



# **LANGUAGE ASSISTANS**

## **IMPORTANT INFORMATION**

**Procedure to conduct as soon  
as you reach the Basque  
Country**



# Finding Housing in the Basque Country

As soon as you reach the Basque Country, the first thing you must do is find a place to live for the time you will be spending with us.

Regarding lodging, we recommend contact your assigned school so they can collaborate with you, if necessary, to find housing under the best conditions possible. Specialised press, local newspapers, bulletin boards, or any other system can be useful to find suitable housing. Below are a few webpages that offer rental flats:

[www.idealista.com](http://www.idealista.com)

[www.fotocasa.es](http://www.fotocasa.es)

[www.enalquiler.com](http://www.enalquiler.com)

[www.segundamano.es](http://www.segundamano.es)

[www.milanuncios.com](http://www.milanuncios.com)

[www.easypiso.com](http://www.easypiso.com)

Once you have settled into your permanent address, you can go to Town Hall or the Municipal Council to register your address (empadronamiento). You can find information on the steps to follow and the documentation you will need on the website of the Town Hall in the city or town you have been assigned.

# Applying for NIE, TIE or the Certificate of Registration as an EU Citizen

Apply for the [N.I.E.](#) before reaching Spain at the Spanish consulates in your respective countries, so you will have it when you arrive.

Once in the Basque Country, depending on your circumstances, you must apply for the associated documentation as soon as possible.

Extra-community Language Assistants will be assigned the NIE upon applying for a visa.

Apply, according to nationality:

for the "**Tarjeta de Identificación de Extranjero (Foreign ID Card) (TIE)**" (Assistants from non-European Union countries - Extra-community)"

or the "**Certificado de Registro de Ciudadano de la Unión Europea (Certificate of Registration as a European Citizen)**" (assistants from Community European Union countries)" as student at

as applicable, based on the location of your school.

[Oficinas de Tramitación \(Processing offices\)](#)

# Obtaining the TIE (Foreign ID Card) Extra-community Language Assistants

## EXTRA-COMMUNITY ASSISTANTS – NEW

- **Extra-community Assistants: Need Student Visa.**
- Apply for TIE (Foreign ID Card)
- **Location for submission:** at the Immigration Office or Police Station in the province where your authorisation was processed, acknowledging your right or authorising you to stay in Spain. At the pertinent [Comisaría de Policía](#) police station:
  - ALAVA: C/ Oñate, s/nº - 01013 Vitoria-Gasteiz
  - BISCAY: C/ Uhagón nº 9 – 48010 Bilbao
  - GIPUZKOA: C/ Urumea Pasealekua, 17- 20014 Donostia
  - GIPUZKOA: Plaza del Ensanche nº 2 – 20300 Irún
- **Necessary documentation):**  
(We recommend contacting your immigration office to confirm whether you must make a prior appointment and confirm the documentation you must obligatorily provide)
  - Passport and copy
  - ID photo
  - Appointment as Conversation Assistant
  - Application form [EX17](#)
  - Receipt of payment of the associated [fee](#).

### CONSIDER:

In your case, like all students, this is a stay, not residency in Spain (this grants **permission "to stay"**, not "residency").



# Language Assistants from the UNITED KINGDOM

All participants of British nationality who reach the country after 01 January of 2021 who **cannot provide that they were previously residents**, shall be subject to General Immigration Regulations in terms of obtaining and processing their residency or stay authorisation, and the associated Foreign ID Card.

To apply for the Foreign ID Card (TIE), you must use this form: [EX-17](#)

Access to application forms: [Application forms](#)

Remember that execution of these procedures falls under the competency of the different Government Delegations or Sub-Delegations where you are going to live.

For more information:

[Programme Information for Language Assistants with British nationality  
Stays longer than 90 days for studies, education, internships, or volunteering](#)

The diagram illustrates the process of applying for a Foreign ID Card (TIE). On the left, a form titled 'DATOS RELATIVOS A LA SOLICITUD' is shown, with a section for 'II. SITUACIÓN CIVIL' containing a radio button for 'Estancia por estudios, investigación-formación, intercambio, prácticas o voluntariado'. An arrow points from this option to a sample of the TIE card on the right. The card is titled 'TARJETA DE IDENTIDAD DE EXTRANJERO (TIE)' and includes a photo, personal details, and the 'NÚMERO DE IDENTIDAD DE EXTRANJERO (NIE)'. A box at the bottom right contains the text: "Estancia por estudios, investigación-formación, intercambio, prácticas o voluntariado".

# Obtaining the CERTIFICATE OF REGISTRATION AS A EUROPEAN UNION CITIZEN

## COMMUNITY LANGUAGE ASSISTANTS – NEW

- These individuals come from European Union countries.
- Apply for the **Certificate of European Union Citizen Registration**.
- **Location for submission:** Immigration office in the province where you intend to reside or at the relevant Police Station. At the pertinent [Comisaría de Policía](#) police station:
  - ARABA: C/ Oñate, s/nº - 01013 Vitoria-Gasteiz
  - BIZKAIA: C/ Uhagón nº 9 – 48010 Bilbao
  - GIPUZKOA: C/ Urumea Pasealekua, 17- 20014 Donostia
  - GIPUZKOA: Plaza del Ensanche nº 2 – 20300 Irún

### **Necessary documentation:**

(We recommend contacting your immigration office to confirm whether you need to book an appointment and to confirm the documentation you must obligatorily bring)

- Passport and copy
- ID photo
- Application form [EX18](#)
- Appointment as language assistant
- Proof of payment of the associated [fee](#)

### **Consider:**

This document (**Certificate of Registration as a European Union Citizen**) is valid for 5 years, so you need not renew it if continuing, if the validity date is still in force.

# Applying for “EXTENSION OF RENEWAL OF STAY”

## EXTRA-COMMUNITY ASSISTANTS – RENEWAL

**Extra-community assistants need a student visa. Apply for renewal of TIE (Foreign ID Card)**

**Place of submission:** any public register addressed to the Immigration Office in the province where the activity takes place.

[Processing offices for foreign citizens in the Basque Country](#)

### **Necessary documentation:**

(We recommend contacting your immigration office to confirm whether you need to book an appointment and to confirm the documentation you must obligatorily bring)

- Application form [EX00](#)
- Passport original and copy
- New appointment as Language Assistant
- ID phot
- Previous TIE (original and copy)
- Immigration Ruling (original)

### **CONSIDER:**

You may apply for TIE renewal during the 60 calendar days before the expiry date of the authorisation. You may also do so within 90 calendar days afterward, notwithstanding the initiation of the associated sanctioning procedure. The Immigration Office shall send the Ruling on the Application to the address on the application.

# Opening a Bank Account in the Basque Country

The monthly stipend for Conversation Assistants is 800 euros. Compensation for these assistants is not subject to any withholdings.

In order to receive their stipend by bank transfer, assistants from the CAPV quota must **open a bank account with their NIE.**

To open a bank account, in addition to your passport or equivalent ID document (NIE, TIE, or CERTIFICATE OF REGISTRATION), you must provide a copy of your Appointment as conversation assistant.

Once your bank account is open, you must complete the “[Third-Party Registration Form](#)” with the bank’s information. This document must be signed by the Conversation Assistant and stamped by the bank. And you must request a **CERTIFICATE OF OWNERSHIP** from the bank, so that both documents can be checked.

The following details of the Account Holder must appear on the **CERTIFICATE OF OWNERSHIP** requested from the bank:

- ✓ Name and Surname of bank account holder
- ✓ ID number assigned to the account
- ✓ Bank account number



# Opening a Bank Account in the Basque Country

Once this “Third Party Registration File” is complete, sealed by the bank, and signed, you must send a scanned copy, along with a copy of your ID document (NIE, TIE, or CERTIFICATE OF REGISTRATION), and the other necessary documentation to the following address: [hizkuntzalaguntzaile@euskadi.eus](mailto:hizkuntzalaguntzaile@euskadi.eus)

If possible, this document must be correctly sent **before 15 October** of the year. For any questions, please ask the Programme managers.

Language assistants **who were already in the BASQUE COUNTRY last year** need only send the “Third Party Registration File” with account number information if you have changed banks or bank account numbers. **Before the beginning of the school year, you must complete the form will be received and send it together with a updated Certificate of Ownership to verify the information.** And remember that you must **open your bank account with your NIE.**

# Form of payment for Language Assistants (CAPV quota)

(Assistants who receive the monthly grant from the Dept. of Education of the Basque Country)

Payments to Language Assistants in the Basque Country (CAPV quota) will be made monthly via bank transfer. Payments will be made in arrears, i.e., on the first business days of the month following the month in which the corresponding monthly payment. We recommend processing the documentation necessary to receive the income as soon as possible to avoid delaying the first payment.

## ***IMPORTANT:***

*We advise setting aside funds for eventualities that may arise during these months, especially expenses the first month.*

*Language Assistants must know that prompt payment depends on quickly executing the procedures outlined in this document. Payment is not immediate, and in order to process the economic aid, the bank information must be correct; the bank account must be opened with the proper NIE.*



# LANGUAGE ASSISTANS

**For any questions, please contact** Programme Managers in the Basque Country:

[hizkuntzalaguntzaile@euskadi.eus](mailto:hizkuntzalaguntzaile@euskadi.eus)

**WELCOME!**

