



**Auxiliares de Conversación en Lenguas Extranjeras
Language Assistants Programme**

– Curso 2025-2026 –

Guidelines for Language Assistants





Guidelines for Language Assistants in *Región de Murcia* – School Year 2025-2026

School Year 2025-2026

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Dear Language Assistants,

Congratulations for being selected to participate in “*Programa de Auxiliares de Conversación de la Región de Murcia*”. First, we want to give you a warm welcome and wish you a great stay in *Región de Murcia*.

For many of you, this trip to Spain might be your very first time in the country—or even your first time abroad! We hope this experience becomes much more than just a visit; we hope it serves as a way for you to build personal and professional connections that last long after you leave.

Soon you will join a school and the logical initial nerves will disappear with the first contacts with fellow teachers and students. From our experience we know that Language Assistants are one of the cornerstone for our *bilingual programs*. During a school year, your daily work with our students will develop not only language skills in them but also they will learn your traditions, culture heritage, customs and life style. This enrichment process provides invaluable benefits to our students' development.

With the assurance that you will give the best of you, we want you also enjoy your stay with us. We wish you a wonderful year in *Región de Murcia*.

Best wishes,

Servicio de Programas Educativos

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Introduction



Cofinanciado por la Unión Europea

Dirección General de Recursos Humanos, Planificación Educativa e Innovación at *Consejería de Educación y Formación Profesional de la Región de Murcia* provides support to language assistants in order to quicken administrative procedures to settle down and join schools.

This guide for language assistants, made by *Servicio de Programas Educativos* for school year 2025/2026, aims to collect all the information language assistants must know.

General considerations

All the legal paperwork regarding room-and-board, as well as the expenses derived from the trip to and from the home country – and the destination school –, will be paid for by the Language Assistant.

Language Assistants' activity in the educational centres is not regarded legally as a paid employment. So that, Language Assistants do not sign a work contract and are not covered by *Seguridad Social* public healthcare system. Language Assistants will receive by email a Letter of Acceptance (*Carta de Nombramiento*) in which will be detailed its personal data, like passport or identity card number, email account and the information about their assigned school, as well as their most outstanding duties and obligations.

Documents needed on your way to Spain

Before travelling to Spain you must prepare the following items:

- Passport or Identity card for EU members.
- An extract from the penal register (*Certificado de penales*).
- Student card, if you have one.
- Letter of Acceptance (*Carta de Nombramiento*).

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- European Health Card (*Tarjeta sanitaria europea*, TSE) for EU members.
- Credit card to simplify payments. At least 1500 € should be considered to afford the initial expenses, that can be increased due to deposits for renting a dwelling, that is a common practice. Usually, the first payment is delayed several weeks (up to two months) due to the difficulties of opening a bank account/paperwork/complicated initial procedures.
- Authentic teaching material such as family and friends' pictures, maps and tourist and advertising brochures, menus, recipes, papers and journals and audio-visual material.

Orientation session

All Language Assistants in "*Programa de Auxiliares de Conversación de la Región de Murcia*" **must attend the Welcome Day Celebration** and the **online Language Assistants Meetings** organized by *Servicio de Programas Educativos*. During these sessions we will provide general information about the bilingual school programme (functioning of educational system and Spanish schools, legal aspects...), while it gives them the opportunity to meet other Language Assistants.

Three orientation sessions will be held by *Servicio de Programas Educativos* at the beginning of school year. The aim of them is to orientate the tasks as Language Assistants in the classrooms.

In the 2025-26 school year the timetable for the orientation sessions is shown below:

Language assistants selected by the Ministry of Education of Spain, ConversaSpain, CIEE or other partners:

- For **non-EU citizens** Language Assistants: (online meeting)

Wednesday, 17th September 2025, at 2:00 p.m. (UTC/GMT Time) by Google Meet.

- For **EU citizens** Language Assistants: (online meeting)

Wednesday, 17th September 2025, at 10:00 a.m. (UTC/GMT Time) by Google Meet.

You may find the UTC/GMT time in this website: <https://24timezones.com/zona-horaria/gmt>

Both meetings will have the same content. Each candidate will attend the meeting that best suits their schedule.

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Welcome Day Celebration for the Language Assistants Programme

In mid-October, we will hold a welcome day for all assistants in the 2025-2026 programme, where you will be able to meet the programme coordinators, other language assistants from all over the world and learn about the duties you will be required to perform in schools in order to fulfil the requirements of your scholarship.

PENDING CONFIRMATION:

Venue: **Auditorium Archivo Regional de la Región de Murcia**

Address: Avenida de los Pinos 4, 30009, Murcia (Región de Murcia)

Date: **Tuesday 14th October 2025**

Time: **10:00 a.m.**

Kinds of collaboration

There are two kinds of Language Assistants who collaborate in *Región de Murcia*:

- **Assistants from *Región de Murcia* quota:** they are funded by *Consejería de Educación y Formación Profesional* in the *Región de Murcia* and they get their Letter of Appointment (*Carta de nombramiento*) signed by *Directora General de Recursos Humanos, Planificación Educativa e Innovación*. Their appointment last eight months, from October 1st 2025 to May 31st 2026. Language Assistants from this quota must provide linguistic support from 14 hour per week (800,00 €/month) to 16 hours per week (914,29 €/month).

- **Assistants from Ministerio Educación, Formación Profesional y Deportes (MEFPD) quota:** they are funded totally or for the most part by The Spanish Ministry of Education (MEFPD). Their appointment last eight months, from October 1st 2025 to May 31st 2026 and their collaboration is for 14 hours per week, for a monthly allowance of 800,00 € paid by the Ministry. If you belong to MEFPD, you must contact them by email at auxiliares.conv@educacion.gob.es in case you have any concerns.

NOTE: Representatives of the Ministry of Education will provide appropriate instructions to the Assistants that funds.

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Health insurance

All Language Assistants that participate in “*Programa de Auxiliares de Conversación de la Región de Murcia*” are covered by an insurance policy for the length of their collaboration with the programme.

It is advisable to hire a travel insurance policy covering the language assistant within the first days before starting at the school and the days after the conclusion of the programme.

EU nationals

Language Assistants from the European Union countries have to have with them their own European Health Card, which should be applied for in their home country, prior to their arrival in Spain. This card allows them to receive medical assistance in the local health centres corresponding to their home address. To establish their Spanish home address, they must be registered in the municipal census of their municipality of residence. Moreover, they will have the right to receive attention at Social Security Hospitals.

Non-EU nationals

- **Assistants from Región de Murcia quota**: Región de Murcia provides health insurance to Language Assistants from outside the European Union coming into the programme. They will be given a Healthcare Card valid from October 1st to May 31st and state-funded with a private health insurance company, so they receive free health care from the network of doctors and hospitals of that insurance company (**Adeslas**).
- **Assistants from MEFPD quota**: As the competent authority, the Ministry of Education is in charge of managing the health coverage for its quota of Assistants. Assistants should contact the MEFPD directly to get all the information required to ensure they are covered whenever they need medical attention.



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Procedures before arriving in Spain

Visa Application

Language Assistants from outside European Union countries must show its official Letter of Appointment at the Spanish consulate in their country in order to apply for a visa to enter Spain. Therefore, any change of passport or email must be notified immediately by email at auxiliares.conversacion@murciaeduca.es so as to update this letter.

Contact with the school

Assistants must contact with their appointed school as soon as possible (email address can be found on the Letter of Acceptance) and, obviously, language assistants must answer the phone or emails received from it.

Appointed school should be contacted well in July or at the beginning of September, because schools are closed during the month of August. An early contact helps to communicate to the school questions such as studies, hobbies, interests and motivation to take part in the programme, which results in a better integration of the Assistant in the school. Schools can also be very helpful in finding accommodation and / or transport to school options.

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Procedures in Spain

EU nationals

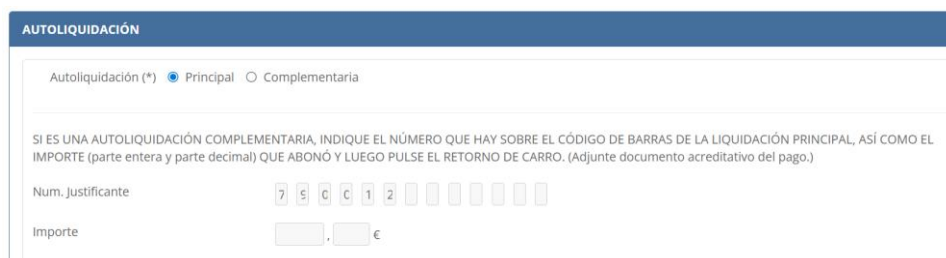
Language Assistants from the European Union countries must apply for a **NIE** (Número de Identidad de Extranjeros) and an **EU registration Certificate** (*Certificado de Registro de Ciudadano de la Unión Europea*). Nonetheless, it is also possible to get both documents applying just for the certificate, since this procedure results in obtaining a **NIE**. This Certificate is valid for five years, so it is not necessary to renew it despite the assistant stays in the Programme more than a year.

How to apply for the EU registration Certificate

1st Request an appointment online at:

<https://icp.administracionelectronica.gob.es/icpplus/index.html>

- Under the drop-down menu *PROVINCIAS DISPONIBLES*, select **MURCIA** and click Aceptar.
- Then you will be asked to choose the office of your convenience (Murcia, Cartagena, Lorca, etc).
- Now, do not do anything with the drop-down **“TRÁMITES OFICINAS DE EXTRANJERIA”** and select **“TRAMITES POLICIA NACIONAL”**. Under this menu choose **POLICIA-CERTIFICADO DE REGISTRO DE CIUDADANO DE LA U.E.** and click Aceptar.
- A new window will come out. Look for where it says **“Modelo de Tasa 790 código 012”** and click on it. Now go to **“Rellenar Formulario y Descargar”**.
- Fill in the form. In the first field, where it says NIF/NIE, you can use your passport number if you haven't got the NIE yet.
- The next block is called **“AUTOLIQUIDACIÓN”**. There you must click on **“Principal”** (leave the rest of the fields empty)
-



The screenshot shows the 'AUTOLIQUIDACIÓN' form. At the top, there's a blue header with the title. Below it, there's a section for 'Autoliquidación (*)' with two radio buttons: 'Principal' (selected) and 'Complementaria'. A note in small text says: 'SI ES UNA AUTOLIQUIDACIÓN COMPLEMENTARIA, INDIQUE EL NÚMERO QUE HAY SOBRE EL CÓDIGO DE BARRAS DE LA LIQUIDACIÓN PRINCIPAL, ASÍ COMO EL IMPORTE (parte entera y parte decimal) QUE ABONÓ Y LUEGO PULSE EL RETORNO DE CARRO. (Adjunte documento acreditativo del pago.)'. There are two input fields: 'Num. justificante' with a barcode-like input (7 5 0 0 1 2) and 'Importe' with a currency input (€).

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- In the next part, you must look for “**Certificado de Registro de residente comunitario**” and click on it:

Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios.	
.TIE de residencia temporal de familiares de personas con nacionalidad española, Certificado de registro de residente comunitario o TIE de familiar de un ciudadano de la Unión y TIE asociada al Acuerdo de Retirada de ciudadanos británicos y sus familiares (BREXIT).	☒

- At the end of the form you will find **DECLARANTE** and **INGRESO**. In DECLARANTE you have to write the name of the town you are going to live in, and the date, and in INGRESO, you will see that the amount of 12 euros will come out. You must click accordingly whether you want to pay in cash or you prefer to charge it in your account (cash is easier and the preferred method).

INGRESO

Importe euros

12.00 €

Forma de pago (*)

☒ En efectivo
 ☐ E.C. Adeudo en cuenta

Código IBAN de la cuenta

Código IBAN de la cuenta

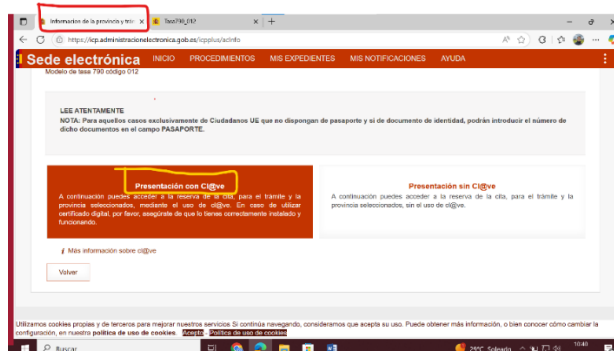
Introduzca los caracteres del código, o la palabra que suena tras hacer click en el icono del altavoz (*) y después pulse "Descargar impreso relleno".

W 6 G 2

W6G2

Descargar impreso relleno

- **Download the form and keep a copy** since you will need to bring one with you to the Police Station.
- Once you have the previous form done and downloaded, go back to previous browser tab and proceed to book your date with CL@VE.



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- You could also do it without CI@ve but currently there are no available appointments for this kind of service.
- Once you have booked the appointment, go to the nearest bank with the printed form and pay the fee in cash.

2nd Check and prepare the required documents before going to your appointment:

- Proof of appointment
- Official Placement Letter (Carta de Nombramiento)
- European health insurance card (original and photocopy), it must cover all your stay in Spain. In case you do not have one, you must be provided with a private healthcare insurance policy that covers hospitalization and medical specialists. To the appointment you must take your medical card and the insurance policy that indicate that coverage (original y photocopy).
- Passport or Identity card (original and photocopy).
- Receipt of the payment of 012 tax fee (**model 790**).
- **EX – 18 form**, Printed copy of Solicitud de inscripción en el Registro Central de Extranjeros y Residencia ciudadano de la UE, is available at any Police Station or can be downloaded at:
https://www.inclusion.gob.es/documents/410169/2156469/18-Certificado_residencia_comunitaria.pdf
- There are instructions in French, English and German for filling the EX-18 model, but it has to be filled in Spanish.
https://sede.policia.gob.es/portalCiudadano/es/tramites_extranjeria_tramite_certificadoregistro_ciudadanoue.php

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Non-EU nationals:

Language Assistants must obtain the **foreign identity card** (*Tarjeta de Identidad de Extranjero*, **TIE**) within one month of arrival to Spain, in the “Oficina de Extranjeros de Murcia” or in any local Police Station. **TIE** document allows you to stay in Spain legally as a student in this programme for the same period of time as stated in your Placement letter, plus a fortnight before and after the specified dates.

Your **TIE** will show your identification number (**NIE**), your personal data, a photograph, your fingerprint, the validity and the reasons for your stay in Spain.

How to apply for the foreign identity card (**TIE**)

1st Request an appointment online at:

<https://icp.administracionelectronica.gob.es/icpplus/index.html>

- Under “**Provincia Seleccionada**”, select “**Murcia**”
- Then, you can choose your office of preference.
- Now, where it says “**Selecciona trámite**” – **TRAMITES POLICIA NACIONAL**, choose: “**POLICIA-TOMA DE HUELLAS (EXPEDICIÓN DE TARJETA INICIAL, RENOVACIÓN, DUPLICADO Y LEY 14/2013)**”. Click “**Aceptar**” (it will bring you to the next page)
- On the new page, download and fill out the **EX-17 form** (https://www.inclusion.gob.es/documents/410169/2156469/17-Formulario_TIE.pdf)
- Scroll down the page and enter the appointment application form using your CL@VE, or select the other option if you have not got the Cl@ve pass yet. (**Important note:** without Cl@ve is more difficult to get an appointment, so to get a Cl@ve pass is strongly advised)
- Fill out the required information (passport number, your full name & nationality) and click on “**Aceptar**”
- Make your appointment (“**Solicitar Cita**”) and follow the instructions

2nd Download and fill out the application fee form:

- Before going to your appointment, you will need to pay the 012 tax fee (**modelo 790**) in the amount of **16,08 Euros** (September 2025). You can fill this document online at https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar (**Important:** Do not photocopy this form from an original that has been given to you. Each form has a unique identification code, so you must download the official form from the website mentioned in the previous paragraph, already filled in with your details. Fill it out with your personal data.

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- To fill the **Modelo 790**, go to https://sede.policia.gob.es/Tasa790_012/ImpresoRellenar
- Type in your personal data
- In the next section, **AUTOLIQUIDACIÓN**, just leave the **Principal checked** and scroll down.
- Look for **“Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios)”**
- Check the section labelled **“TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos”**.

Tarjetas de identidad de extranjeros (TIE) y certificados de registro de residentes comunitarios.	
.TIE de residencia temporal de familiares de personas con nacionalidad española, Certificado de registro de residente comunitario o TIE de familiar de un ciudadano de la Unión y TIE asociada al Acuerdo de Retirada de ciudadanos británicos y sus familiares (BREXIT).	☐
TIE que documenta la primera concesión de la autorización de residencia temporal, de estancia o para trabajadores transfronterizos.	☒
TIE que documenta la renovación de la autorización de residencia temporal o la prórroga de la estancia o de la autorización para trabajadores	☐

- Scroll down and in **DECLARANTE**, type in where you live and date.
- Under the **INGRESO** section, you should have **“16.08€”**
- Select to pay in cash (**“en efectivo”**) as payment option and leave the IBAN data blank.
- Scroll down, type in the security code and then on **DESCARGAR IMPRESO RELLENADO**
- Go to the nearest bank with the printed pages and pay the fee in cash.

3rd Check and prepare the required documents before going to your appointment:

- Proof of appointment.
- EX-17 form, Solicitud de Tarjeta de Identidad de Extranjero (**TIE**), is available in any Police Station and at https://www.inclusion.gob.es/documents/410169/2156469/17-Formulario_TIE.pdf
- Official Letter of Appointment (original and photocopy)
- Passport (original and photocopy) with entry stamp, sign or control mark made at the border post.
- 2 recent, passport sized photographs, with white background (size 3x4 cm)
- Certificate of residency (*Empadronamiento*).
- Receipt of tax payment made at the bank.
- Your private health insurance (original and copy).
- Original and photocopy of your visa, if it is the case.

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Location of the appointed school

Although any town in the Region of Murcia is accessible by public transport, it is advisable to choose an accommodation near the school or institute where you will collaborate, given the convenience that this entails. Requests to change schools will not be accepted based on the distance between the home of the assistant and the school assigned or in any other complication related to the means of transport chosen, such as suffering from dizziness, etc. that have not been documented prior to the assignment of the educational centre of destination.

Joining to the school

Although your official letter of appointment establishes your start date, it is a good idea to visit the school beforehand to introduce yourself and get to know the environment. It is compulsory to communicate to the centre any possible delay in the incorporation and indicate the most probable date in which this will be done. The Official Letter of Appointment must be taken in the moment of incorporation.

In case the school is not notified of a delay in the incorporation, and since the latter is authorized to request the removal of an assistant once ten days have passed from the date of incorporation that appears in the Letter of Appointment, the Assistant could lose his or her place and be removed from the Programme, with all the consequences that this implies. If this happens, under no circumstances will any claim be accepted, nor will the assistant be readmitted to the language assistants' programme.



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Support received by the teaching staff

Assistants will be given the necessary information in the Orientation Sessions, but if in the daily work they find any administrative or pedagogical problem, they should ask for help at the centre. To do this, they will address one of the following professionals: the coordinator of the Bilingual Program, the head of department of the corresponding foreign language, the teachers with whom he/she collaborates, the Head of Studies or the School Principal.

The centre, to the extent of its possibilities, will help the conversation assistant to settle in the destination locality and will provide information on the following matters:

- Search for accommodation and means of transport
- Healthcare (Health Centres, Emergency Services ...)
- Help in the processing of the **TIE**, the **NIE** or the Certificate of Registration
- Opening a bank account
- Public libraries, municipal sports centres or cultural centres
- Spanish courses (*Escuelas Oficiales de Idiomas*, Universities...)

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Opening a bank account in a Spanish bank

All of you need a Spanish bank account in order to receive your stipend. **You can choose any banking institution.**

IMPORTANT: Your bank account has to be registered before November 10th or the payment for October-November cannot be processed and will be delayed.

Opening a bank account

Required documents:

- Tax identification card of your country (or Social Security card)
- Passport
- NIE (if you are a EU-citizen you can provide this number when you get one)
- Visa or EU Registration certificate
- Letter of acceptance (Carta de Nombramiento)
- Mobile phone number (to register the online banking services)
- Your address in your country
- Spanish address (if you have one)

In the first page of the contract, it will be your personal information: name, NIE and the IBAN (International Bank Account Number). The Spanish IBAN starts with ES.

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Tips for finding accommodation

There are many websites offering a variety of housing options, easily found in any online search engine.

Additionally, we put at your disposal these proposals that we have received.



Instituto Hispánico de Murcia offer a service of information about accommodation (host families, sharing flats ...) in Región de Murcia. For further information about accommodation, contact *Instituto Hispánico de Murcia* by email at: pisos@ihdemu.com. They will be very happy to help you. This is their web: [Alojamiento en Murcia - Instituto Hispánico de Murcia](#)

IMPORTANT: *Consejería de Educación y Formación Profesional de la Región de Murcia* and *Ministerio de Educación, Formación Profesional y Deportes* do not hold any responsibility for this service, nor do they manage it.



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ERASMUSU is an online community for international students and professionals. By logging in you can find friends, information about cities, destinations, universities and, most importantly, you can **safely book accommodations**. In order to make a booking of an accommodation you will have to pay the first month's rent through *Erasmusu* plus a variable booking fee. Anyone who might be interested on getting support for his/her search may reach the service providers through this email: auxiliaresmurcia@erasmusu.com

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Assistants Functions

Language Assistants will support the teaching staff in areas and subjects taught in a foreign language object of this education system. Their functions are focused on the reinforcement of students' oral skills through the implementation of specific activities centred on conversation and teaching the culture of foreign language countries, always under the direct support and observation of the teacher in charge. The assistant will not perform the functions or duties of the teachers he or she supports (programming lessons or teaching plans, assessment or mark students' work, teaching without a mentor teacher supervision ...).

Please remember that you are not performing a job in the strict sense. Instead, you are carrying out the duties of the Conversation Assistant Programme, for which you are granted a financial allowance to cover accommodation and living expenses.

School Schedule

Assistants are appointed to schools for the number of hours established in their Official Letter of Acceptance. The schedule will be distributed over four working-days. Break times cannot be computed within the Assistant schedule. Language Assistants should contact the coordinator of the Bilingual Program to request any modifications to their schedule and it will be the coordinators who should agree when making changes.

The initial schedule may be subject to change if the centre deems it appropriate, in order to respond to various situations that arise during the school year.

While it is usual that most Assistants develop its work in the morning, in certain cases the schedule may have lessons in the afternoon (in some Secondary Schools and Official Schools of Language, teaching takes place in the evenings).

Conversation assistants are not expected to report to the educational centre on days when it is closed due to extended weekends, bank holidays, or other school vacations.

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Absences and permissions

Management team (Principal and Head of Studies) are responsible for the preparation and control of compliance with the schedule by the Assistants. Any absence due to illness or for any personal reason must be notified by the assistant to the director or head of studies of the centre.

In case of absence due to health reasons, Assistants must present the corresponding medical certificate to the educational centre, within three days, counted from the date of issue. Medical consultations should take place outside school hours, except for those specific tests that must be carried out mandatory within that time. In that case, Assistants must request permission from the director of the centre.

School Principals may grant permissions to Assistants for particular issues, for periods of a week or less, provided that a recovery plan for those periods is agreed with the specialist area of First Foreign Language in the case of Primary Schools, or with the head of the corresponding didactic coordination department in Secondary Education Schools. Remember that the Principal of the school must be consulted and must approve all permissions in advance.

Conversation assistants do not need to attend the school on days when it is closed for long weekends, public holidays, or other periods of school closure.

Stipend

Language Assistants must open a Spanish bank account and send as soon as possible a copy of the certificate of bank account ownership including:

- Assistant full name
- NIE or Passport (only valid for non-EU assistants)
- Bank account number/ IBAN(ES)
- Name of the bank

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Obligations of Language Assistants

- To report to the appointed school on the established date printed in the Letter of Appointment.
- To complete their stay at the school according to his/her appointment.
- To complete the administrative procedures and to get the documents that allow them to stay in Spain legally.
- To comply with the designated timetable and to respect their duty of attendance and punctuality during the course of the school year.
- To perform the functions and to take part of the task and activities decided by the Head of Studies, the Coordinator or the Head of Department delegated by the School Principal.
- To become familiar with their school's specific regulations, such as *Reglamento de Régimen Interno*, from the beginning of the school year to ensure proper integration into the school community.
- To justify absences to the Principal in writing.
- To contact the school management for any absence or illness to ensure appropriate action is taken.

Renewals

It is possible to participate for a second year at Language Assistants Programme in *Región de Murcia*. There is a limit of two consecutive school years.

To be eligible for a renewal, Language Assistants must have a positive report from their school Principal.

While the renewal must be explicitly requested by the assistant, there is no guarantee that it will be granted at the same school. The renewal process is not automatic; submitting a request does not necessarily ensure that it will be approved.

To take into consideration

Before travelling to Spain, you should prepare the documents required (and photocopies).

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It is strongly recommended to come to Spain at least fifteen days before the date of enrolment at the school.

All Language Assistants must submit the required documentation:

1. Passport
2. Visa
3. Spanish residency card, **TIE**, for non-EU nationals or Foreigner's Identity Number, **NIE**.
4. **Certificate of Spanish bank account ownership.**
5. **The authorization form to let us Certificate of sexual offenses (Annex IV).**
6. **The Conflict of Interest Acknowledgment (Annex V)**
7. Address in Spain.
8. Letter of Acceptance (*Carta de Nombramiento*) signed.

Any further questions or suggestions will be solved by email at auxiliares.conversacion@murciaeduca.es . The telephone (0034 968365370 or 0034 968365372) shall be used as a means of contact **exclusively in cases of emergency**.