

SPANISH
STUDIES
ABROAD

THE CENTER FOR CROSS-CULTURAL STUDY

The CENTER *for* CROSS-CULTURAL STUDY

SEVILLE HANDBOOK

YOUR COMPLETE RESOURCE FOR STUDY
ABROAD IN SEVILLE, SPAIN WITH
SPANISH STUDIES ABROAD

2017/18



WWW.SPANISHSTUDIES.ORG

Photograph: Jena Lane, Spring 2016

Table of Contents

Mission Statement	2		
Academic Pledge, Program Conditions & Release Statement	2	Academic Honesty Writing Center Final Examinations Cultural Visits & Study Trips Transcripts	
<u>AFTER ACCEPTANCE</u>			
Before You Buy A Plane Ticket	4	Experiential Learning Opportunities	21
Online Account		Internships and Service Learning	
Passport & Visa		Course Options	
Legal Matters		Independent Research Projects	
Social Media		Living the Culture	
Pre-Departure Web Chat		Volunteer Opportunities	
Departure Newsletter		Group Meetings & Activities	
		Speaking Partners Program	
Financial Information	7	Housing	23
Billing Details		Homestays	
Possible Additional Fees		Student Dorms (Residencias)	
Refunds		Homestay Norms	
Scholarships		Student Residence Norms	
<u>GETTING TO SEVILLE</u>			
Travel Information	10	Eating Abroad	28
Booking Your Flight		Mealtimes and Food	
Arrival		Special Dietary Needs	
Orientation			
Packing Suggestions	11	Being A North American Abroad	30
Weather in Seville		Culture Shock	
Fashion & Clothing		Gender Relations	
Securing Your Luggage		LGBTQIA Students Abroad	
Plug-In Appliances		Religious Diversity	
		Race and Ethnicity in Seville	
		Everyday Safety	
<u>WHILE YOU'RE THERE</u>			
The Center	14	How to Handle Money in Seville	34
What to Expect		Budgeting for Your Trip	
On-Site Faculty & Staff		Spending Money Abroad	
Emergencies & Emergency Contact Information	14	Keeping in Touch with Family & Friends	36
Health & Wellness	15	Mail	
Health Insurance & Medical Help		Cellphones	
Prescriptions & Injections		Making Phone Calls	
Health Information for Travelers to Spain		Email & Computers	
Fitness			
Academics with Spanish Studies Abroad, Universidad de Sevilla & Universidad Pablo de Olavide	17	Travel & Public Transportation	39
Courses at the Center		Getting Around Seville	
International & Integrated Studies Course		Getting Around Spain	
Registration		Getting Around Europe	
Spanish-Only Policy		Visits from Family & Friends	
Course Withdrawal Policy			
Program Transfer Policy		<u>AFTER THE PROGRAM ENDS</u>	
		Alumni	43
		Additional Transcript Requests	43

*If referencing a paper copy, please refer to the electronic version of this handbook for useful hyperlinks:
<https://www.spanishstudies.org/handbooks-and-guides.html>.*

Mission Statement

The mission of Spanish Studies Abroad (The Center for Cross-Cultural Study or CC-CS) is to promote in-depth understanding of Spanish-speaking countries for our students, through specifically designed academically rigorous university-level and cultural travel programs. We consider all of our students to be willing to cross cultural boundaries, to live as members of another culture, and to thus learn about others as they learn about themselves.

In accordance with our mission, Spanish Studies Abroad promotes equal opportunities within our programs and does not discriminate on the basis of an individual's race, religion, ethnicity, national origin, age, physical ability, gender, sexual orientation, or other characteristics. We believe in educating students on cultural tolerance and sensitivity, acceptance of differences and inclusiveness.

Academic Pledge, Program Conditions & Release Statement

In the following pages, please find a **copy** of the documents you signed as part of the Spanish Studies Abroad application.

Academic Pledge

Spanish Studies Abroad Code of Conduct

Studying abroad requires a significant commitment to personal responsibility. While on a Spanish Studies Abroad program you are, in effect, a cultural ambassador for your home country, a representative of your home institution, and a member of your adoptive community.

In addition to the Program Conditions and Release Statement that all students sign as part of the application process to Spanish Studies Abroad, you also agree to apply the same standards of conduct and academic integrity while abroad as you would at your home institution. These standards include, but are not limited to:

1. Following honest academic standards and maintaining your commitment to academic growth.
2. Strict adherence to host country laws and customs.
3. Respect for your host families and fellow program participants.
4. Respect for Spanish Studies Abroad property, professors and staff.
5. General personal and academic practices in line with those outlined by your home institution.

Spanish-Only Policy

The Spanish-Only Language Policy is fundamental to the educational philosophy of Spanish Studies Abroad. It is a tool that promotes cultural integration and active learning, where students put into practice what they are learning. This is the best way to develop both fluency in Spanish and a deeper understanding of the Spanish culture. The benefits of adhering to the Spanish-Only Policy, no matter your initial language level, are great:

- You will improve your ability to understand and express yourself in Spanish.
- As fluency increases, you will gain a greater awareness of the local culture as you develop relationships with your host family, professors, and friends.
- You will experience a greater feeling of accomplishment in your integration, while demonstrating a higher level of respect towards the local culture.

Living abroad provides an opportunity for total immersion in the language and culture-- but only if each and every student actively seeks out this experience. The immersion experience begins NOW, as you get to know your fellow students on the Spanish Studies Abroad program. You may find that living only in Spanish is awkward and even somewhat isolating at first, but years of experience have proven that it is the best way to improve your language ability. While each student makes an individual commitment to using only Spanish, this is also a collective effort that contributes to the progress of every student. To help you get the most out of your experience in Seville, Alicante, Barcelona, Córdoba, San Juan, and/or Havana, you and all of your fellow students attending programs with Spanish Studies Abroad are required to adhere to the Spanish-Only Policy.

Students are expected to use Spanish in all written and verbal communications while abroad. Students are NOT expected to speak in Spanish when they are faced with an emergency, when speaking with U.S. family members, and on occasions when it is absolutely

necessary to use English. However, speaking English in the presence of other Spanish Studies students is considered a violation of the policy and must be avoided at all times— for example, if you receive a call from your parents when you are near fellow students, you should lower your voice and step out of earshot.

Academic Pledge

1. In signing this Language Pledge, I agree to use Spanish as my sole language of communication while participating in Spanish Studies Abroad programs. I understand that failure to comply with this Pledge will result in a 5 point deduction from the final grade of the mandatory course required of that program and may also result in expulsion from the program without receiving a refund or academic credit.
2. I have read and understood the Language Pledge and Contract, and agree to the conditions.

Student’s name: _____

Student’s signature: _____ Date _____

Program Conditions & Release Statement

I hereby release and discharge The Center for Cross-Cultural Study Inc. and its agents, employees, and representatives from all suits, claims, or liability of any nature arising out of or related to my participation in a CC-CS/Spanish Studies Abroad program including, without limitation, claims for personal injury or property damage.

As a program participant, I authorize CC-CS to share details of my program with my family, my home institution in the U.S., and my host institution, as needed. I also authorize CC-CS to share details of my academic record, such as my home university transcript, with my host institution abroad. Furthermore, I authorize CC-CS to provide my home institution with a transcript of the coursework I complete as a CC-CS participant. I understand that if I am rendered ineligible for a program after my initial acceptance, I am not entitled to any refund from CC-CS. I acknowledge that it is my responsibility to maintain the minimum eligibility requirements from the point of my acceptance until the commencement of my program.

I release all materials from my experience abroad to be used by CC-CS and its affiliates exclusively for promotional reasons. This includes, but is not limited to, photo, print, video, digital mediums and social media posts or pictures. I understand that I can be removed or dismissed from the CC-CS programs at any time, either prior to or after departure, for violating Code of Conduct and other published CC-CS policies.

In the event that a program participant becomes incompetent for any reason, including (but not limited to) injury, accident, mental illness, disease, or loss of consciousness, he/she appoints CC-CS as his/her guardian, and authorizes CC-CS to take any action which it deems appropriate under the circumstances, including (but not limited to) arranging for medical or psychiatric treatment, administering prescription drugs, or transporting him/her to the United States.

[Note: If applicant is under 18 years of age, a parent or legal guardian must sign the following declaration and RELEASE]

I, the undersigned [father] [mother] [guardian] of

a minor, do hereby consent to [his] [her] participation in the CC-CS program and do forever RELEASE, acquit, discharge, and covenant to hold harmless The Center for Cross-Cultural Study, Inc. and The Center for Cross-Cultural Study, S.L. and its officers, agents and employees from any and all actions,

causes of action, and claims on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which I may now or hereafter have as the parent or guardian of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after [he] [she] has reached [his] [her] majority resulting from participation in any CC-CS programs.

After Acceptance

Before You Buy A Plane Ticket

Before you depart, there are a few things you need to take care of. Please read carefully!

ONLINE ACCOUNT

All students studying with Spanish Studies Abroad have an online account. To access your account, go to www.spanishstudies.org and click the “Login” link at the top of the page. You will then be prompted to enter your username and password. If you have forgotten your password, you may request a new one on the login page.

Items You Must Send to the U.S. Office of Spanish Studies Abroad

In order to finalize your acceptance in a Spanish Studies Abroad program, you must submit the following items via your online account as soon as possible. All pre-departure items will be due within two weeks of the application deadline.

- Passport Information and Copy
- Online Language Placement Exam Results
- Course Selection
- Housing Questionnaire
- Health Statement Form
- Academic Pledge and Program Conditions & Release Statements
- Program Deposit (due within 10 days of acceptance)
- Arrival Information
- Speaking Partners Form
- Digital Photo
- On-Site Mode of Communication Form
- Cell Phone/ SIM card Lease Form (optional)
- Spanish Studies Abroad Website/ Online Application Survey (optional)

PASSPORT & VISA

To travel to Spain you need a valid passport. For U.S. citizens, the most convenient place to apply for a passport is at your local post office. **If you do not yet have a passport, apply for one immediately!** It can take between to 4-8 weeks to receive your passport. If the start of your program is less than 90 days away and you have not yet applied for your visa (see below), you will have to pay for expedited service of your passport. Expedited service still takes about 2-3 weeks. The U.S. State Department’s website provides details on passports and current processing times [here](#). You may also inquire via telephone at (877) 487-2778. Students who are not U.S. citizens should contact the appropriate government agency in their home country for passport information.

Students who already have a passport should verify that it will be valid through the program dates and for at least six months after the Spanish Studies Abroad program concludes. If it is not, you must renew your passport. To ensure that the passport is valid, it must also be signed on the page that is beside the page with your picture and personal information.

You should NOT be carrying your passport around with you in Seville. We recommend that you bring a photocopy of your passport which you can keep in your wallet just in case you need it.

Student Visa

The visa is an endorsement on the passport allowing residence in Spain for six months or a year; citizens of the U.S. and various other nations may enter Spain for up to 90 days as tourists without a visa. If you are not a citizen of the U.S., you should check immediately with the appropriate Spanish embassy for your home country to learn about what requirements you must complete for a student visa.

If you are going to Spain for a semester or academic-year program, you should contact the Spanish consulate immediately; the visa process can be lengthy. You must apply for your visa at the Spanish consulate holding jurisdiction over your home or school address. **Keep in mind that if the Spanish Consulate nearest you requires an appointment, you must make an appointment as soon as the Consulate will allow appointments to be made.**

Semester Student Visa Process

The most recent information from the Spanish Consulates indicates that it typically takes 4-6 weeks to issue a semester student visa once your application has been submitted. Please check with your individual consulate to confirm, and be sure to follow your consulate's specific instructions for what materials to bring to your appointment in addition to the visa application.

Note: Each consulate has different requirements for the visa application process. Students should always follow the instructions given to them by their specific consulate over anything they are told by another person or even by Spanish Studies Abroad. While we are familiar with the student visa application process, we may not be aware of all the different requirements of each consulate or any changes to their policies. If you notice conflicting information, you should do what the consulate tells you.

Please consult the [Visa Handbook](#) in your online acceptance packet for further guidelines. Some semester students do not require a student **IF** their program is less than 90 days. Consulates typically will not accept an application submitted more than 3-4 months before the program departure date. Please check with your consulate for individual rules and restrictions.

If you have not yet provided your passport information to Spanish Studies, please contact our U.S. office right away. This information must be included in the letter to the Visa Officer of the Spanish Consulate, which will be provided to you by Spanish Studies Abroad and which must accompany your application for a student visa.

At most consulates you can still make an appointment even if you don't have your passport yet! However, you need a passport in order to apply for your visa, so make sure you have plenty of time if you need to apply for both.

Academic Year Student Visa Process

The Academic Year visa process can take up to and sometimes more than 20 weeks.

Please consult the [Visa Handbook](#) in your online acceptance packet for further guidelines. All Spanish consulates now require a background check with Spanish translations and apostilles and a medical certificate for students staying in Spain longer than 6 months. Police Criminal Record clearance must be verified by fingerprints, which cannot be older than 3 months from the application date. Appointments are different at each consulate, so read the website for the consulate in your jurisdiction carefully.

You must get a police record from the countries you have lived during the past 5 years. A U.S. Criminal Record must be either from:

- a) The Department of Justice of the State where you have lived in the past 5 years. It must be legalized with the Apostille of the Hague Convention from the corresponding Secretary of the State. **(*Please note that local police background checks will not be accepted!)**
- OR -
- b) FBI Records for International purposes issued by the U.S. Department of Justice – Federal Bureau of Investigation and must be legalized with the Apostille of the Hague Convention from the U.S. Department of State (in this case the Apostille must be from the Department of State and **not** from the Secretary of State).

*For documents issued by a state authority, the Apostille must be done by the Secretary of State of your State. If the document has been issued by a federal authority, the Apostille must be from the U.S. Department of State.

Short Term Program Students

U.S. citizens attending a January, May, or Summer Term program do not need a visa. **Non-U.S. citizens may be required to apply for a visa, even for short term programs in Spain.** Again, if you are not a citizen of the U.S., you should check

immediately with the appropriate Spanish embassy for your home country to learn about what requirements you must complete for a student visa.

LEGAL MATTERS

Income Taxes

U.S. residents who are abroad during the spring semester will need to make arrangements for filing federal and state income taxes. Individuals who are temporarily living abroad can request an extension on the deadline for filing their federal income tax return. This extension is generally until June 15. Please note that if money is owed to the government and an extension is filed, interest will be charged on the amount if it is not received by April 15. For more information on federal income tax laws and regulations, please consult the IRS official web page www.irs.gov or call (800) 829-1040. Individuals should contact their state government for regulations information on extending state taxes.

Power of Attorney

If your signature will be needed for any official or legal document while in Spain, you should make the necessary arrangements for a “power of attorney” to be held by parents, guardians, or another appropriate person to act on your behalf. This can be done by writing out in detail the specific duties that this person will have, (i.e. signing a check; corresponding with the school or university about financial or academic matters; or obtaining medical records and information, in case of an emergency). This letter should then be notarized so that it is legal and official. Public notaries are available at many banks, post offices, public libraries, and town halls.

Absentee Voting

Voting is a privilege and right for all U.S. citizens. If you are a U.S. citizen and will be abroad during an election, Spanish Studies Abroad urges you to take advantage of this right by voting via absentee ballot. **You should apply to do this at least two weeks before you leave home.** U.S. citizens can get more information, as well as the forms needed to apply for the absentee ballot, by visiting the Federal Voting Assistance Program website at www.fvap.gov. Be sure to also call the local city clerk’s office of the city where you are registered to vote.



SOCIAL MEDIA

Facebook Community Pages

While you may have already joined the [Spanish Studies Abroad Facebook page](#), students should also plan to join the location-specific page for [Spanish Studies Abroad Seville](#). This page is for alumni, current students, and prospective students, so it will be a great resource to you as you begin to prepare for your program and meet fellow Seville students. Prior to the start of the program, the Spaniards who participate in the Speaking Partners Program will also be invited to join the page. This will help Spanish Studies students to meet their Speaking Partners before the beginning of the program. For all program-related questions for Spanish Studies staff, please email info@spanishstudies.org.

Instagram

If you want to see exciting things we are doing at the Center, the places you'll visit, the activities you will participate in, never-before-seen photos, or how we plan for your arrival and orientation at the Center, then follow us on Instagram: [SSA.Sevilla](#)

PRE-DEPARTURE WEB CHAT

Students accepted to Spanish Studies Abroad in Seville are invited to participate in an online Pre-Departure Web Chat. During this chat, students will be able to ask Admissions staff and the on-site Seville staff specific questions about study abroad in Seville. Dates and information on how to join the chat will be sent via email closer to the chat date.

DEPARTURE NEWSLETTER

Spanish Studies Abroad students receive a Departure Newsletter by email several weeks prior to the program start date. The newsletter contains important travel and arrival information, such as emergency contact information (also included in this handbook), the address for Spanish Studies Abroad in Seville, taxi and baggage tips, and contact information for fellow participants. **Make sure to bring a copy with you during your travels!**

Financial Information

BILLING DETAILS

Spanish Studies Abroad is affiliated with over 80 colleges and universities. For most affiliated schools, payment is made to Spanish Studies directly by the school. However, billing arrangements vary between universities, so we ask that you pay close attention to the information received with your acceptance letter and in the View/Pay Bill section of your online account.

Payment of Fees

The non-refundable deposit is due within 10 days of your acceptance to the program. In cases where the school is sending payment directly to Spanish Studies Abroad, you should ask your college or university to discuss this with Spanish Studies Abroad directly.

Note: The due date for the non-refundable deposit may not be deferred.

Payment must be received by the U.S. office of Spanish Studies Abroad no later than the due dates listed in your online account. Any payment submitted after its due date will be subject to late fees. You will not be admitted to Spanish Studies Abroad housing or classes until all payments have been received. Special arrangements are made only in exceptional cases and may include interest rates and service charges. Your transcript will not be released until all financial obligations you incurred during the school term have been satisfied, including payment for unreturned library books and program cell phone usage.

If you anticipate that you will have financial aid to use toward your program payment, please contact the U.S. office of Spanish Studies Abroad regarding the necessary paperwork to defer your final program payment due date.

Spanish Studies Abroad Final Payment Due Dates:

Seville January Term	November 15 th
Seville Spring Semester	December 15 th
Seville May Term/Summer Term 1/Summer Terms 1 & 2	May 1 st
Seville Summer Term 2	May 15 th
Seville Fall Semester	July 15 th

Note: All checks should be made payable to: The Center for Cross-Cultural Study, Inc.

Financial Aid

You must speak with the financial aid office at your home university regarding the school's policies for the transfer of financial aid for study abroad. If financial aid will transfer, there are some forms that must be completed in order to coordinate the transfer of funds and the deferment of the final payment due date if aid will be disbursed after that time. The non-refundable deposit due date may not be deferred, even if the amount will be covered by financial aid.

The Spanish Studies Abroad Financial Aid Deferment Form, included in your online acceptance packet, should be submitted to your home university's financial aid office to be completed and returned to the U.S. office of Spanish Studies Abroad before your program final payment due date. You will also need to make sure that the financial office is able to coordinate with Spanish Studies Abroad regarding any forms that they need completed by Spanish Studies Abroad to transfer financial aid, such as a Consortium Agreement.

POSSIBLE ADDITIONAL FEES

Early or Special Final Examination Fees

Final examinations must be taken as scheduled. Under certain special circumstances (such as a wedding, graduation, etc.), students may petition Spanish Studies Abroad before the start of the program to have their final exams administered early. We ask students to make sure that post-program travel plans do not begin until the day after final exams end, as noted in

your program calendar. If, after arriving in Seville, a student finds that s/he needs to leave the program before the last final examination due to an unforeseen emergency, the student may petition the Resident Director to take special final examinations in Seville or at the home college under the proctorship of a professor, after returning to the United States. **The fee for taking early or special final exams is \$50 per exam, no exceptions.**

Transcript Fees

Students whose home college or university requires a transcript from a U.S. degree-granting institution may obtain academic institutional credit and a transcript from our School of Record, Heidelberg University in Tiffin, Ohio; an additional fee of \$250 is charged by Heidelberg for this service. If the student has requested this transcript service due to a home institution requirement, a request form is included with the Spanish Studies Abroad acceptance packet and must be returned to Spanish Studies Abroad before the start of the program. In order to facilitate the issuing of the transcript the student may be billed by Spanish Studies Abroad on behalf of Heidelberg University for the additional fee. Spanish Studies Abroad will then pay Heidelberg University for issuing the transcript.

Note: This fee can be paid through the student's portal, or checks should be made payable to: The Center for Cross-Cultural Study, Inc.

Housing Between Programs

Students participating in an academic year or other programs combining two or more terms of study may choose to travel between terms or stay with their host family. If the student chooses to stay with the host family between terms, then the student will incur room and board fees for this time period. Please contact the U.S. office of Spanish Studies Abroad for more information about fees and payment deadlines.

Housing Changes

If a student elects to move from the student residence to a homestay without justification, there will be a fee of \$500.

REFUNDS

If you decide not to attend a Spanish Studies Abroad program after you have been accepted, please send us written notification immediately. You can inform us of your decision via email at info@spanishstudies.org

Withdrawal from the program between the final payment due date and 30 days before the start of the program has a penalty of 25% of the program fee. Withdrawal from the program within 1-29 days before the start of the program has a penalty of 25% of the room and board fee and 100% of the tuition, study tours, orientation, and general education fees. There is no refund for any portion of the program fees on or after the program start date.

Please note that these penalties are in addition to the deposit, which is non-refundable.

There is no withdrawal from room and board arrangements with Spanish Studies Abroad during the course of a program. Spanish Studies Abroad will change unsatisfactory lodgings but will not refund any portion of room and board fees after a student's arrival at a home. If the student finds his or her housing to be unsatisfactory, he or she should contact the Spanish Studies staff immediately; Spanish Studies will determine if a housing change is warranted.

SCHOLARSHIPS

Spanish Studies Abroad Scholarship Program

The Spanish Studies Abroad Scholarship Program is open to all students enrolled in all of our programs. We award four \$1500 scholarships for semester programs, five \$500 scholarships for summer programs, and one \$500 scholarship for the January Term. Students may apply for only one of the two scholarship options: The Spanish Studies Abroad Merit-Based Scholarship or the Spanish Studies Abroad Diversity Scholarship.

Award recipients are chosen based on the submission of one original essay in English. For more information about the scholarship program and to download the application, visit www.spanishstudies.org/scholarships.

While all eligible students are encouraged to apply, the Spanish Studies Abroad Scholarship Program is very competitive and only a handful of awards are made per term. Students will be notified of scholarship awards before leaving for their programs abroad. A check is sent to the student's permanent home address after arrival in Seville and is not used toward

payment of program fees at Spanish Studies Abroad.

Videographer Grant

Spanish Studies Abroad will award a \$50 grant to ten students each semester and summer who are willing to create a brief video sharing their enthusiasm about study abroad prior to their program start date, as well as a second video upon return from their study abroad program. For more information about this opportunity, visit <https://www.spanishstudies.org/grants.html>.

Alumni Scholarship Fund

The Spanish Studies Abroad Alumni Scholar Fund was developed in 2004 and designed to benefit returning students wishing to embark on an additional cross-cultural adventure with Spanish Studies Abroad. Spanish Studies now offers all alumni students a stipend to apply towards another Spanish Studies Abroad experience in Spain, Argentina, Puerto Rico, or Cuba. Please note that **all Spanish Studies Alumni who choose to attend an additional program with Spanish Studies Abroad will automatically receive the Alumni Scholarship**. Alumni who receive an Alumni Scholarship are also eligible to apply for the Spanish Studies Abroad Scholarship Program. Alumni scholarships are as follows:

- Academic Year: \$1,000
- Semester: \$500
- 7 Week Summer Term: \$200
- 3 1/2 Week Summer or January Terms: \$100
- May Term: \$50

Outside Scholarship Opportunities

For a list of other study abroad scholarship opportunities not offered through Spanish Studies Abroad, please refer to our [Scholarships Page](#).

Getting to Seville

Travel Information

BOOKING YOUR FLIGHT

In order to allow flexibility to our students in making their flight arrangements, we do not offer a group flight option. Please note that **when booking your flight, you should always refer to your program calendar** which is located [here](#) or in your acceptance packet link.

Note: Most flights to Spain are overnight. **Students should plan to depart from the U.S. the day before the program start date indicated in your program calendar.** Students should make their flight arrangements from their departure city to the city of Seville and must be sure to check their baggage the whole way through to Seville. For return flights, students should plan to depart from their host homes or the student residence no later than noon on the last day of the program.

Once you have your flight itinerary, you must submit the information via your online account, or email it to info@spanishstudies.org. If you have any delays or last-minute changes in your flight itinerary, please inform our U.S. and Spain office at info@spanishstudies.org and your parents or guardians. **If you are en route to Seville, you will need to also inform the Seville Resident Director, Elisa Guidera - elisa.guidera@spanishstudies.org.**



ARRIVAL

You will be responsible for making transportation arrangements to your homestay on your own and for all costs involved.

Spanish Studies Abroad staff will be at the airport on the program start date typically between 9:00am and 1:00pm* in order to assist you in getting a taxi to your homestay or residencia. If you arrive outside of that time, please take a taxi directly to your host family's address or student residence address.

****Please note that the time the staff will be at the airport is subject to change and will be confirmed in the Departure Newsletter that will be sent to you a few weeks before the start date of the program.***

Please look for the Spanish Studies Abroad signs and staff members once you get your luggage at the Seville airport. We will be wearing yellow scarves as shown in the picture above.

A taxi from the airport to the center of Seville takes around 25 minutes and charges a flat fee (around 25 Euros) on weekdays from 6:00am to 9:00pm. This fee can be slightly higher on weeknights, weekends, and holidays. We recommend that you ask the taxi driver for a receipt. We advise students to exchange at least \$75-100 USD to Euros before departing for Spain, or upon arrival at the Madrid airport.

If you lose your luggage, you must file a claim at the "lost luggage," or "*equipajes perdidos*" desk in the luggage area of the airport. In the case of luggage delay, you are responsible for claiming your own luggage. You can either have them send it to:

Centro Norteamericano, at Calle Harinas, 16 y 18, 41001, Sevilla, España* OR to your homestay address in Spain.

Please inform the Spanish Studies Abroad staff if your luggage is lost.

****Please note that the Center is closed on weekends therefore listing only the Center's address could cause further delay.***

ORIENTATION

Orientation information is sent directly to students in the Spanish Studies Abroad Departure Newsletter prior to the start of the program. When you first arrive in Seville, you will have a two-day orientation and important introductory meetings before settling into the program. **Orientation is mandatory for all students.**

Note: Orientation is a busy time, and you may not get a chance to call home immediately upon arrival. If your family would like confirmation of your arrival, they should contact our U.S. office where we will have information on the safe arrival of our students.

Packing Suggestions

The most important advice we can give is to pack half of what you had originally planned to bring. If you find that you need something you didn't bring, nearly everything can be found in Spain.

WEATHER IN SEVILLE

Fall

When you first arrive in Seville for the Fall Semester, it will be hot. The summer heat will linger probably through the end of September, with temperatures as high as 30 or 40°C. The hottest part of the day is the afternoon, which is why Spaniards take *siesta*: it's too hot to go outside. By October and November it will begin to cool down, and it will probably rain more. At this point in the fall, it will be cool enough for a light jacket at night and maybe even on some rainy days.

Winter

While it doesn't snow or get as cold as it may in some regions of North America, it does get cold and damp in Seville during the winter. By mid-December and through February, temperatures will get as low as 5°C (41°F) at night. You will need to wear a heavy winter coat during the day and night, although you may find it a little warm on a sunny afternoon. Please note that most homes do not have central heating, so you will most likely have a space heater in your room during the colder months. Make sure you have sweaters to wear during the day and warm pajamas for sleeping.

Spring

Sometime in March the weather will begin to warm up again. Temperatures will reach the mid to upper 20's (upper 70's to lower 80's), and rain will be infrequent. Again, in the beginning you may wish to wear a light jacket at night, but by late April the weather will be warm and beautiful.

Summer

During the months of May and June, the temperature will slowly climb back up to around 30° and 40°C (upper 80's to 100's) The sun will be hot, especially during *siesta*, but the air will be dry. July and August are the hottest months of the year, with temperatures as high as 45°C (113°F) on some days. Keep cool, drink lots of water, and take advantage of the hours of *siesta* to stay in your nice, cool home. In August, many businesses shut down and people travel to the beach to wait for the temperature to start its slow decline.

FASHION & CLOTHING

The fashion in many Spanish cities, including Seville, is very similar to that in the United States; however, there are certain key differences you will want to be aware of.

Spaniards tend to be more trendy and polished in their day-to-day outfits. When going to university, it is common for Spanish students to dress very stylish. Girls often wear nice jeans or pants with boots (nice boots, preferably not Uggs) or flats in the winter and fall. Trendy athletic footwear is also popular (e.g. Adidas or Converse). Men should also wear nice shoes or fashionable sneakers. In summer months, the fashions are similar to in the United States; however, students should keep in mind flip flops are mostly worn to the pool or beach.

Running sneakers and exercise clothes (including sweatpants, yoga pants, and leggings) are usually only worn when exercising, and pajamas should **never** be worn to university. In addition, going to class with wet hair is considered impolite.

When going out at night, the dress is often formal at clubs or *discotecas* while smaller bars may be more casual. Girls should plan on dressing up, and in the winter months plan on additionally wearing tights and nylons for warmth. Men should also dress in nice shirts (sweaters and button-downs) and dress pants or nice jeans with sports shoes.

Items to Consider Packing

- Casual pants (jeans are okay)
- Several shirts, long- and short-sleeved
- Plenty of underwear and socks
- Lightweight pajamas for warm weather
- Warm pajamas for cool weather
- Slippers to wear around the house
- Comfortable shoes for walking
- Shorts, capri pants, and/or skirts
- One pair of sneakers
- One nicer pair of shoes, for dressing up
- One or two dressy outfits
- A couple of sweaters for the winter
- Lightweight jacket
- Heavy winter coat
- Gloves, hat, and scarf
- Bathing suit

Pack as lightly as possible, since you'll have to carry everything through the airport. Keep in mind that you'll probably buy some clothing in Seville as well, and laundry should be done once a week.

Chicas: If packing heels, remember there are cobblestone streets all around Seville, which can make for some unsteadiness. If bringing very short skirts, keep in mind the attention they might draw. Please see the section "Being A North American Abroad" for further information on gender relations in Seville.

Other Items

- This Handbook
- Spanish Studies Departure Newsletter (sent via email a few weeks prior to departure)
- Travel books (try *Lonely Planet* or *Rough Guides*)
- Pocket Spanish-English dictionary
- USB device for storing assignments and printing purposes
- Beach towel
- Washcloths, if desired
- Camera
- Backpack (or bookbag)
- Any cosmetics/products you use
- Medicines for cold and upset stomach
- Vitamins
- Pictures of family, friends, and home
- **Prescription medications**, if needed*
- Sunscreen (SPF 25 and higher - It's SUNNY)
- Umbrella
- Watch
- Gift(s) for your host family, if you are living with one

*If you take any prescription medication or wear contacts, be sure to bring enough for your entire stay. Refer to "Prescriptions" under the "Health & Wellness" section of this handbook.

You will be able to find a lot of the everyday products you need in Seville, so there is no need to stock up on shampoo, deodorant, or feminine hygiene products. Take only what you'll need for the first part of the trip, so you'll be able to get settled in, but don't over-pack these things.

You may want to pack your favorite cold and upset stomach medicines, just in case. You can get medicines at pharmacies in Seville, but they'll be different than what you're used to and, when you're sick, you may feel better using what you know.

SECURING YOUR LUGGAGE

While traveling, we recommend purchasing a TSA lock to secure your luggage. If you have anything of value that can fit into your carry-on bag, we strongly recommend that you put it there instead of in your checked baggage.

While in Spain, we suggest locking your luggage so you can keep valuable items secure at all times. This would be the place to keep your passport*, airline tickets, extra cash, and anything else of value that you don't want to leave lying around. You should also know that your things might get moved when your host family or the *residencia* staff clean your room. Remember that this is their job; they are not trying to get into your belongings.

*You should not be carrying your passport around with you in Seville. We recommend that you bring a photocopy of your passport which you can keep in your wallet just in case you need it.

PLUG-IN APPLIANCES

The general rule is: don't bring them. The electrical current in Spain, 220V, is not the same as the current in North America. That means that appliances like hair dryers, curling irons, or electric shavers will be ruined if you plug them in without a converter. We highly recommend that if you can fit it in your budget and absolutely need your hair styling tools, purchase them in Spain to avoid any issues with electricity. If you need a hair dryer, you'd be better off using an inexpensive one in Seville rather than risking destroying your U.S. hair dryer when you plug it into a converter or adapter- these are not always effective.

If you do buy a converter or adapter, make sure it is the appropriate voltage for ALL of the products you are bringing.

This rule may or may not apply to electronic devices like laptops. Some have built-in converters, in which case you would only need the adapter for the plug. Be sure to check the manufacturer's instructions to see that your device will operate at 220V. If the company makes special plug adapters (i.e. as Apple does for its Macbooks) we recommend that you purchase and use those instead of plugging into a separate converter or adapter. In the case of a power surge you may risk the destruction of your laptop. Voltage in Spain is generally 220V, while it is 110V in the U.S.

If using a converter, the wattage of the converter must match the wattage of the appliance. Please make sure that your laptop's voltage range, found on your power cord, will be compatible with Spain's electrical current.

While You're There

The Center

Your home away from home! The Spanish Studies Center is housed in two turn-of-the-century mansions in the heart of Seville's commercial and social center. It is a short walk from the local universities and some of Spain's most glorious and historic sites, including the *Catedral*, *Giralda* (the symbol of Seville), *Torre de Oro*, *Alcázar* palace, and the beautiful Guadalquivir River.



WHAT TO EXPECT

- Student computer labs with over 30 workstations and WiFi access
- Patios, a library, and study rooms
- Central heating and air conditioning
- Sevillanos in English classes at the Center, thus facilitating contact between U.S. and Spanish students
- On-site cultural activities
- Speaking Partners
- Fiestas at the Center for U.S. and Spanish students



ON-SITE FACULTY & STAFF

- Resident Director (RD)
- Academic Coordinator
- Computer Technician
- Activities Coordinator
- Tenured professors
- Faculty office hours and tutoring
- Staff escorts available for medical visits

Emergencies & Emergency Contact Information

In the U.S.

Spanish Studies Abroad
446 Main Street
Amherst, Massachusetts 01002-2314
tel: 413 256 0011
fax: 413 256 1968

After-hours emergency line: 413 687 7069

info@spanishstudies.org

In Seville, Spain

Centro Norteamericano
Calle Harinas, 16 y 18
41001 Sevilla, Spain
tel: (011-34) 954 224 107
fax: (011-34) 954 229 204

After-hours emergency line: (011-34) 699 306 451

elisa.guidera@spanishstudies.org

Note: For the Seville numbers given above, the (011-34) code at the beginning of the number is only necessary to add for making an international call from the U.S. to Spain. If calling within Spain, you can skip the code and just dial the nine-digit phone number. **If calling to the U.S. from Spain, add the code "001" before dialing the normal U.S. ten-digit number.**

Should an emergency arise, U.S. family members may leave a message for students on the Center in Seville's regular business telephone at (011-34) 954 224 107, or at our U.S. office telephone, (413) 256-0011. When the Center in Seville is

closed, there is an answering machine connected to these numbers, which will record your messages and give you additional emergency contact numbers. The Center in Seville is open Monday through Thursday from 8:00am - 10:00pm, and Friday from 8:00am - 8:00pm local time. The US office is open Monday through Friday from 9:00am - 5:00pm EST.

Before leaving to go abroad, be sure to [register online](#) with the government's Smart Traveller Enrollment Program (STEP). It is a free service for U.S. citizens to enroll their trip with the nearest U.S. Embassy or Consulate abroad, so that you can receive information about safety conditions and emergencies, and help the Embassy get in touch with you in case of an emergency.

In the unlikely event of an emergency, please be sure to check these web pages. Up-to-date information on Emergency Procedures and Security can be found on our website at www.spanishstudies.org/safety or at the Department of State website: <https://travel.state.gov/content/studentsabroad/en.html>.

Emergency Numbers Within Spain

General Emergency – 112

Ambulance – 061

U.S. Embassy Information

Embassy: Serrano 75, 28006 Madrid

Mailing address: PSC 61, APO AE 09642

Telephone: [34] (91) 587-2200

Fax: [34] (91) 587-2303

Health & Wellness

If you are ill and need medical attention, please contact our Seville Center office (954 224 107) and a staff member will help to make an appointment with a physician.

HEALTH INSURANCE & MEDICAL HELP

All students attending Spanish Studies Abroad programs are provided with health insurance for the duration of the program through [CISI Worldwide Insurance](#). **All Spanish Studies students are required to participate in the Spanish Studies Abroad medical insurance program, whether you have insurance at home or not.** Always carry your CISI insurance card with you.

*A couple of weeks before the start of the program, you will be enrolled in the CISI insurance. Once enrolled, you will receive an email from CISI letting you know of your enrollment as well as providing you with login information so that you may access your account and print your insurance card. It will be in your best interest to print the card before your travels so that you will have this documentation on hand.

Although Spanish Studies Abroad provides medical insurance while in Spain, if you have medical insurance at home, it is a good idea to take along one or two claims forms. These would be used if you need treatment for a pre-existing medical or psychological condition, medical attention while traveling outside of Spain, or if you encounter health issues while traveling outside of the Spanish Studies program dates. **Please note that you are only covered through Spanish Studies Abroad for the dates of the program and within Spain**, so you should also plan to bring claims forms if you are traveling before or after the program, or to any other country. If you have dental insurance at home, you should also bring some dental insurance claims forms with you, in case you need dental treatment while you are abroad.

If you are under medical or psychological treatment at home, you should speak with your doctor about the possible effects of study abroad and cultural change on your condition. If you have any pre-existing medical or psychological conditions, you should bring a copy of your medical records, in case you need treatment in Spain. CISI has an arrangement with a local psychologist. Students do not have to pay for the counseling.

We request that all students make us aware of any previous or current medical conditions via their Health Statement in their online portal. Refusal to do so could create a substantial risk of harm. Information is treated confidentially and used in circumstances judged by the Resident Director to be essential to your well-being.

Emergency Medical Help

If you are ill you should notify us in person or call the Center at 954 224 107.

You have several choices if you become ill:

- Call a doctor and make an appointment, preferably calling one of the doctors on the list below, and go to the appointment
- Go directly to see the doctor, preferably one of the doctors listed below
- Call us and we will help you make the appointment or take you directly to the doctor

In any case, you should take your CISI card, your passport, and money with you. Keep all receipts and paperwork, which will be needed to file a claim and to be refunded.

In the case of a minor injury or illness

CISI is willing to pay doctors directly, but many doctors want to be paid when the services are rendered. Take your CISI card and your passport. You should be prepared to pay for doctor visits for minor illnesses such as a sore throat or a sinus infection. Then, fill out a claim form and send with copies of the itemized paid bill(s) to claimhelp@culturalinsurance.com.

In the case of emergencies or major illness

You can visit any doctor and let us and CISI know so they can arrange payment.

Pre-approved hospitals or clinics:

1. **Policlinica Los Remedios**, Calle Padre Damián, nº19, 41011 Sevilla, open 9:00-14:00 and 17:00-20:00, Monday-Friday
 - a. Phone: 954-279-786
 - b. Endocrinology, orthopedics, podiatry, internal medicine, gynecology, allergy and immunology, rheumatology, and dermatology
2. **Centro Médico Arenal**, calle Pastor y Landero, 9, 11 y 13, open 9:00-12:30 and 16:00-17:00, Monday-Friday
 - a. Phone: 954 293 338
 - b. Endocrinology, internal medicine, gynecology, allergy, rheumatology, and dermatology
3. **Hospital Infanta Luisa**

You can go to this hospital (in Triana) for major emergencies, or you can call a specialist and ask for an appointment.

 - a. In Triana, Calle San Jacinto nº87, 954 330 100
 - b. In Alameda, Alameda de Hércules nº24, 954 902 265
 - c. In Nervión, Calle Marqués de Nervión nº45, 954 934 314
4. **Magdalena Arcia Prieto, Psychologist, Calle Asunción, call for an appointment, she speaks English**
 - a. Phone: 691 010 796

***Note:** There are other hospitals and doctors that students can see, especially in the event of a medical emergency, but since they may not be pre-approved students will have to pay for the doctor visit and file a claim to be reimbursed afterward. More information on this will be provided at the arrival orientation in Seville.

PRESCRIPTIONS & INJECTIONS

If you take any prescription medication, be sure to bring enough for your entire stay. Contact your health professional and insurance company several weeks before leaving; some medication requests require several weeks to be fully processed. These should be in their original containers: that is, labeled with your name and the name of the prescription drug. In the case that you are unable to acquire enough for the entire stay, or just in case your medication is lost, you should take a written prescription for replacement of the drugs. The prescription should bear the generic name (chemical composition) of the drug, NOT the brand name, since medicines purchased in other countries usually have different brand names; though this prescription may not be enough at pharmacies, it will help a Spanish doctor make a valid prescription.

If you wear contacts you should bring enough for the entire stay plus extras, and if you wear glasses you should bring an extra pair.

Injections

If you require regular medical injections, you should bring syringes with you from home; needles in Spain are usually a larger gauge. The cost of having injections administered by a healthcare professional is not covered by your Spanish Studies

Abroad insurance, so be prepared for that expense. In order to get your injections at a clinic in Seville, your doctor at home must write you a letter with the following information:

- Directions on how to administer the injection
- How often the medication is administered
- Generic name of the medication
- Components of the medication
- Exact dosage of medication needed and any other relevant information for administering the injection
- Any possible side effects
- Any other relevant information for administering the injection

Send a copy of this letter to the U.S. office of Spanish Studies Abroad, and take another copy to Seville. **Again, you must have a written prescription and/or letter from your doctor to get through airport security with your injection materials.**

HEALTH INFORMATION FOR TRAVELERS TO SPAIN

Please check the Center for Disease Control and Prevention (CDC) website for up-to-date information on required vaccinations and tips on staying healthy in Spain: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/spain>.

The CDC website also has health information available for other countries to which you may choose to travel during your time abroad. A list of countries with available health information can be found [here](#).

FITNESS

There are no sports facilities at the Center, but University of Seville and University Pablo de Olavide students have access to both universities' sport facilities. You can find more general info about the [USEV](#) and [UPO](#) facilities online.

Students who are a part of any program are welcome to join and will receive more information on various gyms not related to USEV or UPO on-site. Our Center works with many different gyms that are not only close to the Center, but are close to students' homestays.

You can also run quite safely around the city! We recommend running along the Guadalquivir River and in the Maria Luisa Park, but always during safe times (not too late in the evenings).

Academics with Spanish Studies Abroad, Universidad de Sevilla (USEV) & Universidad Pablo de Olavide (UPO)

COURSES AT THE CENTER

Students enrolled in either the Spanish Studies or Integrated Studies program enroll in courses at the Center. Please see the sections called "Continuation Period" and "International and Integrated Studies Course Registration" for more information on academic with our partner universities.

Intensive Period

All semester and academic year students will begin their semester in Seville with a period of intensive study of Spanish language and culture. This initial focus will help you with your language skills and cultural immersion. During the Intensive Period, you will be enrolled in the language course and one-credit required language module for which you pre-registered. The *Cultural Realities* classes will also start during the Intensive Period.

During Intensive Periods and Terms, classes are held Monday through Friday.

Continuation Period

Students who are part of the Spanish Studies program will take their remaining courses through our Center in Seville, alongside other Spanish Studies students. Students who are part of the Integrated Studies program will begin their combination of Spanish Studies Abroad courses at the Center, as well as courses at the *Universidad de Sevilla* (USEV) or the *Universidad Pablo de Olavide* (UPO). For some students, the only course they will take at the Center will be the one credit

language module. The rest of their courses will be through USEV or UPO. Students partaking in the Internship or Service Learning Semester will go on to begin their field work at this time.

For semester programs, classes at the Center are generally held Monday through Thursday during the Continuation Period, except for occasional Friday make-up days for holidays. Due to the number of holidays in Seville, there tend to be fewer free Fridays in the Spring Semester than in the Fall. Meeting times and days for courses taken at USEV and UPO vary, but many classes do meet on Fridays.

Attendance and active participation is required for all classes. Below is the attendance policy for the Center:

<u>Intensive Period</u>	<u>Continuation Period</u>
3-credit language courses (Monday-Friday): Complete absence - 20 points Partial absence - 10 points 1-credit language module (meet Monday-Friday): Complete absence - 20 points Partial absence - 10 points	Language courses & 55 minute content courses (Monday-Thursday): Complete absence - 5 points Partial absence - 3 points 2 hr content courses (meet twice a week): Complete absence - 10 points Partial absence - 5 points 1-credit language module (meet once a week): Complete absence - 10 points Partial absence - 5 points

Course Registration

The preliminary Course Selection form you submit with your Pre-Departure materials will be the first step in selecting your classes for the program. A few factors may change your original course selection:

- If you have not met the prerequisites for a class you have chosen
- If the class you want is already full
- If you have too many or too few credits and need to alter your schedule accordingly
- If a particular course is canceled due to under-enrollment
- If your performance on the placement exam in Seville indicates a need for a change

Any changes that you would like to make to your course registration, once your Course Selection form has been received must be sent via email to info@spanishstudies.org after you consult with your home university academic advisor. Once in Seville, there will be a short Add/Drop period during which you may change your schedule on a space-available basis.

The additional course fee for the Living the Culture courses will not be reimbursed in case of a withdrawal.

Spanish Studies Abroad Programming is Academically Rigorous

You can expect one to two hours of study at home for each hour of class time. This is probably comparable to the amount of work you have at your home college or university. At the beginning, what will be especially challenging is that most if not all of your classes are taught in Spanish. The first week or so of class will probably be the most frustrating in that respect; just stick with it and remember that most of the other students in your classes feel the same way you do. Before you know it, you'll be following your classes without any trouble at all.

In addition to listening and speaking in class, the Spanish Studies Abroad curriculum incorporates an intensive Critical Thinking/Writing Program that helps students develop and perfect oral and written expression in Spanish. Students will be required to submit several writing assignments in the form of short essays and/or a final research paper. Details on the program requirements are available at orientation and in the individual syllabi.

INTERNATIONAL & INTEGRATED STUDIES COURSE REGISTRATION

International and Integrated Studies applicants must register for their university courses three months prior to the start of the program. Fall applicants must complete enrollment in June and Spring applicants in November. Seville staff will be in touch through email with the accepted International and Integrated Studies students to help them finalize their course selection.

For students in the Integrated Program only: Once in Seville, students may change their courses depending on enrollment availability **and** if the change is within the same school (*facultad*). Students may not enroll in a course that is offered at a different school from the one they originally chose. For example, if a student has registered for “Golden Age Literature” at the Facultad de Filología, that student can change courses if and only the new course is also offered at the Facultad de Filología. If the student wishes to change “Golden Age Literature” for “Medieval History of Spain,” offered at the Facultad de Geografía e Historia, that change cannot be possible because the school (or *facultad*) is different. Keep in mind these rules as you make your course selection with your home advisor.

More on classes at local universities in the Integrated Program (USEV or UPO):

- It’s one of the best ways to improve your Spanish
- Classes are typically lecture type, there’s little or no discussion
- Class sizes range from 20 to 50 students
- Grade usually depends on one final exam
- Students are expected to take notes
- It’s also a great opportunity to meet locals

SPANISH-ONLY POLICY

When you submit your Pre-Departure materials, you sign a Spanish-only contract, promising to speak only Spanish while you are on the program. We take our Spanish-Only Policy very seriously and you should, too. Let’s be perfectly honest: it’s a waste of time and money if you go to Spain and speak English with your friends on the program. Make an effort, not just in class, but in the street, in your home, in bars and clubs—everywhere you go in Spain. It’s the only way to make your Spanish Studies Abroad program the experience you want it to be. **Incidents of breaching the Spanish-Only Policy may be reported to the student’s home campus and may reflect negatively on the student’s grades.** To reference the Spanish-Only Policy as well as the Academic Pledge and the Program Conditions & Release Statement that you signed please refer to the first few pages in this handbook.

Note: Spanish is the official language used in all orientations, classes, PowerPoints, discussions, trips and excursions, etc.

COURSE WITHDRAWAL POLICY

Students may add or drop integrated university courses without penalty (course does not show up on the transcript) during the Add/Drop Period of the Integrated Studies Program only. The Add/Drop Period lasts for two weeks after the start of the university calendar.

Students that drop a course after the Add/Drop period will receive a “W” for “Withdrawal” on their Spanish Studies Abroad transcript, which will appear as “No presentado” on the host university transcript. Any student who is not present for the final examination and has not previously withdrawn from the course will receive a grade of “No presentado” on his or her transcript from the host university. In this case, “No presentado” translates to the grade of “F.”

PROGRAM TRANSFER POLICY

Please be aware that students who transfer programs (i.e. from Integrated to Spanish Studies) for any reason, must follow the calendar of their new program. Regardless of the original program that a student chose, housing through Spanish Studies expires on the date of the new program. Students will be responsible for adjusting travel arrangements and paying any associated fees that may arise due to the program transfer. This policy applies to students transferring programs either before or after their departure date.

Students that switch from the Integrated Studies program to any non-integrated program, as a consequence of dropping their university course, will receive reimbursement for only the housing portion of their program costs and only if such

change occurs during the established Add/Drop Period. If the change occurs after the Add/Drop Period has ended, students will not receive any reimbursement. Whether reimbursement is received or not, students that have transferred to a different program must depart on the new program's established end date.

ACADEMIC HONESTY

Spanish Studies holds students to the highest standards of academic honesty. Academic dishonesty of any kind will not be tolerated. This includes, but is not limited to, plagiarism, fabrication, and cheating. Any student who is academically dishonest will face disciplinary sanctions, which may range from a failing grade on the assignment to dismissal from the program. **Incidents of academic dishonesty may be reported to the student's home campus.**

WRITING CENTER

Spanish Studies has a Writing Center that is available to students looking for assistance from tutors in their written Spanish coursework and assignments. Spanish Studies Abroad professors serve as tutors at the Writing Center twice a week during the Continuation Period and once a week during the Intensive Period.

FINAL EXAMINATIONS

Refer to the calendar included in your acceptance packet for the dates of final examination week. You must take your final exams as scheduled, so arrange your flight home after the program end date. Students in the Integrated Studies program will need to make arrangements for early exams, as specified on the program calendar. Under certain special circumstances (such as a wedding, graduation, etc.), students may petition Spanish Studies Abroad before the start of the program to have their final exams administered early. You will be charged a \$50 fee per examination for each early final exam taken through Spanish Studies Abroad.

CULTURAL VISITS & STUDY TRIPS

INTENSIVE PROGRAMS:

Visits to the Cathedral, Royal Palace, and Roman Ruins of Italica and the day trip to the city of Córdoba and/or Ronda form part of the intensive language/content course taken during the program. Student attendance is absolutely mandatory. If a student does not attend a visit during class time, ten points will be automatically deducted from the course's participation grade. Medical excuses need to be documented.

SEMESTER PROGRAMS:

Visits to the Cathedral, Royal Palace, Roman Ruins of Italica are a mandatory part of the language course taken during the Intensive Period. Likewise, mandatory study trips to Córdoba, Mérida, Cáceres and/or Granada also form part of the study abroad program. If a student does not attend a visit, ten points will be automatically deducted from the course's participation grade and he/she will not be considered for the Spanish Only Policy awards. Medical excuses need to be documented.

Note: Spanish Studies does not grant refunds for any missed portion of the study trips and/or cultural visits.

TRANSCRIPTS

The U.S. office of Spanish Studies issues academic transcripts after the end of each program. Your official transcript will be mailed to the address provided on your Home School Approval Form and a student copy will be emailed to you at the email address provided.

Note: Transcripts for International and Integrated program courses will be delayed due to the USEV and UPO academic schedule. If you have an outstanding balance on your account, your transcript will be held until the balance is paid.

Spanish Studies Abroad transcripts show course numbers and titles, the number of contact hours and credits, and the grades for all coursework undertaken on the program, including internships completed through Spanish Studies Abroad, Independent Research Projects (IRPs), and course work completed at the University of Seville or the University Pablo de Olavide. Grades and credits are reported according to the semester-hour system.

Spanish Studies Abroad courses may not be taken on a pass/fail basis. LTC courses are the only courses that may be taken as Pass/Fail. Petitions to change a course from traditional grading to pass/fail must be addressed to the Registrar of the student's home institution.

If your school requires that your grades be reported on a transcript from a U.S. degree-granting institution, you may receive a transcript from our School of Record, Heidelberg University in Tiffin, Ohio. Additional fees are charged by Heidelberg University for this service. Please contact Spanish Studies Abroad for more information about this transcript option.

As a general rule, students should have all courses, internships and outside studies approved for transfer credit by their home institution before the start of a program. This can normally be arranged through your study abroad advisor or registrar at your home institution.

Please see the section called "Additional Transcript Requests" in "After the Program Ends" for information on how to request additional transcripts in the months and years after you complete your program.

Experiential Learning Opportunities

Spanish Studies Abroad semester or academic year students with an advanced level of Spanish are strongly encouraged to pursue one of our Experiential Learning Opportunities. These include completing an internship, a service learning project, volunteering, or conducting an independent research study. In some cases, students who are participating in both summer terms may also have time to take advantage of one of these opportunities, such as volunteering. If you have any questions, you can find more information here: <https://www.spanishstudies.org/intern-abroad.html>, or you may contact the Spanish Studies Abroad office in the U.S.

INTERNSHIP AND SERVICE LEARNING COURSE OPTIONS

Qualified students enrolled in Summer, Semester, or Academic Year Programs have the opportunity to pursue an unpaid internship or service learning experience in Seville. Internships and service learning are available in local businesses, educational institutions, and nonprofit organizations. A high level of Spanish is required for the Internship or Service Learning Course Option.

An internship or service learning involving 135 contact hours (112.5 clock hours) over the course of a semester is awarded three semester credits, while one of 180 contact hours (150 clock hours) receives four credits.

Your performance will be evaluated in the following ways:

- Regular meetings with the Internship Supervisor (the Resident Director or appointed Faculty), in which students discuss progress and brainstorm solutions to issues encountered in the field
- Workplace supervisor observation and evaluation
- Anthropological tools, such as blogging, dialog, and memoir, which enhance understanding of the process of integration and the local culture
- A written report submitted at the end of the internship/service learning experience
- Additional criteria for evaluation, grading, and granting of credit may be established by your academic advisor on your home campus.

Internship and Service Learning Deadlines

If you would like to be considered for an Internship or Service Learning Course Option in Seville, you will need to submit the corresponding application to the U.S. office of Spanish Studies in advance of the deadlines listed below. More information about [internships](#) and [service learning options](#) are available on the website.

The application for an Internship or Service Learning Course Option is located in your Spanish Studies Abroad online portal. **Please note that these applications require the written approval of your academic advisor at your home institution.**

Deadlines for submission of Internship Course Option and Service Learning Applications:

- Fall Semester – May 15
- Spring Semester – October 15
- Summer term – April 15

Please note that Internships and Service Learning projects are not guaranteed. Students must select an alternate course or an Independent Research Project in the event that the requested course option is not available.

If you are interested in making your internship or service learning project the main focus of your Spanish Studies Abroad program, we encourage you to check out our [Seville Internship and Service Learning](#) program page.

INDEPENDENT RESEARCH PROJECTS

The Independent Research Project (IRP) gives you the opportunity to study a topic of particular interest to you that may not be covered in another class. Your proposal must be approved by Spanish Studies Abroad and by your home institution before you go to Spain. Once your project is approved, the Spanish Studies Abroad staff and university professors in Seville will assist you in completing it. Home institution faculty may be involved with your IRP by helping to create your proposal and/or evaluating your completed project. Interested students can visit www.spanishstudies.org/irp for more information. You may conduct one IRP per semester.

LIVING THE CULTURE

In addition to the core academic courses offered in the Seville programs, you have the opportunity to take "Living the Culture" courses and activities. These courses typically carry 1 credit and depending on the term, include Spanish cooking, dance courses, windsurfing, and scuba diving instruction. These courses are reported as Pass/Fail. Please note that Living the Culture courses include additional fees. To find out more, visit www.spanishstudies.org/living-the-culture.html.

VOLUNTEER OPPORTUNITIES

Volunteer opportunities give students a chance to get to know the local community and improve their Spanish in the process. Past volunteer projects have been available in schools and nonprofit organizations. While a volunteer opportunity is more flexible than an Internship or Service Learning Project since it is not for credit, students are still expected to make a solid commitment and to maintain a set schedule. Interested students may inquire about this opportunity during their first week of the program.

GROUP MEETINGS & ACTIVITIES

Group meetings are held periodically for Spanish Studies Abroad students and staff. These meetings give you the opportunity to discuss any questions or concerns that arise, as well as to share experiences and information. Meetings are also held before all Spanish Studies sponsored excursions for pre-trip orientation.

In addition to group meetings, Spanish Studies sponsors a number of mandatory activities throughout the course of the program. Some of these activities include:

- Weekly cultural site visits to museums, monuments, etc.
- Day or overnight trips to cities in surrounding areas of Spain (destinations TBD, will include at least one day trip and one overnight trip per semester).
- *Fiestas* with Spanish students who are studying English at the Center and with your Speaking Partners.

Note: Due to insurance regulations, it is not possible to bring guests, including visiting family members and friends, on official Spanish Studies Abroad program excursions and visits.

SPEAKING PARTNERS PROGRAM

In order to provide a deeper immersion experience and connect students with locals, Spanish Studies has developed the Speaking Partners Program. This is a mandatory conversation exchange program, where students learn and practice Spanish with a native speaker, in turn helping him or her to learn and practice English. Our goal is to encourage cultural exchange and promote long-lasting friendly and cordial relations between the Speaking Partners.

Speaking Partners should plan to meet at least once a week (more for short-term programs) and speak one of the languages (Spanish or English) alternately at each meeting. In addition to these regular meetings, which students and Speaking Partners are responsible for coordinating independently, Spanish Studies will also host group activities throughout the semester.

Spanish Studies staff will be available for students whenever they need advice and, if requested, will assign new or multiple Speaking Partners.

Housing

The best advice we can give you in order to take the most out of your housing situations would be: Communication.

Our staff in Seville chooses housing placements very carefully. Most of the families who host Spanish Studies Abroad students have been working with us for years and come with the highest recommendations from former students. *Please note, in the interest of meeting your goal of cultural immersion, it is the policy of Spanish Studies Abroad not to pair students from the same school in the same homestay during our semester and academic year programs.* Also, it is the policy of Spanish Studies Abroad that visiting friends and family members cannot stay with the host family or at the student residence.

Note to all students: Spanish Studies Abroad does not offer housing in the homestays or the student residences during the days prior to the start of the program or days beyond the end dates of the program. If you are arriving early in Seville or plan on staying later, you should book your own hotel or hostel.

Note to Academic Year students (who are not enrolled in the January Term) and **students in multiple programs:** Students enrolled in Academic Year programs or multiple combined programs will not have housing between semesters. Please refer to our website for the start and end dates of each semester. If you wish to stay in your home in Seville during the time between semesters, contact the U.S. office regarding availability and prices.



HOMESTAYS

The Homestay option is available to students on all Spanish Studies Abroad programs. You will live with a Spanish family and, in most cases, a roommate from the Spanish Studies Abroad program. Depending on homestay availability and housing preferences, some students may not have a roommate.

In your home you will have a bed, bed linens, blankets, towels, and a place to hang or store your clothes. You will have a desk with a chair and lamp for studying, a space heater in winter, and a fan in warm weather.



Spanish homes do not usually have central heating or air conditioning, which might come as a surprise to you in the months when you want it most. You just have to dress for the seasons and see how your host family deals with the different temperatures. In the summer, host families will provide you with a fan.

We encourage that students bring gifts for their host families. You should know that we, in the U.S. office of Spanish Studies Abroad, do not receive any specific details about families, just your host family's name, address, and telephone number. If you want to bring a gift, we suggest something that represents where you live, what you enjoy, your hobbies—basically something that will give your host family some insight into you as a person. Another good way to share your life with your

host family and Spanish friends is to bring photos from your hometown or university.

Your *señora* will give you a set of keys to your house, so you will be able to go out and experience Spanish life on your own schedule. With that comes the responsibility of keeping your family informed of your plans; let them know if you will be home late or if you plan to miss a meal. Your host family's location will be within a 10 to 30 minute walk to our Center.

If you ever have a problem with your housing assignment, whether it is with your host family, your roommate, or the students and/or staff of the *residencia*, **tell the Resident Director right away**. She will help you to work out whatever problems come up and, if things don't get resolved, help you to decide if you would like to move to another home. If a student elects to move from the student residence to a homestay without justification, there will be a fee of \$500.

Housing assignment information is generally provided about a week before the start of the program. Please note that **housing assignments may be subject to last-minute changes**.

Note: Spanish Studies Abroad guarantees internet access in all our homestays. If for any unexpected reason the student has problems accessing internet, Spanish Studies Abroad will provide free USB Modems until the problem is solved.

STUDENT RESIDENCES (*Residencias*)

Please note that the student residences are not owned by the university or on university property. They are privately owned and operated dormitories.

Spanish Studies Abroad students on our semester or academic year programs also have the option of living in a student *residencia* alongside Spanish university students. This is a unique opportunity for Americans to live and make friends with Spanish-speakers their own age. Our students live in one of the two following *residencias*:

- *Santa Ana*, 12 minutes walking distance to the Center, is located on Calle Gravina 22. For more information about *Santa Ana*, please visit sta-ana.com.
- *La Central*, located on Calle Miguel Cid, is 15 minutes walking distance of The Center. For more information about *residencia La Central*, visit www.lacentralsevilla.com.

Residencias are private companies unaffiliated with any school or university. The universities in Seville do not have dorms available for their students. When possible, Spanish students typically live at home with family members. The students in the *Residencias* are a mixture of Spanish Studies students, Spanish students from the surrounding area, and international students from Latin America and Europe. This makes for a global atmosphere that's conducive to language learning and cultural exchange.

Students generally live in a double room. All rooms have a private bathroom, air conditioner, and heater. Each student is provided with a bed, a desk, a lamp, and a place to put your clothes. Bedding and bath towels will be provided for you. The room will be cleaned and linens changed once a week.

Both *residencias* have free WiFi and a common area which includes a TV room, dining room, a refrigerator, a microwave, and self-service laundry facility. Please note that from 9:00 p.m. onwards WiFi speed is slower due to overcrowding. All students have a weekly load of laundry included, but should provide their own detergent. If the student needs to do more washing than once a week, there is a small extra cost of 1€ for the use of the washing machine and 1€ euro for the use of the dryer.

Breakfast, lunch, and dinner are served daily. These are served cafeteria style, except on Sundays and holidays when a picnic lunch and dinner are provided. Special dietary needs can be accommodated with prior notice from the student. Please be aware that some special dietary needs require an additional fee (see section below on special dietary needs).

There is a roof space for the students' enjoyment where occasional barbeques and celebrations are held. There is also an elevator. Smoking is not allowed anywhere on the premises.

Access to the *residencia* is controlled to maintain a safe environment for the students. There is a staff member available 24 hours a day to monitor movement in and out. This person is also available to answer questions and to provide the students with whatever they might need. There is no curfew for the residents, however no overnight guests are allowed.

Note: The student *residencia* option is only available for semester or academic-year students with an advanced level of Spanish. There are a limited number of spaces, so placement cannot be guaranteed.

HOMESTAY NORMS FOR STUDENTS AND HOST FAMILIES

To ensure a correct and cordial relationship between the host family, students, and the Center, a series of norms and recommendations have been designed. There are minimum conditions designed for all homes in general; it is normal for personality differences to exist between host family and student; there will be certain differences also between one home and another. If you have a doubt, don't understand a certain norm, or would like to make a comment regarding housing, be sure to consult your Resident Director.

YOUR BEDROOM WILL HAVE:

- A comfortable bed with a mattress in good shape, enough blankets, a pillow, sheets and pillowcase that should be changed once a week.
- A table, large enough to study or write on comfortably (minimum 1 x 0,5 m).
- A table lamp for each student with at least a 60 watt light bulb.
- A closet with enough drawers and hangers for the student's clothing and belongings.
- A ceiling lamp with at least a 60 watt light bulb.
- A heater in winter and a fan in summer which the student will have at his/her disposition whether he/she uses it or not. The student must not leave the heater/fan on during the night.
- The student must use the heater moderately. Electricity in Spain is very expensive.
- The student must turn off the lights in the bedroom, bathroom, etc. when he/she leaves the room.
- The student must tidy up his/her bedroom every day.

THE BATHROOM WILL HAVE:

- A clean toilet with a cover.
- Hot water.
- A shower curtain.
- Toilet paper.
- A clean towel to be used only by the student. This towel is only for use in the house. Student is responsible for bringing a towel for travel or outdoor use.
- A towel rack for the student, either in the bathroom or the student's room.
- The student will have the right to shower once a day with hot water. The student should be allowed to shower whenever he/she wants to do so (between 7:00am and 10pm), limiting his/her time in the bathroom and not using hot water for more than 8 minutes.
- The student must tidy up the bathroom after use.

LAUNDRY:

- The host family will replace the bed linen and the towel once a week. They will wash each student's laundry at least once a week (one load of white clothes and one load of colored clothes).
- The clothes will be folded.
- If the student has more laundry than stipulated, he/she will have to wait until the following week to have them laundered.

MEALS:

- The student will be served three meals per day: breakfast, lunch and dinner. He/she will eat with the family or, if living in a *residencia*, with the other guests. A student should never have to eat alone except when he/she is not able to arrive in time for the meal.
- The student should respect the eating hours in the home; a day when he/she will not eat or sleep at home he/she should communicate this to the host family in a timely fashion.
- If the student wants to use the refrigerator, he/she must ask the host family for permission, who in turn will authorize this or not.
- Bottled water, milk with meals, between-meal snacks, fruit juices, beer, and wine are not included in the housing fee.
- The meals that the host family will prepare for the student are:
 - A typical breakfast consists of toast with butter or something similar, with coffee, tea, hot chocolate or milk.

- Lunch and dinner consist of a variety of traditional Mediterranean dishes (fish, meat, legumes, vegetables, eggs, etc). Each includes a main dish and dessert, preferably fresh fruit. Due to cholesterol concerns, eggs will be served no more than three times a week.
 - The menu must be flexible and varied, taking the student's preferences into account. Many students like salad, vegetables and fruit.
- The meal schedule must be flexible, taking the student's class schedule into account. The majority of the students finish their classes at 2p.m. and arrives at their home 30 or 45 minutes later.
- The student may request, 24 hours in advance, that a cold lunch be prepared for him/her to take on field trips.
- The student must help to clear the table. Remember that you are living with a family, not in a residence.
- The student must respect the house schedule.

TELEPHONE:

- There must be a permanent telephone in every home.
- The student must have access to the house phone to receive calls at reasonable times (between 10:00am and 11:00pm). He/she must limit the time on the telephone. The student may not make calls from the house, except for emergencies, and after asking the host family for permission.
- If the telephone in the home does not work, even for one day, please inform the Center.
- If the student has a mobile phone, he/she may not receive or make calls between 11pm and 8:30am.
- If the student has Skype or video chat on his/her computer, he/she may not use it between 11pm and 8:30am.

DOCTOR:

- If a student doesn't feel well and needs a doctor or medication, he/she should call the Center. The Center's staff will make an appointment at the medical clinic and accompany the student. The host family will not give any medication to the student.
- If a student misses class due to medical reasons, he/she or the host family should contact the Center which, in turn, will inform the students' professors.
- Please see the Emergency Medical Help section on page 8 of this handbook for more information on pre-approved doctors and hospitals students can visit.

HOUSING CHANGES:

- If unresolvable differences should arise between the student and the household, the Center will move the student as soon as possible within 10 days of the decision. Once the host family is informed of the change, we ask that they not discuss this subject with the student to avoid any discomfort.
- If the host family desires that the student be moved, the Center will be notified 10 days in advance.
- In the event that the Center must move the student because some or any housing requirements have not been fulfilled, the Center maintains the right to move the student without previous notice to the household.
- In case of any indication of sexual harassment or inappropriate behavior on the part of the host family members, the Center will move the student(s) to a different home immediately and with no previous warning. The Center will also stop working with a host family where an issue like this arises.
- Should there be any case of sexual harassment or inappropriate behavior on the part of the student, Spanish Studies will deal with such issues on a case-by-case basis, moving the student to a different home immediately and terminating enrollment in the program, as necessary.
- If a student elects to move from the student residence to a homestay without justification, there will be a fee of \$500.

MISCELLANEOUS:

- It is absolutely forbidden to drink or have alcohol at home.
- The student's room may not be rented out during weekends, Holy Week, or Feria even if the student is not present in Seville during these times.
- The host family will not discuss financial matters related to housing, as this is very uncomfortable for everyone and causes uneasiness.
- If the host family finds it necessary to be absent overnight or on a weekend for any reason they must inform the Center's RD. Both the RD and the student must agree to this.
- There should be a pleasant environment in the house, where the student feels comfortable and welcome.

- There should be only two students housed in any given home. *More* than two students will not be allowed to live in the same home, whether they are from Spanish Studies Abroad or a different study center. Housing three or more students in the same home will be considered a failure to abide by the norms outlined above by the Center.
- The host family may not have guests who are not family staying overnight.
- Should the student not leave the home on the departure date previously indicated by the Center, the Center is not responsible for paying the host family for extra day(s).
- The student may not take his/her friends of either gender to the home without previous permission from the host family.
- The student must inform the family of his/her schedule time in advance
- The student must inform the family of his/her absences in advance.
- The student cannot leave the home after the family goes to bed.
- If the student's house keys get lost or stolen, for fear that the missing keys may be used to rob the home, the host family may ask the student to pay for a new lock. A new lock costs between € 30 and € 300. Students are advised to carry their house keys in a safe place, perhaps on a lanyard in pockets and not in a separate bag, in case of theft.
- The house may not have a charcoal, coal-dust, gas, or similar type of heater.

STUDENT RESIDENCE NORMS

MEDICAL CARE:

- If a student needs a doctor or medicine, he/she should call Spanish Studies Abroad to make an appointment or go directly to the Clinica Arenal: Calle Pastor y Landero 13, Telephone: 954 22 92 93
- If a student misses class for medical reasons, he/she should contact Spanish Studies Abroad.
- Please see the Emergency Medical Help section on page 8 of this handbook for more information on pre-approved doctors and hospitals students can visit.

Residencia Santa Ana

BASIC NORMS:

- 24 Hour onsite staff. This residencia is open 24 hours a days 7 days a week, including holidays
- Rooms are cleaned once a week. Students must keep their bedrooms orderly; otherwise their room cannot be cleaned by the housekeeping service.
- Common areas include a full fridge, microwave, toaster, TV room, study room, solarium and WiFi.
- Laundry is self-service, which is free to use. Students must provide their own laundry detergent. There is a spot on the roof to hang clothes to dry. Please note that the *residencia* is not responsible for laundry left unattended for long periods of time.
- Visitors are allowed from 11:00am to 1:30pm and 5:00pm to 8:00pm.
- NO STUDENTS (WHO ARE HOUSED IN THE RESIDENCIA OR NOT) are allowed to sleep in the bedroom of another student.
- The staff of the residence can inspect the rooms at any time whether the student is present or not, but the staff will not enter a room without good reason. Otherwise the staff only enters a student's room on the day it is to be cleaned or to make a repair.
- There is no smoking or alcohol allowed on the premises.
- Parties or large gatherings are not permitted in the rooms.
- For help, damage or any information relating to the property, send an email to residencia@sta-ana.com

BEDROOMS:

- Rooms with baths, TV, air conditioning, and heat
- Each student is provided with a bed, a desk, a lamp, and a place to put your clothes.
- Bedding and bath towels will be provided for you.
- Students may not plug additional electronics like coffee-makers, space heaters, TV's, etc. into the outlets.
- Students may not store perishable food items or alcohol in their bedroom.

MEALS:

- Three meals per day: breakfast between 7:00am and 8:45am; lunch between 1:00pm and 3:25pm; dinner between 8:00pm and 9:30pm ("take-out" is available). Lunch and dinner on Sundays and holidays are bagged meals provided by the *residencia*. Special diets can be accommodated.

Residencia La Central

BASIC NORMS:

- 24 Hour onsite staff. This residencia is open 24 hours a days 7 days a week, excluding Christmas break. This is typically from the 22nd - until January 8th depending on the calendar of that year. During this time students must leave the residence as it is completely closed and no staff.
- Students can come and go as they please. If it's late the gate will be locked- simply knock on the door to be let in.
- Rooms are cleaned once a week. Students must keep their bedrooms orderly; otherwise their room cannot be cleaned by the housekeeping service. The day your room will be cleaned is set up in advance.
- Common areas include a TV, microwave, refrigerator, toaster, wifi and a study room: there is NO fridge in the main building, just in the Annex. You are allowed to put a small refrigerator in your room; however that is at your own expense. The "study room" is more used as a dining/common area, students will be in this area watching TV, computers, headphones, etc., but it is not a study room itself because there is quite a bit of street noise. Silence is not required in this room although it is usually quiet.
- Laundry is self-service, which is free to use. Students must provide their own laundry detergent. Please note that the residencia is not responsible for laundry left unattended for long periods of time.
- Visitors are allowed from 11:00am to 1:30pm and 5:00pm to 8:00pm. There is flexibility, but not during meal times.
- NO STUDENTS (WHO ARE HOUSED IN THE RESIDENCIA OR NOT) are allowed to sleep in the bedroom of another student.
- The staff of the residence can inspect the rooms at any time whether the student is present or not, but the staff will not enter a room without good reason. Otherwise the staff only enters a student's room on the day it is to be cleaned or to make a repair.
- Smoking is not allowed in the residencia; there is a designated smoking area on the terrace.
- For help, damage or any information relating to the property, send an email to info@lacentralsevilla.com

BEDROOMS:

- Rooms have air conditioning and heat
- Each student is provided with a bed, a desk, a lamp, and a place to put your clothes.
- Bedding and bath towels will be provided for you.
- Students may not plug additional electronics like coffee-makers, space heaters, TV's, etc. into the outlets. Exceptions are made for a small fridge and/or items such as an electronic piano for conservatory students. All additional electronic devices must be approved by residencia staff ahead of time.
- Students may not store perishable food items or alcohol in their bedroom.
- Students will pay a 10€ to 20€ deposit for their room key which will be returned to them upon their departure from the residencia.

MEALS:

- Three meals per day: breakfast is between 7:00am and 10:30am Monday through Friday and between 7:00am and 11:00am on weekends; lunch is between 2:00pm and 3:30pm; dinner between 9:00pm and 10:30pm ("take-out" is available). Lunch and dinner on Sundays and holidays are bagged meals provided by the *residencia*. Special diets can be accommodated.

Eating Abroad

MEALTIMES AND FOOD

Your host family will provide you with three meals per day: *desayuno*, *almuerzo*, and *cena*. Here is what you can expect from Spanish meals:

Desayuno

This is not a major meal in Spain. You get up in the morning, and have a small amount of food – probably just toast – and either coffee or hot chocolate/chocolate milk. You would be hard pressed to find a Spanish person who has ever eaten eggs for breakfast instead of lunch, and pancakes are unheard of (although pancake mix and maple syrup as a gift can make you a hit with your hosts for the entire stay)!

- Coffee (*café*) is served many ways: *solo* (black, more like espresso), *cortado* (just a hint of milk), *con leche* (half milk, half coffee; like a latte), or as *leche manchada* (lots of milk, very little coffee).
- The other morning beverage of choice is “*Cola Cao*”: a powdered chocolate milk mix that can be served hot or cold—and it’s really tasty.
- Toast will be served with olive oil, butter, margarine, or jam. The bread will most likely be fresh from the neighborhood bakery, not store-bought sliced bread.

Comida

Comida, or *almuerzo*, is the biggest and most important meal of the day. It is generally eaten between 2:00 and 3:00 PM and consists of two dishes. One is usually vegetables or a soup and the other may be some sort of meat, fish, or eggs usually with fried potatoes or a salad. You will also most likely have either fruit or yogurt for dessert.

- **Siesta** - Every day after *almuerzo* Spain has *siesta*. You’ve heard of *siesta* before, but you may not be familiar with what it really means. We generally take it to mean “nap.” Really, *siesta* is a time to rest, stay out of the heat, and spend time with family. It generally starts around 1:30 PM—when most shops begin to close—and lasts until 5:00 PM.

It can be very disconcerting to find out that there is little to do during *siesta*. Almost all the shops (except for the big shopping centers) are closed. Depending on your class schedule, you will go home for lunch with your family, after which they may sleep or watch TV. You really have no choice but to relax, read or study, go for walks, or possibly go meet friends for a *café* or *cerveza* toward the end of the *siesta* period. If your class schedule does not permit you to return home for lunch, your *señora* will pack you a lunch to enjoy while relaxing wherever you like. This is another aspect of Spanish life that will probably throw you off at first. But, as with the food, you’ll probably be desperate for a *siesta* when you head back to college for the next semester!

Cena

Cena is another small meal, although more substantial than breakfast. **It is generally served between 9:00 and 10:00 pm** and includes usually a bowl of soup and then fish, a Spanish *tortilla*, or possibly a sandwich.

What You Might Expect From Spanish Food

Spaniards tend to rely heavily on locally raised and grown food which helps explain the differences in regional Spanish cuisine and the seasonal availability of certain foods. Although this may restrict your diet in certain ways, the food you eat will probably be fresher than what you are used to in North America, given that it has not traveled very far to get to your table!

- **You can expect** to have bread with every meal. Many of the foods you will eat are fried in olive oil, and olive oil is used as a topping for bread or toast as well. Spanish food will probably seem strange to you at first. You’ve probably never eaten fried eggs and hot dogs together in your life, let alone for lunch. You may get a little nervous when you see the deep fryer in your host family’s kitchen. Your salads may be made of just iceberg lettuce with olive oil and vinegar. Trust us: it will grow on you. Sooner than you know you’ll be back home and pining away for a *bocadillo de jamón serrano* or a few *churros*.
- **You can’t expect** to get the same things you’d have at home. Your host mother won’t provide you with soda, juice, milk, or beer and wine at mealtimes. Most Spanish families drink water at lunch and dinner—usually tap water, which may have been chilled in the refrigerator. If there is yogurt in the refrigerator, it’s probably for dessert at lunch or dinner, so don’t take it for a snack without asking first! In fact, always ask your host mother’s permission before taking anything for a snack.

There are a number of foods that will become a part of your daily life in *Sevilla*. Below you will find a description of some of the most important foods you may have while in Spain, but many you’ll have to discover once you arrive. Don’t worry: it will be a pleasant surprise.

Tapas – *Tapas* could be anything – this is a way of eating rather than a type of food. *Tapas* are small servings of food. You'll typically have them at a party or out at a restaurant with friends, when you just want to have a bite to eat while socializing. You'll get to try all sorts of things at once. (See photo below).



Jamón serrano – *Jamón* is a very important food in Spain. You will probably be surprised at how much ham there is in Spanish cuisine. The favorite ham product in Spain is *jamón serrano*, a salted, cured ham that is sliced thin and is typically served either on its own or in a *bocadillo*. *Jamón serrano* is often compared to prosciutto. It is such a big part of life there that you will see it everywhere. You'll probably see a leg of *jamón* in your kitchen; you'll certainly see one in bars and restaurants around the city.

Tortilla (*tortilla española* or *tortilla de patatas*) – This is one of the favorite and most common dishes in Spain. It is, for all intents and purposes, an omelet, but not the type of omelet you are accustomed to. This *tortilla* is chock full of fried potatoes (sometimes onions or another vegetable as well), and very thick and dense. It is served everywhere and for everything. You can get it in little pieces for *tapas* at a party, it will be served in big wedges at your place of residence for a meal, or it can even be sliced up and stuck between two halves of a baguette for a sandwich or *bocadillo*.

Bocadillo – A *bocadillo* is a sandwich served on a baguette. It usually only has one filling, which can be ham or pork, sausage, tuna, cheese, *tortilla*, and a few other items, depending on where you go. A *bocadillo* may be served with mayonnaise, ketchup, or spicy *salsa brava*.

Paella – One of the most popular dishes in the coastal region consisting of rice, vegetables, and either meat or seafood.

SPECIAL DIETARY NEEDS: VEGETARIANS, VEGANS, AND GLUTEN-FREE

There are very few vegetarians in Spain. As you will notice from the descriptions of Spanish food above, Spanish culture is not particularly vegetarian-friendly. It is possible, however, to be a vegetarian in Spain. Along with the variety of salads available at most restaurants, Spain offers some delicious breads and cheeses (like the famous *manchego*-sheep's milk cheese), and a number of great vegetable dishes. You should be very careful in restaurants and make sure that the bean dish you are ordering doesn't have ham in it anywhere. Many vegetarians will opt to eat fish while in Spain; this will give you more options and probably allow you to eat more healthfully while abroad.

If you plan to change your diet and begin eating fish, meat, or even dairy, you should start incorporating these foods into your diet before you leave so that you will not be sick at the start of your program in Seville. Also, there is a great variety of vegan and vegetarian restaurants close to the Center. Once on-site, we provide you with a list of these establishments so that you can explore during your free time. While most food is cooked in olive oil rather than butter, you will have to make sure you are getting the nutrients you need.

Students requiring a Gluten-Free diet should plan to live in the student residence, rather than a homestay, as the *residencia* is better equipped to safely prepare and serve such meals.

You must let Spanish Studies Abroad know about any dietary restrictions or food allergies including this information on your housing and health forms, by emailing info@spanishstudies.org or calling (413) 256-0011.

Please send us a list/description of what you can eat so that we can meet with the host family and prepare for your arrival.

Note: Some dietary accommodations may require an additional fee.

Being a North American Abroad

Before you travel abroad to a new and unknown place, it is helpful to be aware of the different stereotypes and predispositions that Spaniards may have about you as a North American. North Americans and other foreigners in general may have a bad reputation in parts of the world. They can be perceived as demanding, noisy, not speaking the local language and expecting everyone else to speak theirs—and that doesn't even begin to cover whether people in other

nations agree with your home government's policies and actions. It is important to recognize that these stereotypes exist, but it is also your job to represent your country in a positive light and try to demonstrate that not every North American fits the above stereotypes. Below are some helpful tips to think about before you go abroad so that you can come across as knowledgeable and culturally aware.

1. Educate yourself about Spain and its culture - You can find resources online and in books to assist you with learning background information and the cultural norms of the country before you go.
2. Read basic factual and historical information on your host country – Also, be prepared for questions that Spaniards may ask you about the United States or Canada such as basic history, politics, and current events.
3. Learn about current events in Spain - It is also helpful to be aware of what is currently going on in the country in regards to the economy, politics, news, etc. Remember, Spain is part of the European Union, so it wouldn't hurt to know a little bit about that as well.

CULTURE SHOCK

Culture shock is a natural and common feeling that many students may experience when they study abroad. Basically, it is a feeling of being overwhelmed and confused by how unfamiliar your new surroundings seem. Although it might feel unconquerable when you experience it, you'll get through it as everyone does. Culture shock is generally broken down into a number of stages:

1. **Honeymoon Phase:** You arrive in Spain and you think, "This is great! Everything is new and exciting and I love it here!" You're having tours of the city, you're meeting new people, getting to understand the language more easily; everything is going really well and you're so glad you decided to study abroad.
2. **Hostile Phase:** After the excitement of being in Seville starts to wear off, you may start to feel negative and frustrated with adjusting to the culture. You might feel like it takes forever to get anything done, you can't talk to your parents as much as you like, you're tired of all the new foods, locations, daily routines, and having to speak Spanish all the time. You might even start to wonder why you ever decided to study abroad in the first place.
3. **Understanding/Sense of Humor Phase:** After a while, you accept the cultural differences that surround you, and things start to feel okay again. As you get to be more familiar with the Spanish culture and lifestyle, you start to appreciate it more and become more confident in your surroundings. You are able to laugh at the misunderstandings that once made you so angry.
4. **Integration Phase:** You become accustomed to the good and bad aspects of Spanish culture and you incorporate them into your own life. Spanish lifestyle becomes part of your lifestyle; you like afternoon *siesta*, you love olive oil on your toast, you feel comfortable and happy in Seville. This phase will last for the rest of your time abroad.
5. **Re-entry Shock:** When you go home again, you will experience another type of culture shock. You find that things at home have changed and that you have changed too. You don't know any of the songs on the radio or the phrases people are using. You may feel frustrated by others' lack of knowledge about issues that affect the country you've grown to love. You will miss your daily life in Spain and worry that you're talking too much about your experiences abroad.
6. **Re-Integration Phase:** You will get comfortable at home again soon; you'll be happy to see your family and friends, and you'll always remember your time in Seville. You'll be able to express to people what was so meaningful about your experience and will be able to take the lessons you've learned abroad with you as you go on in life. You'll find that you are a changed person, more mature, more experienced, and with great memories of Spain.

If you feel like your culture shock is overwhelming you to the point where you need to talk to somebody about it, please speak directly with the Resident Director. Our Seville staff is very supportive and always available to help you get through any difficulties you may experience while you're abroad.

GENDER RELATIONS

Although it is slowly changing, you may notice that in Spain men and women still tend to carry out traditional gender roles. In your Spanish home, it wouldn't be uncommon to see that oftentimes your host mother does all of the cooking and cleaning; and it may appear that men in the family take that for granted.

Catcalling, or The *Piropo*

You will likely encounter a cultural phenomenon called the *piropo* (something like a catcall). What this means is that, if you are a woman, you may get shouted at on the streets of Spain. “*Eh, guapa, ven aquí...*” It is almost always harmless, but it can make you feel uncomfortable nonetheless. The best way to deal with a man who shouts a *piropo* to you is to just ignore him and keep on walking. **Remember that *piropos* are only annoying shouts. Physical contact and/or incessant harassment is never okay and is not acceptable no matter where you are.**

Things to remember when it comes to *piropos*:

- They're inevitable. Some are worse than others but all are annoying.
- Forget your manners; it is best not to make eye contact and smile at strangers on the street, especially to strange men yelling at you on the street.
- Keep on walking and don't respond. If the person is persistent, say “*Déjeme en paz*” or something similar.
- It's a part of the culture, so the men don't necessarily think that what they're doing is offensive.

If a *piropo* turns into physical contact or you experience any other uncomfortable incident, talk with Spanish Studies staff; **always** feel free to call the emergency number.

LGBTQIA STUDENTS ABROAD

Spain is often considered to be relatively friendly towards LGBTQIA individuals. Federal laws have been enacted to protect the rights of LGBTQIA citizens and same-sex marriage has been legal throughout Spain since 2005. Many Spaniards view homosexuality with a sense of passive indifference; if you are respectful towards them, they will respect and accept you. LGBTQIA communities and some social scenes are present in several of the country's major cities, including Seville and also in Madrid, Barcelona, Valencia, and other locations.

Still, it is worth noting that LGBTQIA acceptance is a relatively new concept in Spanish society. Some traditional conservative values do exist, particularly among the older generations and among those residing in rural areas of the country. If you identify yourself as LGBTQIA and you intend to share this fact with others while studying abroad, be prepared to answer occasional frank questions from your Spanish peers. Spaniards can sometimes be very direct and so these types of questions are simply their way of expressing interest and meeting their curiosity.

When talking with others about your sexuality, it is up to you to decide whom to tell and when to tell them. The Resident Director, as well as our staff in both Spain and the United States, is always available to answer your questions and concerns, so you can feel comfortable speaking with them on this subject. The Spanish Studies Center in Seville is a safe space in which diversity is respected. Whether or not you identify as LGBTQIA, recognize that there may be gay, lesbian, bisexual, or transgender students on your Spanish Studies program and in your classes in Seville. It is important to be respectful and to approach this reality with an open mind.

Please visit this [website](#) for more resources for the LGBTQIA community abroad.

RELIGIOUS DIVERSITY

The religious makeup of Spain reflects its ethnic homogeneity. Though the majority of Spain identifies as Roman Catholic, a sizeable portion of Spaniards are non-practicing Catholics. Although the Roman Catholic tradition has helped form modern-day Spanish values, you will find that many Spaniards do not adhere strictly to the policies set forth by the Catholic Church.

If you are observing religious traditions different from Roman Catholicism, it is important to explain to your host family and Spanish friends what the tradition means to you. Keep an open mind about people's reactions to your religious beliefs; it is possible that they've never met someone with of your religious persuasion before. If you are respectful of other people's spirituality, they will be respectful of yours. Communities of religious minorities can be found in metropolitan centers. It is possible to become involved in any religious community while studying abroad, just ask our staff and they'll

point you in the right direction! Follow [this link](#) for one student's take on religion in Spain.

RACE AND ETHNICITY IN SEVILLE

A former Spanish Studies student was once asked by a Spanish friend about her ethnic background. She went into detail about all the different countries her ancestors had come from. The Spanish friend responded: "That's the difference between us. When I think about my heritage, I see Romans and Arabs." Spanish society is fairly homogeneous—or at least they like to think of it that way. Spaniards are Europeans and generally, they do not use terms like "Latino" to refer to themselves.

Seville is a relatively cosmopolitan city, with a number of tourists and international students there at any given time. In recent years, Seville has seen an increase in its foreign population, however still only about 4% of its inhabitants are foreign born. The majority of the immigrant populations come from Northern Africa, South America, and Eastern Europe. You will find that most people of color in Seville are from Northern Africa. As is the case in most European countries, Spain is slowly adjusting to the impact of immigration on society. Black and Asian students especially may find that they feel very different in Spain. You may get stared at in the streets or asked ignorant questions. You'll overhear some of the frustrating racial stereotypes that are built into the Spanish language (the term "*trabajo de negros*" is often used for physical work, while "*trabajo de chinos*" is used to describe detail-oriented work; Muslims of all backgrounds are often referred to as *moros*, referring to the Moors of modern-day Morocco who controlled parts of the Iberian Peninsula during the Middle Ages).

Just as women should ignore strange men who shout and stare at them, as a racial minority in Spain, it is not your responsibility to change the views of the whole country. Comments and rude behavior from strangers do not merit a response on your part; on the other hand, we don't want you to pretend that nothing has happened. One way to get through the discomfort you might feel is to talk about it. If you feel uncomfortable in any situation or if you just need to talk about your feelings, contact the Resident Director, and let her know what is going on. Crossing cultural boundaries always involves some degree of social discomfort, at some point or another. Students of color have told us that while they have encountered isolated instances of racial prejudice in Spain, these incidents did not make their overall study abroad experience any less enjoyable.

Comments from African-American Students:

Students of African ancestry sometimes ask if they will face unique challenges in Spain. We thank the following alumni for their comments directed to fellow African-American students:

- "Compared to the United States, some cities in Spain are not as culturally diverse. You might receive stares or certain looks from people, perhaps out of curiosity because of physical appearance. Whatever the case may be, don't let these things hinder you. In the beginning, you may be annoyed, but try to turn the situation around by speaking to them, or just ignore it." *Erecka Matthews*, Xavier University-New Orleans.
- "While in Alicante there were several instances when locals spoke to me in Arabic or French on the street. Many people from northern Africa settle in Alicante and I thought that it was interesting to blend in as local. Although you may encounter negative stereotypes for these groups of people living in Spain, it can also enrich your cultural awareness during your time abroad." *Holley Quisenberry*, Heidelberg University
- "Remember to purchase all of your hair care and hygiene products before you come to Spain. Although there are different varieties, not all of them are offered here." *Felicia Jamison*, Mercer University.
- "For the males: If you want a good haircut, go to a *peluquería*. Since these are professionals, I believe they have the training and equipment to cut hair, including a tape up, no matter what nationality one may be. If you go to a small barbershop and/or a shop with one man and one chair, you may not receive the same results as those from a *peluquería*. There is a *peluquería* named *Koupas* on Calle Bailén." *Carlos M. Parker*, Clemson University.

EVERYDAY SAFETY

As a visitor in another country, it is always a good idea not to draw attention to yourself, but it is especially helpful not to draw attention to yourself as a foreigner. Many Spaniards perceive North Americans to be affluent, so you may feel that you're treated differently. At the same time, travelers of all nationalities are targets of petty theft. To avoid being labeled as a typical tourist, there are a few rules you should follow:

1. Don't speak English loudly in the streets. This can easily attract pickpockets and scam artists, and could get you in even more trouble late at night—especially if you are in a less safe area of a city.
2. Don't walk by yourself at night. Just as in any large city, nighttime is when many thieves will try to target tourists who are heading back to their hotels. Either walk with a friend or take a taxi any time you are out late. Any restaurant or club will call one for you.
3. Don't wear clothes that will instantly identify you as a tourist (short shorts, flip flops, baseball caps).
4. Don't invite thieves by wearing expensive jewelry or by carrying cameras, cell phones, or other expensive devices. In Spain it is common wisdom not to take out your wallet on the street. Also, if you are at a restaurant, never put your purse on the back of your chair or on the floor where it can be easily snatched up. Try to keep it in your lap or somewhere where you can keep a close eye on it.
5. Don't leave your belongings unattended—no wallets placed on bars, no purses left at your table, no jackets left on the backs of chairs, and don't leave anything on the ground next to you.
6. Be extra cautious while using public transport (subway, bus, train) and hold on close to your belongings. Backpacks and purses are easy targets, so make sure to have your zippers somewhere where you can see them.

Students unaccustomed to city life will learn to be more cautious when walking the streets of Seville. Spain is a safe country, but while living in Seville, you should still follow the same safety precautions you would in any big city in North America, and basic common sense should rule your actions. Although petty theft is the most common type of crime in the city, this does not mean that you are immune from any other type of dangerous situation. If an emergency situation does arise, please contact the Resident Director immediately.

How to Handle Money in Seville

BUDGETING FOR YOUR TRIP

Below you will find a detailed estimate, which explains how to budget for personal expenses and other costs not covered by your Spanish Studies Abroad program fees.

	<u>Semester</u>	<u>Semester</u>	<u>Short-Term</u>	<u>Short-Term</u>
		(integrated)	(per-term)	(both terms)
Books*	\$375	\$375	\$90	\$180
Bus transportation	320	400	65	130
Every-day & going out expenses	2,200	2,650	465	750
Theater/concert evenings	120	120	n/a	n/a
Weekend trips (on your own)	1,200	1,200	450	750
Flight	1,300	1,300	1,300	1,300
<u>Miscellaneous</u>	<u>1,135</u>	<u>1,135</u>	<u>205</u>	<u>340</u>
Total (per term)	\$6,650	\$7,180	\$2,575	\$3,450

***You will not need to purchase books prior to your arrival in Spain. Your professors will inform you of the materials you will need and where to purchase them.**

We figure the average student will spend about \$75 per week while in Seville. Of course, some will spend more and others will spend less. Think about your lifestyle and budget accordingly. A drink and *tapa* at a *café* cost approximately \$4. Sending a two-page airmail letter costs about \$1. You should plan on spending about \$80 per month for bus transportation. If you stay out late at night, you should plan to take a taxi home. The cost is about \$6 per ride, depending on the distance.

These figures are general guidelines, and may be different for each person's budget and lifestyle in Seville. In total, we recommend that semester students budget a **minimum of about \$1,000 per month for expenses in Seville**. Though lodging, all meals, laundry, and study tours are included in the program fees, students will want to have extra spending money for going out with friends, making weekend trips on their own, or buying gifts to take back home.

Note: The costs given above are estimates, and daily fluctuations in the official rate of exchange between the U.S. dollar and the Euro will affect the purchasing power of U.S. dollars in Spain. You can check the latest exchange rates at www.xe.com/currencyconverter.

SPENDING MONEY ABROAD

The currency of Spain is the Euro, which is commonly represented using the sign €. The best way to deal with spending money in Spain is to use a combination of a credit card, an ATM/debit card to get cash, and then keeping some traveler's checks on hand in case of emergencies. A few notes on each:

Credit Cards*

Major credit cards (like Visa and MasterCard, primarily) are widely accepted in Spain, although not as widespread as in North America. You can use them for purchases at most stores and at nicer restaurants, but be aware that many small restaurants, shops, pharmacies, and bars will accept cash only. It is better not to depend on cash advances from your credit card for spending money.

Chip cards are common in Europe, but if your card does not have a chip, do not fear! You will still be able to use your card without issue.

ATM/Debit Cards*

If you have an ATM/debit card, it can be used just the way you would use your credit card. It can also be used at most Spanish ATMs all over the city to obtain local currency (Euros). Any card that is on the Plus or Cirrus network will work at Spanish ATMs; check the back of your card to be sure that those symbols are listed. Please note that your PIN must be **four digits long**, so if yours is not, you will have to change it before you go to Spain. Sometimes there are additional fees, which might make you want to rethink how frequently you will withdraw money while in Spain. Also, be aware that you may not be able to see your balance on the Spanish ATM. Make sure you can either check your balance online or have someone check it for you at home.

In addition to any transaction fees that your home bank may charge, Spanish ATMs can charge fees as well, so be sure to pay attention. In the past, students have found that there are a few banks that don't charge fees for money withdrawals with foreign debit cards at ATMs; one of them is Caja Sol. You will find several Caja Sol ATMs all over Seville and in many parts of Spain.

***Note on Credit and ATM/Debit Cards** – Some banks/credit card companies block international transactions for security purposes, so make sure you inform your bank/credit card company that you will be living overseas and the length of time. You should also inquire at your bank about any additional charges you might encounter when using your ATM card or Credit Card abroad. If the fees seem unreasonable, you may want to shop around to see if there is another company/bank that you want to set up an account with before you go abroad.

If you lose your debit/credit card while you are in Spain and they won't send it directly to Spain, you should have the new card sent to your home address in the US/Canada. Once received, it should be mailed to you via an express mail service (DHL or FedEx) so that you will have the replacement card in about 5 business days.

Traveler's Checks

Though they are not very common anymore, traveler's checks are good to keep on hand in case you lose your credit card or debit card. You can cash them at several places, including banks, the airport, and any number of currency exchange windows in the touristy parts of town. Keep in mind that you will be charged a commission. To avoid a higher commission, purchase traveler's checks in euros instead of dollars. Please check with our staff in Seville for details on exchanging

traveler's checks.

One of the advantages of traveler's checks is that if they get stolen, they will be replaced by the issuing company. Read the instructions provided with your traveler's checks very carefully for more about this. Also, if your credit/debit card is lost, stolen, or demagnetized, your bank may not have a quick and efficient way of replacing it while you are out of the country. That is why it is best to have a backup of traveler's checks in a safe place in your home or dorm in Sevilla. If you end up not using them while overseas, you can always cash them back in when you return home.

If you need to receive money while you're in Spain, there are a few ways to do that. By far the easiest is if your parents or someone at home can simply deposit money into your bank account for you to withdraw at the ATM. Some banks even allow free transfers from one account to another if you both have the same bank. Aside from that, however, you can have money wired to you at the Western Union office, which is near the Spanish Studies Center in Sevilla.

Tipping

In regards to tipping in Spain, they typically don't do it. Sometimes people will leave some change to round to the nearest Euro at a restaurant, but that's about it.

Keeping in Touch with Family & Friends

MAIL

Mail should always be sent to the Spanish Studies Abroad office. Your mailing address will be:

Your Name
Centro Norteamericano
Calle Harinas, 16-18
41001 – Sevilla, SPAIN

Mail service is generally reliable in Spain. Be sure that friends and family send letters by airmail, since surface mail can take up to three months. One can expect airmail letters to take between seven and fifteen days to be delivered. For urgent letters, it is best to use Express Mail or Global Priority services (3-7 working days), or a delivery service such as UPS, DHL, or FedEx (3-5 working days).

Mail should NOT be addressed to your host family's address, since the possibility of the home being changed always exists. If you would like to send something to your host family, please use the host family's address, and address the letter or package to your family, not to yourself. **Please note that any mail received at this address after your departure will be returned to sender.**

Information on Packages

We strongly recommend that you and your family **do not** send any packages to Spain unless in the case of an emergency. Receiving packages in Spain is a very lengthy and costly process. It can take approximately three months, a lot of paperwork, and additional taxes and fees in order to receive a package from the United States. There are American food stores and other stores in Seville where you can buy everything you need.

Any package sent from the U.S. to Spain via USPS will be checked in Madrid and is subject to the following charges:

- 3% on the value of the package contents if the content exceeds 150€ worth of products.
- 16% tax on the value of the package contents.
- 4.41€ for a Custom Fee.
- 20.18€ for SPEEDTRANS (mailing from customs in Madrid to final destination).

We strongly recommend that if you must receive medication via mail in Spain that it be sent via private mailing companies (UPS, DHL, etc.) for the following reasons:

- Medicine sent via private mailing companies is not subject to the charges specified above.

- **All medicine sent via regular mail needs to be sent with a letter from the student's doctor back home.** Medicine sent via regular mail needs to have a letter from a Spanish doctor stating that the medicine in the package cannot be found in Spain. This is extremely difficult to obtain.
- All medicine (including makeup and cosmetics) need to go through a customs process that may last at least for two months.

Note: *Please check with the private company for the specific conditions.*

Note: Packages sent via private mailing companies (UPS, DHL, etc.) are usually not subject to the charges or rules specified for USPS above. Please make sure that they are not sent through CORREOS in Spain.

To ensure that your package delivery is not delayed, please plan to be as specific as possible in your customs declaration. For example write "used cotton shirts" instead of "used personal items." Make sure to mark when an item is "used," as it may pass customs more quickly and incur less value taxes than new items. If in doubt, contact the nearest Spanish consulate.

CELL PHONES

Cell phone use is widespread in Spain; virtually everyone you meet will have a *móvil*. Lots of students decide to lease cell phones or rent a SIM card through Spanish Studies Abroad as an easy way of keeping in touch with people at home and with the friends you'll make in Seville. Below is more information on possible cell phone options:

Rent one of our cell phones

Cell phones will be made available for all students attending programs through Spanish Studies Abroad Cell Phone Lease Program. Ninety percent of our students choose to rent cell phones from Spanish Studies Abroad. They are affordable, durable and allow you to communicate for free with other students using Spanish Studies Abroad cell phones and SIM cards with 4GB of data at 12,50€ a month. Text messages and calls to numbers not on the Spanish Studies Abroad plan come with additional rates and fees, of which more details can be found in your student portal. **All students must complete and return the Cell Phone Lease form, available in the Pre-Departure section of your online account, in order to lease a phone.** *Please note that requests for cell phones are processed on a first-come, first-serve basis.*

Bring your own cell phone and rent one of our SIM cards

One convenient and easy option that is popular with students is the option to rent a SIM card. The SIM card is inserted in your U.S. cell phone, but you must make sure that the phone is unlocked and can accept the SIM card. Contact your service provider at least a week before departing for Spain to ensure that your phone will be unlocked. We have SIM cards available to rent at the same rate as the cell phone lease: 4GB at 12,50€ a month plus phone usage, including free calls among Spanish Studies Abroad cell phones and SIM cards. **Data such as your contact list, might disappear when another SIM card is put into your cell phone, so it is a good idea to backup your phone's information before you leave.** This option can be much more economical than other Spanish phone service providers.

Please note that because we need to make the appropriate preparations before your arrival, if you wish to make a cell phone or a SIM card request it is preferable you do so before arriving on site.

Bring your own cell phone with an international plan

In addition, another way of staying in touch is to bring your cell phone with an international plan from your current provider with you to Spain. You can use it when connected to WiFi in your residence or in cafés (though make sure to keep it on airplane mode so you don't incur expensive international data fees). Whatsapp is a great app for messaging. It allows you to text people anywhere in the world for free and now allows free voice calls when connected to WiFi. It has group chat features and is widely-used in Spain and Europe. If you are planning on bringing an iPhone, iMessage will usually continue to work over WiFi.

Purchase a prepaid cell phone

Another option is to purchase a prepaid cell phone in Seville, which you can do for as little as \$75 or \$100. These phones work just like a pre-paid calling card; when your *saldo* (balance) runs out, you can purchase more. The great thing about cell phones in Spain is that you won't be charged for calls you receive while in Spain, only for calls you make. This means that

your family can call you and you will not be charged for the call (within Spain). People who wish to call you frequently might want to ask their telephone company about any special international rates that might help make those calls less expensive, or explore phone card options with international rates. Internet phone connections, such as Vonage, are affordable options as well for calling from the U.S. to a Spanish cell phone.

Your host family's home or *residencia* will have a phone too, but that will only be available for you to receive very short phone calls. You may call someone from your home phone only if there is an emergency. Please note that international calls from a Spanish cell phone are very expensive. You can pay upwards of 7.50 euros for only 10 minutes on a call to another country! So if you want to call home, you may want to purchase a prepaid phone card. You can get them at a number of places, like newspaper stands or the *Corte Inglés* department store. Talk to the on-site staff for more information on this.

MAKING PHONE CALLS

Most students find that the easiest and cheapest way to call home is through [Skype](#). However, if your family needs to know how to call your landline or cell phone number in Spain, or if you need to be able to reach them from a regular phone, here is some calling advice below.

The major calling codes you will need to be aware of:

- Spain's country code is 34
- Seville's area code is 95

Landlines

Spanish landline phone numbers total nine digits: a two- or three-digit area code and a six- or seven-digit phone number beginning with the digit 9 (or sometimes 8) but excluding 90 and 80.

This is what a landline number in Seville will look like:

Area Code	Phone Number
95	xxx-xxxx

To make a call from landline to landline in Seville or somewhere else in Spain, you will need to dial the 2-digit Area Code + Phone Number.

If your friends or family need to call Seville from a landline from the U.S., they should follow these instructions:

Exit Code	Country Code	Area Code	Phone Number
011	34	95	xxx-xxxx

Mobile Numbers

Spanish mobile phone numbers are assigned a 3-digit mobile code based by provider and usually begin with the digit 6 (or sometimes 7), followed by 6 digits.

This is what a mobile phone number will look like:

Mobile Code	Phone Number
6xx	xxx-xxx

When making a call to or from a Spanish mobile phone the same rules apply as in North America. You must dial the Area/Mobile Code + Phone Number.

Calling North America

As we said before, using Skype, Whatsapp, or Facetime will probably be the easiest and cheapest way to call North America from Spain.

If you ever need to call a U.S. or Canadian phone number directly from Spain, follow these instructions:

Exit Code	Country Code	Area Code	Phone Number
00	1	xxx	xxx-xxxx

EMAIL AND COMPUTERS

Spanish Studies Abroad guarantees internet access in all homestays. If for any unexpected reason the student has problems accessing internet, Spanish Studies Abroad will provide free USB Modems until the problem is solved.

Spanish Studies Abroad has more than 30 computers (PCs) on which you can use MS Windows, Word, and Internet Explorer in Spanish. There is a laser printer available for printing documents from the Center's computers. You will probably need a USB drive to transfer documents, so you may want to bring one with you. USB drives are also available for purchase once you are in Seville. You will be able to access your email from the Spanish Studies Abroad computers.

The computers are available during the Center's regular hours, Monday through Friday, and will occasionally be available on weekends at the end of the semester. Spanish Studies Abroad computers should be used for email and academic purposes only, like reading Spanish newspapers or doing research. If you want to use a computer for other purposes, you may go to any number of public internet cafés in the city.

If you have a laptop, Spanish Studies Abroad recommends that you bring it with you to Seville. It will give you the ability to write papers on the weekends, when the Center is closed.

There are two ways for you to connect your laptop to the Center's network: 10/100 Ethernet or WiFi. For Ethernet, make sure you have a 10/100 Ethernet card installed on your computer; if not, you can purchase one in Seville. You'll be able to connect to one of the sockets in the computer center for access to the internet and printers. For WiFi connectivity, your computer must be WiFi capable. The Spanish Studies Abroad Information Technology specialist will help you to configure your computer when you arrive in Seville.

Video Calls

As we mentioned above, one of the cheapest and most popular ways to keep in touch with family and friends is through video chat, via Skype, Google Hangouts, or FaceTime. These servers are usually free, even over long distances and international borders. Users will need a webcam and an internet connection, and will need to set up an account with the server prior to use. If the user does not have a webcam, they can still voice chat just as if they were talking on the phone. Video calls are easy and secure, and are a great way to communicate with friends and family while abroad.

Note: The use of Skype is not permitted in the Spanish Studies Abroad Center in Seville due to the amount of bandwidth required to run these programs. Students may use Skype in their homestays and the residencia, or in internet cafés located throughout the city.

Travel & Public Transportation

GETTING AROUND THE CITY

You will most likely take the bus while you are in Seville. Many Spanish Studies homes are far enough away from the Center that you will need or want to take the bus, metro, or tram to get to and from class. You can be sure, however, that your home will be close to a bus, metro or tram stop and no more than a thirty-minute ride from the Center. Transportation to and from the Center will cost you about \$80 per month. For more information on bus transportation costs and routes please visit the [TUSSAM website](#) or the [Metro de Sevilla website](#).

Another public transportation service available to students in Seville is **the city's bike rental service**. This service is a great way to stay in shape and be environmentally friendly, and is generally much more cost-effective than taking the bus! For more information on renting a bike while in Seville please visit the [Sevici website](#). Students that are interested in this option and plan to register for Sevici prior to their program departure may list the Center's mailing address (see *Keeping in Touch with Family and Friends* in this Handbook) when registering. This way the card will be mailed to the Spanish Studies Abroad Center and can be picked-up once the student arrives in Seville. **Please note that if you are interested in this, do it ASAP because the required card takes a couple of weeks to arrive.**

GETTING AROUND SPAIN

The best way to visit other cities in Spain is either by bus or train. Both run frequently from the center of Seville. The trains are a great way to experience the countryside and are very comfortable and punctual. The AVE is a high speed train that can get you from Seville to Madrid in just over 2 hours! The buses tend to be less expensive and a great alternative for shorter distances. There are two bus stations serving Seville that head to different parts of Spain: Plaza de Armas Station and Prado de San Sebastian Station. You will want to be sure which one before you head off.

- **Bus** – The [Los Amarillos](http://losamarillos.autobusing.com/) buses are a cheap way to visit various cities and towns across southern Spain. To view schedules and book trips, visit the following link which is also found on the Los Amarillos website above: <http://losamarillos.autobusing.com/>
 - Another way to travel by bus is to check the schedules at the bus station when you get to Seville, though www.alsa.es will also give you some idea of the schedules.
- **Train** – www.renfe.es

GETTING AROUND EUROPE

Since all of Europe is only about half the size of the continental U.S. it is very easy to see many different places during your time in Spain. The train is always a popular option since they often have overnight options for longer trips as well as discounts for those under 26. Trains stations are generally located in the city center making travel easy once you have arrived at your destination. The trains also serve smaller cities and towns that may not be easily accessed by planes. The airplane is an option since Sevilla is served by a major airport. You will find that airlines like Ryanair, Vueling, and EasyJet provide very inexpensive and direct flights to many destinations around Europe. Just keep in mind that they may charge for bags and other things that may not be included.

- **Ryanair** – www.ryanair.com
- **Vueling** – www.vueling.com
- **EasyJet** – www.easyjet.com

VISITS FROM FAMILY & FRIENDS

Since the Summer and January Terms are intensive programs, classes are held Monday through Friday. Cultural visits in the afternoons and weekend travel will provide plenty of opportunities to get to know Spain outside the classroom.

Spanish Studies classes are held Monday through Thursday during the Continuation Period of semester programs. There are no classes on most Fridays unless there is a makeup class after a holiday. This means that you have plenty of time to plan trips and weekend outings and will not need to miss any of your scheduled classes. Because of the three-day weekends almost every week, any missed class will affect your final grade. **Please note that students taking courses at the University of Seville or the University Pablo de Olavide may have regularly-scheduled class on Fridays.**

You received a program calendar in your acceptance packet to which you can refer for academic dates, holidays, and vacation dates. Though most of these dates are firm, some of the holiday dates are subject to change by the Spanish civil authorities, which may force Spanish Studies Abroad to change some of the vacation dates. Therefore, you and your family should make only tentative plans for independent travel until you arrive in Seville. At the beginning of each term, you will be given a more definitive calendar. Please do not plan trips with your family when classes are in session. Also, be aware that **if you transfer programs (i.e. Integrated to Spanish Studies) for any reason, you must follow the calendar of the new program, adjusting travel arrangements accordingly.**

Note: Travel and excursions that are included in the program are mandatory for all students.

Vacations & Long Weekends

There are two large vacations in the spring, one for *Semana Santa* (Christian Holy Week) and one for *Feria de Abril* (Seville Fair). We strongly recommend that students be in Seville for at least part of *Semana Santa* and *Feria*:

- The *Semana Santa* holiday in Seville is an attraction for tourists throughout the world, and is the most spectacular Holy Week celebration in Christendom. Between Palm Sunday and Easter Sunday, the streets of Seville overflow with *sevillanos* and visitors who are out to witness the traditional processions.

- *Feria* is Seville's week-long celebration of the city; people dress in traditional flamenco dress and *casetas*, tents where friends and family get together, are set up on the fairgrounds in the barrio of *Los Remedios*. But you may need to know someone to hang out in a *casetas*, they can be very exclusive! The staff at the Center can inform you of the public *casetas* open during this event.

If you are planning to have anyone visit in Seville during the spring semester, this is probably the most interesting time for them to do so. In this case, you should make lodging arrangements for visitors before the end of February, since hotels are usually booked well in advance. Please see the calendar included in your acceptance packet for exact dates. **Visiting friends and family members cannot stay with the host family or at the student residence.** A list of hotels is located on the next page of this handbook.

These vacations are a great chance to travel to places that may be hard to get to on a three-day weekend. You may want to take this opportunity to travel around Spain and become acquainted with other regions of the country. You may prefer to travel to other countries if time permits. Refer to the program calendar in your acceptance packet for vacation dates. If you, or your family, plan to purchase a Eurail Pass for travel between semesters or programs, be sure to purchase it before leaving home. Certain passes can be purchased at some European train stations, but will be much more expensive.

Optional Travel Opportunities

Spanish Studies Abroad offers additional cultural trips to Spanish cities and other destinations for students to complement their studies in Spain. Near the start of your program, you will be informed of costs and destination information from the Seville Office regarding trips available during your program. You can sign up for these trips once you arrive in Spain. Previous trips have been organized to the Algarve Coast in Portugal, Gibraltar, Morocco, among other destinations.

Places to Stay in Seville

Hostels

In addition to the recommendations below, students or their families can search for hostels via sites such as hostelbookers.com or hostelworld.com.

Hostal Santa Catalina
Calle Alhóndiga, 10
<http://hostalsantacatalina.com/>

Hostal Museo
Calle Abad Gordillo, 17
<http://hostal-museo.sevilla-hotels-spain.com/en/>

Hostal Atenas
Calle Caballerizas, 1
<http://www.hostal-atenas.com/>

Hotels

The following hotels come recommended from previous family members or from our Center staff. Prices can be found on each property's website or online search engines. Keep in mind that prices are much higher during Holy Week and Spring Fair.

Two and Three Star Hotels

Hotel Europa
Calle Jimios, 5
www.hoteleuropasevilla.com

La Casa de la Luna
Mariano de Pineda, 9
www.lacasadela luna.es

Hotel Simón
Calle García de Vinuesa, 19
www.hotelsimonsevilla.com

Three and Four Star Hotels

Hotel Bécquer
Calle Reyes Católicos, 4
www.hotelbecquer.com

Hotel Inglaterra
Plaza Nueva, 7
www.hotelinglaterra.es

Hotel Casas de la Judería, Sevilla
Calle Santa María la Blanca, 5
<http://www.casasypalacios.com/en/>

Five Star Hotels

Hotel Alfonso XIII
San Fernando, 2
<http://www.hotel-alfonsoxiii-seville.com/>

Hotel EME Fusión
Calle Alemanes, 27
<http://www.emecatedralhotel.com>

Studio Apartments

Apartments are located in various areas of the city for prices ranging between 46 € and 120 € per night, most require a minimum of three nights. This is a good option if there are more than two people in your party. Hotel rooms in Spain are much smaller than American hotel rooms, so most families are much more comfortable renting an apartment.

Sevilla5.com
www.sevilla5.com

Veo Apartments
www.veoapartment.com

Living Sevilla
www.living-sevilla.com

Seville Centro
www.sevillacentro.es

After the Program Ends

ALUMNI



Studying abroad is an experience that transforms you long after you have returned home. We help our alumni to develop their new found skills as they continue their adventures through life. Whether in developing their careers, returning abroad, or continuing their education, Spanish Studies Abroad is committed to helping students maximize the benefits from their time abroad. Always feel free to keep in touch with us, and if you have an incredible story to share, [email us](mailto:alum@spanishstudies.org) with the details!

Our website also has many important resources for alumni, such as information on reverse culture shock, re-entry conferences, and our Alumni Ambassador Program: <https://www.spanishstudies.org/alumni.html>

ADDITIONAL TRANSCRIPT REQUESTS

After the program ends you will receive an official transcript sent to the designated recipient on your Home School Approval Form and you will be emailed a student copy. Please see the section called “Transcripts” in “Academics with Spanish Studies Abroad, Universidad de Sevilla, and Universidad Pablo de Olavide” for more information about this.

If you need an official transcript in the future, there is a fee of \$10. If you’d like to order multiple transcripts at once, each additional transcript in the batch will cost an additional \$5. You may either choose to pay by check made payable to The Center for Cross-Cultural Study, Inc., or complete a credit card authorization form that is available on our [website](https://www.spanishstudies.org). If the receiving institution requires a copy of the USEV or UPO transcript from Spain, the student is responsible for international postage. You should submit the Spanish Studies Abroad Transcript Request Form to Spanish Studies Abroad with the following information:

- Your name and the program you attended
- Your birth date
- Your current contact information, including email address and phone number
- The name and address of the person/institution to whom/where you would like the transcript sent

Note: If you received a transcript from a U.S. degree-granting institution (Heidelberg University), you will need to contact Heidelberg University to request an additional transcript. Please visit the university’s [website](https://www.heidelberg.edu) for information on how to request a transcript and for information about associated fees.