

EUSKO JAURLARITZA



GOBIERNO VASCO

LANGUAGE ASSISTANTS GUIDE



BASQUE COUNTRY

GUIDE FOR LANGUAGE ASSISTANTS

This guide is intended for Language Assistants assigned to the Autonomous Community of the Basque Country. Its purpose is to provide the information they need to conduct their activity throughout the academic year.

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I. INTRODUCTION. Pedagogical organisation of tasks to execute as Language Assistant

A) The role of the Language Assistant at the School(s)

Language is a consubstantial element of cultural identity. Learning other languages means learning to share knowledge, feelings, and opinions in situations governed by guidelines for linguistic and social behaviour other than one's own.

As such, the Language Assistant acts as a "cultural ambassador" of their country of origin. In addition to improving our students' communication skills, they help to familiarise them more naturally with the culture, society, and current state of their country, which acts as a motivational boost for learning foreign languages.

The Language Assistant's tasks is focused on developing the students' communication skills, mainly fomenting their oral skills, both in terms of comprehension and of expression. It is important that the Language Assistant speak and insist that others speak their language, avoiding use of the students' mother tongue except when absolutely essential.

B) Class observation

We advise that the Language Assistant attend classes in their language at the beginning of the year. Firstly, this allows them to discover each class's language knowledge level. Secondly, they can learn teachers' expectations in terms of the objectives that students must reach. And thirdly, they can become familiar with the teaching methodology, mistake correction systems, and the balance between fluency and perfection.

C) Position at the school

It is important to establish a close and friendly relationship with students from the very beginning, although this relationship must also be respectful. It is also important to adapt to customs and integrate into school life by participating in extracurricular activities, which provides a better relationship with the country's language. Moreover, exchanges and correspondence between schools, groups, and individuals must be encouraged.

D) Participating schools

Language assistants are appointed to the following public schools:

- Primary Schools
- Secondary Schools
- Official Language Schools

Primary education is a mandatory, free educational stage that includes six school years for students between six and twelve years of age. **Secondary Schools** include students whose age generally ranges between 12 and 18 years. Almost all Secondary Schools (*Educación Secundaria Obligatoria*) teach in the mornings and afternoons, although some schools only teach in the mornings. **Official Language Schools** have students older than 16 with morning and afternoon classes.

E) Which entity? Information on quotas

Depending on the entity funding their participation in the programme, Language Assistants are split into two different groups:

- **Ministry Quota:** assistants who receive the monthly grant directly from the *Ministerio de Educación, Formación Profesional y Deportes* (Ministry of Education, Vocational Training and Sport) (**MEFPD quota**).
- **Community Quota:** assistants who receive the monthly grant directly from the Autonomous Community where their school is located (Autonomous Community of the Basque Country) (**CAPV quota**).

The *Carta de Nombramiento (Letter of Appointment)* received before joining the destination school indicates the entity that is paying for the grant: the Ministry of Education, Vocational Training and Sport or the Basque Country Department of Education.

F) Some ideas for language class

A fundamental aspect of the activity to bear in mind is that the students do not have **sufficient mastery of the language** they will be using with, so we recommend:

- Moderating speed and simplifying language as much as possible.
- Asking questions to guarantee comprehension.
- Repeating the idea several different ways when you observe confusion.
- Using all kinds of resources to make yourself understood: gestures, miming, drawings, etc.
- Without excess, using translation when all else fails.

The use of authentic materials is a very interesting methodological resource. On one hand, it reinforces motivation to converse and provides familiarisation with everyday language and culture, which would otherwise be restricted to academic terms, and on the other, it provides realer activities more closely related to students.

We suggest using supporting materials for your activity, such as:

- Street maps of your town/city.
- Schedules for trains and buses, schools, shops, etc.
- Radio and television shows.
- Signs, warnings, invitations, ads, official forms.
- Weather information, newspaper pages, teen magazines, comic strips, etc.
- Real conversations and sounds, songs, local accents and characters, etc.
- Tourist brochures, slides, postcards, stamps and used tickets, post office forms, etc.
- Recipes, shopping lists, beverage lists, menus, price lists, etc.

G) Dept. of Education Website: Language assistant SITE

To make the assistant's activity easier on the Department of Education website:

www.euskadi.eus/auxiliares-conversacion/

you can also find the **SITE** space, which was created as a repository of materials and good practises. It includes activities that assistants who participated in the programme in previous years have designed and used.



II. PROCEDURES NECESSARY AT THE BEGINNING OF THE PROGRAMME

A. Preparations before arriving to Spain

Once your position as language assistant has been approved, you will receive your appointment (*nombramiento*). The **nombramiento is an official document of appointment as language assistant in Spain** and you must bring it with you to conduct basic procedures like applying for a visa, opening a bank account, or handling a rental contract.

After receiving your appointment, you must contact your destination school(s) and/or contact person.

Remember that you must **apply for a visa** if you are not an EU citizen. All information on visas can be found on the website of the Department of Education or of the institution that selected you as language assistant.

To come as Language Assistant, you will need a **Criminal Background Check**: Pursuant to Spanish law 26/2015 of 28 July, modified by Organic Law 1/1996 of 15 January, on Legal Protection for Minors, on partial amendment of the Civil Code and the Civil Procedure Law, which adds section 5 to Article 13, the language assistant must bring a criminal background check to Spain, issued by the sex offender registry or criminal registry of their country, and provide it the first day they go to the school, certifying that they have not been convicted of any bodily or sexual offences. Please contact the education authorities who selected you to verify the type of certificate that you need.

B. Procedures in Spain

a) Lodging and registration of residence

Regarding **lodging**, we recommend contacting your destination school so they can help you, if necessary, to find lodging under the most favourable conditions possible. Specialised press, local newspapers, bulletin boards, or any other system can be useful to find suitable housing. At the same time, we advise schools to provide the language assistant with lodging for the first 3 days after their arrival to the country. We also advise contacting participants in the programme from previous years and assistants who are renewing.

Below is a list of webpages that offer rental flats:

www.idealista.com

www.fotocasa.es

www.enalquiler.com

www.segundamano.es

www.milanuncios.com

www.easypiso.com

Once settled into your permanent address, you must go to Town Hall to **register your address** (*Empadronamiento*). You can find information on the steps you must follow and the documentation you need on your Town Hall's website.

b) Monthly grant

The monthly stipend for Language Assistants is 800 euros. Compensation for Assistants is not **subject to any deductions**. **Language Assistants receive payment only a monthly basis by bank transfer**, in arrears. We recommend that you begin processing the documentation you need to receive this income as soon as possible to keep from delaying the first payment.

In order to receive their grant for performing tasks at school(s) in the Basque Country, the Language Assistant must open a bank account in our Autonomous Community. **This bank account must be opened with the NIE (Foreign ID Number).**

Once you have opened the bank account, you must complete the "[Ficha de Alta de Terceros \(Third Party Registration Form\)](#)" with the bank's information. It is mandatory that this document be signed by the language assistant and stamped by the bank.

Along with your personal account opening information, send this Third Party Registration Form, if possible before **15 October**, to the following address:

hizkuntzalaguntzaile@euskadi.eus

We advise that you reserve funds for eventualities that may occur during these months, especially for expenses during the first month.

c) How to open a bank account

The documentation you need to open an account may vary depending on the banking institution. We recommend bringing the following documents:

- 1. Official document with your *Número de Identificación de Extranjero* (Foreign ID Number) (NIE).**
- 2. *Nombramiento* (letter of appointment) as language assistant**
3. Before going to the bank, you must print a copy of the "*Alta Terceros* (Third Party Registration)" to bring with you the day you go to open the account. You may download a copy of the document by clicking here: [Standardised "Alta Terceros" form](#)

When you open your Spanish bank account, it is important that you specify that you will receive a monthly grant from an educational programme to avoid paying fees. You must consider that most banks charge maintenance fees for keeping accounts open and occasionally can block them if there are no transactions.

Important: you must check bank account information often during the first few months to prevent incidents.

If you open a bank account without a NIE, once you have one, you must immediately inform the bank. If you do NOT do so, the bank may block your account. After obtaining your NIE, the account number may automatically change. Ask your bank about this possibility. If this is the case, provide the new bank information to programme supervisors in the Basque Country.

d) Foreign ID Number (N.I.E.) and Community Residency Card

The foreign ID number (N.I.E.) is **ABSOLUTELY MANDATORY TO RECEIVE THE MONTHLY GRANT**. Assistants from outside the community already receive a NIE on their visas, which makes it easier to open a bank account, but they must request the TIE (*Tarjeta de Identificación de Extranjeros*) (Foreign ID Card) upon arrival to Spain.

Assistants from European countries may apply for the NIE at Spanish consulates in their country before coming to Spain, so they will already have it upon arrival and may conduct bank procedures faster: [Número Identificación Extranjero \(Foreign ID Number\) \(N.I.E.\)](#)

The **first procedure that the assistant must complete when they reach their destination is to bring their NIE** and apply for the *Tarjeta de Residente Comunitario* (Community Resident Card), or the *Tarjeta de Identificación de Extranjeros* (Foreign ID Card) (TIE) if not community citizens.

While you must apply for these documents simultaneously, you will receive the NIE in fifteen days, while a longer period is required to process the other documents, since the NIE is required to obtain them.

You may obtain all these documents at the Police Station or *Oficina de Extranjeros* (Immigration Office) in the location where you intend to reside or conduct economic activity.

Assistants from European Union Member States: obtaining the Certificado de Registro de Ciudadano/a de la Unión Europea (Certificate of Registration as a European Citizen):

The first procedure when you reach your destination should be to apply for the [Certificado de Registro de Ciudadano de la Unión Europea \(Certificate of Registration as a European Citizen\)](#).

The assistant must go to the immigration office or police station in the province where they reside to request registration in the *Registro Central de Extranjería* (Central Register of Foreign Nationals).

**Application for registration with the Central Register of Foreign Nationals _EU Citizen Residency
Form EX18**

The image displays the official application form (EX-18) and the resulting certificate. The form is titled 'Solicitud de inscripción en el Registro Central de Extranjería. Residencia ciudadana de la UE (Real Decreto 248/2007)'. It is divided into two main sections: '1) DATOS DEL SOLICITANTE' and '4) SITUACIÓN EN ESPAÑA'. The first section contains fields for passport, NIE, name, date of birth, nationality, and address. The second section includes a dropdown for 'PERIODO PREVISTO DE RESIDENCIA EN ESPAÑA' and a list of residency categories. A red arrow points to the 'Estudiante con recursos suficientes y seguro de enfermedad' option. To the right, the 'CERTIFICADO DE REGISTRO DE CIUDANO DE LA UNIÓN' is shown, which is a green document with the Spanish coat of arms and fields for name, nationality, and date of registration.

To apply for this certificate, you must pay the associated [fee](#).

Documents you must provide:

- [Official EX-18 form](#), in duplicate, properly completed, and signed.
- Valid identity document in force
- *NOMBRAMIENTO* (APPOINTMENT) as Language Assistant.
- Receipt of payment of the associated [fee](#).

After filing the application, you will receive a certificate of registration with your name, nationality, address, date of registration, and **Foreign ID Number (NIE)**, which you need to open a Spanish account and receive the monthly grant.

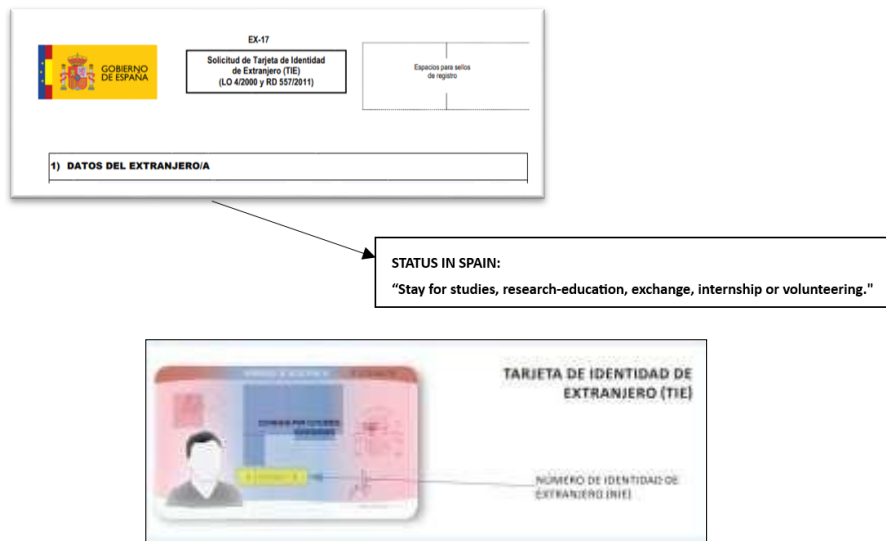
Assistants from countries NOT from the European Union: obtaining the Tarjeta de Identidad de Extranjero (Foreign ID Card) (TIE):

When you reach the destination, you must go to your *oficina de extranjería* (immigration office) or police station to apply for the [Tarjeta de Identidad de Extranjero \(Foreign ID Card\) \(TIE\)](#), which contains your *Número de Identidad de Extranjero* (Foreign ID Number) (NIE).

The [TIE](#) proves that foreign persons have obtained authorisation for residency or a stay longer than six months in Spain.

To apply for the [TIE](#), you must pay the associated [fee](#) and provide the following documents if you are applying for the first time.

**Tarjeta de Identidad de Extranjero (Foreign ID Card)
(TIE) Application Form EX17**



Documents you must provide:

- Application form ([EX-17](#)), in duplicate, completed, and signed.
- Original and photocopy of passport or travel document with stamp of entry, seal, or control mark from the border control.
- Three recent colour photographs against a white background, ID-card sized (4x3 cm).
- Original and photocopy of the visa, if applicable.
- *NOMBRAMIENTO* (letter of appointment) as language assistant
- Receipt of payment of the associated [fee](#).

Your NIE appears on your visa, but when you reach Spain you must apply for the Foreign Identity Card (TIE), since your stay will be longer than six months.

Those who **renew their participation in the programme for another year** and **are not citizens of European Community countries** must apply for “*PRÓRROGA DE ESTANCIA DE CORTA DURACIÓN* (EXTENSION OF SHORT-DURATION STAY)” for their TIE (*TARJETA DE IDENTIFICACIÓN DE EXTRANJERO*) (FOREIGN ID CARD).

The following link provides detailed information to apply to renew your TIE (*Tarjeta de Identificación de Extranjero*) (Foreign ID Card): “[Prorroga de Estancia por Estudios \(Extension of Stay for Studies\)](#)”.

Language assistants who are citizens of **European Union member countries** must apply for the Certificate of EU Citizen Registry: Application [Form EX18](#).

Language assistants who are citizens of **countries not belonging to the European Community** (United States, Canada, Australia, New Zealand, etc.) need a Student Visa. And once in our Autonomous Community, they must apply for the TIE (*Tarjeta de Identificación de Extranjero*) (Foreign ID Card). Application [Form EX17](#)

Language assistants from the United Kingdom must consider the EU-UK Withdrawal Agreement. Application [Form EX17](#) or [whichever one applies](#).

Those who **renew their participation in the programme for another year** and **are not citizens of European Community countries** must apply to renew their TIE (*TARJETA DE IDENTIFICACIÓN DE EXTRANJERO*) (FOREIGN ID CARD). Application [Form EX00](#).

More information can be found at: [Extranjería \(Immigration Office\)](#)

e) Healthcare

Language assistants shall be entitled to healthcare during their stay in our country.

Healthcare is different for European Union Citizens and for those who come from countries that do not belong to the European Union (from outside the community).

- **Healthcare provided to assistants with access to the European Health Card (Community Citizens):**

Citizens from European Union countries must come with their European Health Card, which they must apply for in their country of origin. These individuals with a valid **European Health Card** must register their address in their destination, and then with these documents go to their corresponding healthcare centre based on their address to be assigned a doctor. This way, they may access public healthcare in the Basque Country (Osakidetza).



- **Healthcare provided by an insurance company for assistants who do NOT have access to a European Health Card in their country:**

Those who come from countries outside the community or from European Union countries without access to a European Health Card must sign a travel insurance policy with an insurance company to cover the period of their stay as language assistant (from 1 October until 31 May). The assistant must follow the instructions of the insurance company. They shall be provided with the pertinent accreditation documentation and necessary contact numbers.

Moreover, all Language Assistants in the Autonomous Community of the Basque Country, both community and from outside the community, shall have a **Policy for Accidents and Civil Liability** to guarantee coverage for these purposes for the assistant during the hours they conduct their activity at their school. The Policy for this Travel Insurance shall be sent to language assistants at the beginning of the school year.

III. THE ROLE OF THE LANGUAGE ASSISTANT

The language assistant acts as a "**cultural ambassador**" of their country of origin, so this position implies certain responsibilities toward the school with whom you will be collaborating. It is very important that your good conduct leave a mark on both teachers and on students. Language assistant exchanges are cultural in nature, meaning no **labour relationship is established; in other words, the assistant does not pay into Social Security.**

1) Schedule and yearly calendar

The Language Assistant shall teach a **maximum of 14 hours per week**, as indicating in their *nombramiento* (appointment), at the school or schools assigned to them. Once they have joined their school, the teaching team will make every effort to encourage the collaboration and integration of this person as a Conversation Assistant in the dynamics of the school.

This individual shall have the support of a teacher who shall act as supervisor and provide all information on scheduling, objectives, and minimum requirements for each year. Moreover, they shall inform them on the use of spaces, facilities, materials, and equipment assigned to the Department. Finally, they shall be responsible for supervising the activities that other subject teachers entrust to the Assistant.

The school's administration shall be in charge of preparing the schedule and ensuring compliance for Language Assistants. The Language Assistant must inform the school Administration of any absence as quickly as possible. This Administration shall also inform the Office of Schools and Planning of any unjustified Language Assistant absence or delay.

Language Assistants conduct their activities throughout the eight months included in the programme: from October of the current year until May of the following year.

2) Tasks of the Language Assistant

The Language Assistant **may not teach alone**; they must always be accompanied by regular teaching staff. Under no circumstances is the Assistant liable for student safety. If splitting up or in small group sessions, this must take place in the same classroom or in a room connected to the main room where the regular teacher is located.

The Language Assistant will help the regular teaching staff and their specific tasks are mainly oriented toward reinforcing the students' oral skills.

The Language Assistant must have a teacher-supervisor to guide their tasks and to provide professional and personal aid (search for housing, NIE processing, etc.). This supervisor shall be the first person of reference in the event of incidents.

If the Assistant is entrusted with duties and tasks outside their scope, they must inform the teacher, Department Head, or School Administration. The Inspection Service set forth to this end may collaborate with schools and be in communication with the Office of Schools and Planning.

The assistant may conduct the following tasks under the coordination and supervision of the teaching staff:

- Specific conversation practise.
- Teaching their country's culture.
- Creating materials to support the students' learning process, following the teachers' instructions.
- Recordings in their language so that the language teaching staff can use them as an example of a native in the target language.
- Contributing to school teacher education, provided they have availability in their schedule to do so.
- Other similar tasks.

The Language Assistant may volunteer to participate in extracurricular activities of different sorts: cultural, athletic, study trips, school exchanges, etc. Considering that these activities may be highly educational for the assistant, we recommend participating in them.

The following tasks and activities do **NOT** fall under the Language Assistant's scope:

- Directly teaching groups of students without the regular teacher's supervision.
- Preparation of the curriculum or final year report on teachings in the Department.
- Preparing or correcting exams, tests, quizzes, reports, or similar exercises.
- Student marks.
- Under no circumstances is the Assistant liable for student safety. If splitting up or in small group sessions, this must take place in the same classroom or in a room connected to the main room where the regular teacher is located.
- The assistant should not handle student conduct and discipline issues alone; they must always refer to the regular teaching staff to resolve these situations.

3) Absences and leave

All absences must be reported and excused to the School Administration as soon as possible. If absences are not excused, the School Administration shall inform the contact person at the Department of Education and the corresponding payments shall be discounted for unexcused absences.

In the event of absence due to illness, the same procedure as used for school staff will be used. In the event of a prolonged illness, they shall continue to receive the same monthly grant, provided they remain in Spain and can return to their duties within a period of one month. If they return to their country of origin, the payment corresponding their absence shall be discounted.

The Language Assistant shall have school holidays as set forth for the corresponding school year, as set forth by their assigned school, and as set forth as specific days by the Autonomous Community of the Basque Country. School Administration may grant additional leave for short periods or for sufficiently justified reasons.

4) Resignation and dismissal

If, for any reason, the Language Assistant must resign from their position before the end of the school year, they must immediately notify the email address matching their nationality, CC'ing their Programme Supervisors in the Basque Country, hizkuntzalaguntzaile@euskadi.eus, and indicating the exact date of resignation.

5) End-of-year assessment

a) By the School:

At the end of the year, the school must provide the Language Assistant with a certificate accrediting the services they have provided, indicating the number of hours completed and the start and end dates. They must also complete the online questionnaire sent by the Department to evaluate the Programme.

b) By the Conversation Assistant:

Before the end of the year, the assistant will also be asked to complete an online questionnaire to evaluate the programme, where they may provide suggestions for improvement for upcoming years. This questionnaire will be sent by the Dept. of Education, and it is **mandatory to complete it**.

6) Renewals

Programme renewal is not automatic. You must consider that the language assistant programme favours new candidates and that renewal criteria vary based on the candidate's country of origin, so renewal cannot be guaranteed for all applicants.

For more detailed information on the renewal process with detailed instructions by nationality, please see the webpage belonging to the

[Ministerio de Educación \(Ministry of Education\)](#).

Once the application for renewal in the programme has been accepted and each assistant has received notification of their assigned school, it is important to conduct the administrative procedures to extend their stay in Spain by the established deadlines.

7) Summary of Necessary Procedures at the Beginning of the Programme

Apply, according to the instructions:

[Foreign language assistants in Spain](#)

Residency Permit in Spain (visa, passport, etc.); must be provided from the country of origin. To this end, they shall receive the pertinent *Nombramiento* (Appointment) as Language Assistant.

Criminal background check.

Pursuant to Spanish law 26/2015 of 28 July, modified by Organic Law 1/1996 of 15 January, on Legal Protection for Minors, on partial amendment of the Civil Code and the Civil Procedure Law, which adds section 5 to Article 13, the language assistant must bring, the first day that they go to the school:

A negative certificate, issued by the sex offender registry or criminal registry of their country, confirming that they have not been convicted of any bodily or sexual offences.

When the assistant reaches the Basque Country, it is essential that they search for permanent housing as soon as possible to begin administrative procedures. Through the supervisor, the school can be of great help.

Apply for the FOREIGN IDENTITY CARD, as applicable. You may apply for this card at the Police Station or *Oficina de extranjería* (**Immigration Office**) in the province where the school you have been appointed to is located. [Cita previa \(Appointment\)](#)

Assistants from European Union countries (Community assistants)

Apply for **Certification of Registry of European Union Citizens**.

Assistants from a Member State of the European Union must apply for registration in the Central Register of Foreign Nationals, where they will be provided with a Foreign ID Number (NIE) and an ID card.

Assistants from the United States, Canada, Australia, New Zealand, the Philippines, United Kingdom, etc., who are coming to Spain as assistants for the first time. (Extra-community assistants)

Apply for the Foreign ID Card (TIE).

As soon as the assistant reaches the Basque Country, they must apply for the **Foreign ID Card (TIE)** with their Foreign ID Number (NIE).

Assistants from the United States, Canada, Australia, New Zealand, the Philippines, etc., who are renewing as assistants.

Apply for **Extension of authorisation of stay for studies**

Open an account with the NIE number at a banking institution

8) FAQs

Can there be more than one destination school?

You may have to share schools, meaning you will be at two locations as Language Assistant. In these cases, the hours will be agreed between the centers.

What are the rules and procedures in the event of absence for illness?

All absences must be reported and excused to the School Administration as soon as possible. If absences are not excused, the School Administration shall inform the contact person at the Department of Education and the corresponding payments shall be discounted for unexcused absences.

In the event of absence due to illness, the same procedure as used for school staff will be used. In the event of a prolonged illness, they shall continue to receive the same monthly grant, provided they remain in Spain and can return to their duties within a period of one month. If they return to their country of origin, the payment corresponding their absence shall be discounted.

What are the rules and procedures in the event of absence due to studies, exams, or for personal reasons?

All absences must be notified to the administrator or head of studies at the school as soon as possible. The administrator shall authorise the absence based on the justification provided. An absence shall not be considered excused if the administration has not provided express permission beforehand.

It is clarified that Conversation Assistants do NOT have personal days.

If you request a leave of absence for exceptional reasons (exams, family emergency, etc.), the management of your centre will decide whether or not to grant it and to compensate it with make-up time. However, the centre can only make this decision if the leave does not exceed one week.

If the Language Assistant requests more than one week's leave, the centre will apply to the appropriate management (CCAA or Ministry), which will take into account the reasons, the situation of the Language Assistant and the time requested in order to make a decision.

In any event, and in order to avoid a loss of services provided to the school, the assistant must agree with school administration on how to make up missed classes. Moreover, documents excusing this absence must be provided. If these rules are not followed, the monthly grant may be suspended or discounted proportionately.

How much is the monthly grant?

The economic stipend is **800 euros** per month during the school year.

What are foreign language assistants' tax obligations in Spain?

Language assistants receive a subsidy, and not a salary subject to tax withholdings, or income tax. In any event, selected candidates must be current, if applicable, with tax obligations, and all other obligations that may stem from Spanish law.

In the event of problems with the school or any other kind of incident, what is the procedure?

All problems or incidents must first be handled with the teacher-supervisor. If a satisfactory response is not obtained, it will be referred to the department head and, if necessary, to the administrator. If, after these consultations, the incident has not been resolved, the programme coordinator at the Ministry or Department of Education in the destination autonomous community must be informed and, as a last resort, the programme leaders at the Ministry of Education and Vocational Training.

Is it possible to forego the language assistant's services?

Yes. In the unlikely case that, for a justified reason, and after all bodies and institutions in charge of the programme have reached an agreement, they decide to forego the services of an assistant, said assistant shall be notified in writing at least two weeks in advance.

9) Useful addresses

Departamento de Educación Dirección de Centros y Planificación

(Ministry of Education Office of Schools and Planning)

C/ Donostia-San Sebastián, 1

01010 Vitoria-Gasteiz (Spain)

[\(Language Assistants in the Basque Country\) – Information](#)

hizkuntzalaguntzaile@euskadi.eus

Ministerio de Educación, Formación Profesional y Deportes- Unidad de Acción Educativa Exterior

(Ministry of Education, Vocational Training and Sport- Foreign Education Action Unit)

Paseo del Prado, 28

28014 Madrid

<https://www.educacionyfp.gob.es/mc/accion-exterior/inicio.html>

Offices to process documentation, foreign citizens in the Basque Country

[Government Delegations in the Basque Country - Immigration Office](#)

[Information on documentation procedures for foreign citizens - Police stations](#)

<p style="text-align: center;">ALAVA</p> <p>Immigration office in Vitoria/Gasteiz Address: C/ Oñate s/nº - 01013 Vitoria/Gasteiz Telephone: 945209642 Fax: +34 945209618 Procedures: <i>Autorizaciones de Regreso</i> (Return Authorisations), <i>Certificados</i> (Certificates), and NIE assignment and TIE issue Nationality Reports Stay extensions</p>	<p style="text-align: center;">BISCAY</p> <p>Immigration office in Bilbao Address: C/ Gordoniz nº 8 - 48015 Bilbao Telephone: +34 944709151 /+34 944709149 /+34 944709159 Fax: +34 944709100 Procedures: <i>Autorizaciones de Regreso</i> (Return Authorisations), <i>Certificados</i> (Certificates), and NIE assignment and TIE issue Nationality Reports Stay extensions</p>
<p style="text-align: center;">GIPUZKOA</p> <p>Immigration Office in Donostia/San Sebastián Address: Urumea Pasealekua, 17 20014 Donostia/San Sebastián Telephone: +34 943449800 Fax: +34 943449797 Procedures: <i>Autorizaciones de Regreso</i> (Return Authorisations), <i>Certificados</i> (Certificates), and NIE assignment and TIE issue Nationality Reports Stay extensions</p>	<p style="text-align: center;">GIPUZKOA</p> <p>Local police station in Irún Address: Plaza del Ensanche nº 2 – 20300 Irún Telephone: +34 943639533 Fax: 943639495 Procedures: <i>Autorizaciones de Regreso</i> (Return Authorisations), <i>Certificados</i> (Certificates), and NIE assignment and TIE issue Nationality reports</p>

IMPORTANT:

We recommend **contacting your immigration office** to confirm whether or not you must MAKE AN APPOINTMENT and confirm the necessary documentation you must bring. (Passport + *Nombramiento* (Appointment) as Language Assistant + 2 copies of EX17, EX18, or EX00 (as applicable) + Receipt of payment of the procedure fee + Photograph +, etc.)