLANE TICKETS until you have your visa in hand.

8. Before starting your work, you will need to attend the orientation scheduled in Spain. The available date and venue will be announced but it may be held during the first days of September.

Required documents

***Please consult your Consulate for specific document requirements as they may vary depending on the specific consulate. Below are general guidelines.** Please, find your consulate here:

www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/ES/MENUPPAL/SERVICIOSCONSULARES/Paginas/Direc.%20Serv.%20Consulares.aspx

Link to the National Visa application form:

www.maec.es/es/MenuPpal/Consulares/Formularios/Documents/2010Solicitud%20de%20visado%20nacional%20-%20EN.pdf

These are the general required documents but please consult with your Consulate first:

- Passport. (Must be signed and valid for a minimum of three months beyond the expected day of return).
- Original and photocopy of your Driver's License or state issued ID.
- 3 recent and original passport photos on white background.
- The original letter from the Ministry of Education offering you a position in Spain. *This letter is EXTREMELY IMPORTANT as it contains information about your salary, the duration of your stay in Spain, the school where you will be placed with name, address, and phone number and about the insurance policy.
- A money order for the visa processing fee: US\$ 140 (for US citizens). Fee must be paid by money order, made payable to the Consulado General de España.

- Original medical certificate (please check with the Consulate about the specific content and translation requirements of this certificate) with the Apostille of the Hague.***
http://travel.state.gov/law/judicial/judicial_2545.html
- For US citizens: original FBI background check report (please, check with the Consulate about the translation requirements of this document and the need to have it certified with the Apostille of The Hague).***
- 3 National Visa application forms properly filled out.

***Please make sure you keep the original asterisked documents as they are necessary for processes in Spain. Make sure to copy them before your appointment so that the ORIGINALS ARE RETURNED TO YOU.

Visa Application Form Tips

Item:	Description:	You write:
7.	Current nationality	USA or Canada
12.	Type of travel document	Check off "Ordinary passport"
20.	Main purpose of the journey	Check off "Studies"
21.	Intended date of arrival in Spain	01/09/2011 or other date you have planned
22.	Number of entries requested	Check off "Multiple entries"
23.	Applicant's address in Spain	Address of school or Consejería or Junta of your assigned region
24.	Residence for family reunion	Leave blank
25.	Residence for employee	Leave blank
26.	Data of the educational establishment or research centre. . .	Contact information for your school or Consejería or Junta of your assigned region
26. continued	Intended date of start of studies or research	01/09/2011 or otherwise specified by acceptance letter
26. continued	Intended date of end of studies or research	31/08/2012 or otherwise specified by acceptance letter
27.	Place and date	Your current city and state of residence and the date. Do not forget!
28.	Signature	Don't forget to sign!

DO NOT FORGET TO SIGN AND DATE THE APPLICATION!!!

UPON ARRIVAL IN SPAIN

The visa you will get is **ONLY VALID FOR 90 DAYS**. Within the first 30 days after your arrival in Spain you need to take this visa, your original acceptance letter, your original health certificate and the original police record to the closest police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID card and number (NIE -Número de Identificación de Extranjero). Please ask for assistance at your school or from your regional education officers in Spain.

This NIE will cover the full stay in the country. **APPLY FOR IT AS SOON AS YOU GET THERE**. It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA or Canada and apply for a new one.

Consulate General of Spain: Which Consulate do you belong to?

Lista de Cónsules y Consulados de España en los Estados Unidos.
Marzo de 2011

Consulado General de España en Boston

31 St. James Avenue, Suite 905

Boston, MA. 02116

Tel. (617) 536-2506/2527

Fax: (617) 536-8512

E-mail: cog.boston@maec.es

Jurisdicción: Maine, Massachussets, New Hampshire, Rhode Island, Vermont.

Consulado General de España en Chicago

180 N. Michigan Ave., Suite 1500

Chicago, IL 60601

Tef. (312) 782-4588/4589

Fax: (312) 782-1635

E-mail: cogspain.chicago@mail.maec.es conspainchicago@sbcglobal.net

Jurisdicción: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin.

Consulado General de España en Houston

1800 Bering Dr., Suite 660

Houston, TX 77057

Tel. (713) 783-6200/05/14

Fax: (713) 783-6166

E-mail: conspainhouston@mail.maec.es

Jurisdicción: New Mexico, Oklahoma, Texas, Alabama, Arkansas, Louisiana, Mississippi, Tennessee

Consulado General de España en Los Ángeles

5055 Wilshire Blvd., Suite 860

Los Angeles, CA 90036

Tel. (323) 938-0158/0166

Fax: (323) 938-2502

E-mail: cog.losangeles@maec.es

Jurisdicción: California (condados de Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.

Consulado General de España en Miami

2655 Le Jeune Rd., Suite 203

Coral Gables, FL 33134

Tel. (305) 446-5511/12/13

Fax: (305) 446-0585

E-mail: cog.miami@maec.es

Jurisdicción: Florida, South Carolina, Georgia

Consulado General de España en Nueva York

150 East 58th Street, 30 th & 31st Floors

New York, NY 10155

Tel. (212) 355-4080/81/82/85/90

Fax: (212) 644-3751

E-mail: cog.nuevayork@maec.es

Jurisdicción: New York, Connecticut, Delaware, Pennsylvania, New Jersey

Consulado General de España en San Francisco

1405 Sutter St.

San Francisco, CA 94109

Tel. (415) 922-2995/96

Fax: (415) 931-9706

E-mail: conspso@mail.maec.es

Jurisdicción: Alaska, California (salvo parte sur), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, posesiones estadounidenses en el Pacífico.

Consulado General de España en Washington DC

2375 Pennsylvania Ave., N.W.

Washington D.C. 20037

Tel. (202) 728-2330

Fax: (202) 728-2302

E-mail: cog.washington@maec.es

Jurisdicción: Maryland, Virginia, West Virginia, District of Columbia, North Carolina.

Consulado General de España en Puerto Rico

Edificio Mercantil Plaza, 11th.

Floor of 1101

Hato Rey - Puerto Rico 00919

Enviar correspondencia a:

Apartado Postal 9243

Santurce, PR 00908

Tef. (787) 758-6090/6142/6279

Fax: (787) 758-6948

E-mail: cgesp.pr@correo.maec.es

Jurisdicción: Puerto Rico, Islas de Culebra y Vieques, Islas Vírgenes.

Annex 4

Canadian Visa Application Instructions

CANADIAN TEACHERS APPLICATION FOR STUDENT VISAS

1. DOCUMENTATION:

To request a student visa, an applicant must submit the following documentation, both original and a copy:

- Valid passport with a minimum validity of 180 days prior to the arrival in Spain.
- A recent full-face photograph, Canadian passport size, in color, on a light, plain and uniform background, without dark glasses or any garment that may prevent from identification of the applicant.
- Proof of accommodation: Hotel reservation or confirmation letter from the Academic Institution indicating the conditions of the accommodation. Private housing must be accompanied by a letter of invitation issued by the owner.
- A medical certificate issued by the applicant's family doctor stating:
 - General health condition.
 - Absence of any psychological illness or mental disorders.
 - Absence of any infectious/contagious or parasitic diseases.
 - Absence of any drug addiction.
 - ¡New! It must contain the following text: *This medical certificate states that Mr./Ms. ... doesn't suffer from any of the illnesses which can seriously affect the public health according to the 2005 International Health Regulations.*
- Negative criminal record issued by the authorities of the country or countries where the applicant has resided in the past 5 years, including Canada.
- Acceptance letter from the Ministry of Education of Spain
- Flight reservation. We advise not to buy the ticket until the visa has been issued.
- A completed and signed visa application form: [Visa application form.pdf](#)
- Payment of consular fees: CAD \$125.00. ONLY cash, money order or certified cheque payable to the Embassy of Spain will be accepted.

PROCESSING STUDENTS' VISAS CAN TAKE AT LEAST 45 DAYS.

2. APPLICATION:

Applicants should submit their visa application at the Consular Office or Consulate General corresponding to their province of residence:

- The consular jurisdiction of the [Spanish Embassy in Ottawa](#) includes only the National Capital Region (Ottawa and Gatineau).

Embajada de España
Departamento de Visados

74 Stanley Ave.
Ottawa, ON K1M 1P4
Tel.: 613- 747 2252 ext.1. Fax: (613) 744-1224
E-mail: emb.ottawa@mae.es

- The consular jurisdiction of the [Consulate General of Spain in Toronto](#) includes the provinces/territories of Alberta, British Columbia, Manitoba, Ontario (except Ottawa), Saskatchewan, Northwest Territories, Yukon and Nunavut.

Consulate General of Spain
2 Bloor Street East, Suite 1201
Toronto, Ontario M4W 1A8
Tel: 416 9771661. Fax: 416 5934949
E-mail: cog.toronto@mae.es

- The consular jurisdiction of the [Consulate General of Spain in Montreal](#) includes the provinces of Prince Edward Island, Nova Scotia, New Brunswick, Québec (except Gatineau), and Newfoundland and Labrador.

Consulate General of Spain
1, Westmount Square. Suite 1456
Montréal, Québec H3Z 2P9
Teléfono: 514 935 52 35. Fax: 514 935 46 55
Email: cog.montreal@maec.es

NB: Applicants residing in Ottawa or Gatineau, in Greater Toronto Area and vicinity or in Greater Montreal must apply in person at their respective Consular Offices or Consulate General. All other applicants may submit their application by mail. In this case, they should also provide a prepaid and self-addressed PRIORITY COURIER or XPRESSPOST envelope issued only by CANADA POST, for their documents to be returned.

UPON ARRIVAL IN SPAIN

The visa you will get is **ONLY VALID FOR 90 DAYS**. Within the first 30 days after your arrival in Spain you need to take this visa, your original acceptance letter, your original health certificate and the original police record to the closest police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID card and number (NIE -Número de Identificación de Extranjero). Please ask for assistance at your school or from your regional education officers in Spain.

This NIE will cover the full stay in the country. APPLY FOR IT AS SOON AS YOU GET THERE. It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA or Canada and apply for a new one.

Annex 5

NIE Application

www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_14.pdf

Annex 6

Residence Application

www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_15.pdf

Annex 7

Glossary of Terms: Profex statuses

GLOSSARY

Status in chronological order

Pendiente de destino: destination not chosen on application. One must still choose 3 regional preferences.

Borrador: Draft application, NOT SUBMITTED

Inscrita: ONLINE APPLICATION SUBMITTED

Registrada: Paper application registered, has no real significance in the process.

Admitida: Application complete, application has been processed and has all required hard copy documents, eligible for assignment.

Adjudicada: Assigned. A regional placement offer has been assigned and made to the candidate.

Reserva: Reserve, wait list. The *Profesores visitantes extranjeros* program does not make use of this status; rather your application will stay in "admitida" status until we reach your application number.

Aceptada: Placement offer has been accepted by the candidate. The candidate has committed to participating for that region.

Renuncia: Decline of placement offer. The candidate is no longer eligible for any placement for the upcoming academic year.

Sin plaza: No placement. Not used.

Excluida: Excluded. Occasionally used to remove your application from the program. Usually if the candidate no longer wishes to be considered before assignments have been made.

Excluida global: Excluded from all vacancies for any programs offered that term.

Registro excluido: application excluded.