



SPANISH
STUDIES
ABROAD

Since 1969

The CENTER for CROSS~CULTURAL STUDY

BARCELONA, SPAIN STUDENT HANDBOOK

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Mission Statement

The mission of Spanish Studies Abroad (The Center for Cross-Cultural Study, 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.

Travel Information

BOOKING YOUR FLIGHT

In order to allow flexibility to our students in making flight arrangements, we do not offer a group flight option. We recommend that you check [Student Universe](#) for student airfare. You may also opt to explore other search engines or contact a local travel agent for flight arrangements. 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 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 Barcelona and must be sure to check their baggage the whole way through to Barcelona.

Once you have your itinerary, you must submit your arrival information to our U.S. office via your online account. If you have any delays or last-minute changes in your itinerary, please inform our U.S. Office at info@spanishstudies.org and your parents. If you are en route to Barcelona, you will need to also inform the Barcelona Resident Director, Adriana Pajares - Adriana.Pajares@spanishstudies.org.

Note: Your Spanish Studies Abroad program at Universitat Pompeu Fabra is academically rigorous and you will have class from Monday through Thursday with very few holidays throughout the semester. If you intend to do extensive traveling while in Spain, we encourage you to do so at the end of your program; so plan your return flight home accordingly. Housing through Spanish Studies ends the last day of the program.

ARRIVAL

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

Spanish Studies Abroad staff will be at the airport on the program start date typically between 9pm and 1pm in order to assist you in getting a taxi to your home stay. *Please note the time the staff will be at the airport is subject to change and will be confirmed in your Departure Newsletter that will be sent out a few weeks before the start date of the program.

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



You should plan on arriving at your homestay no later than 5pm. **If you arrive earlier than 10am or later than 3pm, please take a taxi directly to your host family's address.** There are detailed instructions in the Departure Newsletter, which you will receive via email from the US Office prior to the start of the program. A taxi from the airport to the center of Barcelona should cost 30 Euros minimum. You should have at least 100 Euros with you, just in case. We recommend that you ask the taxi driver for a receipt. There is also a bus (Aerobus) you can take every 15 minutes from the airport to the center of Barcelona, which costs approximately 6 Euros.

You will have a welcome dinner with your group and Spanish Studies staff on the evening of arrival. Your host family will be given the time and location of the dinner, it is typically around 8:00 or 8:30 pm. The staff in Barcelona asks the host families to join the students for the welcome dinner and the orientation, in which case you would go together. If they are unable to attend they will help you find your way.

If you lose your luggage, you must file a claim at the "lost luggage," or "*equipajes perdidos*," desk in the airport. You should have them send your luggage to your homestay in Barcelona. You will be provided with your address about one week prior to your departure for Spain. You can have them send it to your homestay address in Spain.

ORIENTATION

When you first arrive in Barcelona, you will have a brief orientation where you will have an opportunity to meet your fellow students and the Resident Director. You'll receive additional information about orientation and your arrival in Barcelona in the Departure Newsletter, which will be emailed to you before the start of 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.

Getting Ready to Go to Barcelona

We are sure you are excited about your experience abroad, but before you depart there are a few things you need to take care of, so please read carefully!

ONLINE ACCOUNT

All students studying with Spanish Studies Abroad have an online account. If you applied via online application, you did so through your online account. If you applied via paper application, an account was created for you.

Please use your online account to complete important pre-departure tasks. 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 program, you must submit the following items via your SpanishStudies.org account as soon as possible. All pre-departure items will be due within two weeks of the application deadline. ***Please note that without your passport and digital photo the staff in Barcelona will not be able to register you at UPF.**

- Program Deposit (due within 10 days of acceptance)
- Passport Information and Copy
- Course Selection
- Housing Questionnaire
- Spanish Studies Health Form
- Academic Pledge and Program Conditions & Release Statements
- Arrival Information
- Speaking Partners Form
- Digital Photo

PASSPORT

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 up to 4-6 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 requires 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.

VISA

The visa is an endorsement on the passport allowing residence in Spain for six months or a year; semester or academic-year students are required by Spanish law to obtain a student visa. You must apply for your visa at the Spanish consulate holding jurisdiction over your home address. Check the *Line-by-Line Instructions for the National Visa Application* that you received in your acceptance packet to see which consulate you should use.

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 and which must accompany your application for a student visa.

All students attending a semester or academic-year program must obtain a student visa, with the exception of the Spanish Studies Program, which generally falls just short of the 90-day requirement for a student visa. **Please be aware that some Spanish Consulates will not issue a student visa for programs under 90 days, even if you plan on staying longer.** It is your responsibility to learn the policies of your Spanish Consulate before applying for a visa. If you do choose to apply for a student visa, please note that the Spanish Consulates in North America impose tight time restrictions on the student visa process.

The Spanish consulates in North America impose tight time restrictions on the student visa process. The most recent information from the Spanish Consulates indicates that it typically takes 7-10 weeks to issue a student visa once your application has been submitted. If you are going to Spain for a semester or academic-year program, you should contact the Spanish consulate immediately. Keep in mind that if the Spanish Consulate nearest you requires an appointment, you must make one now. If the consulate does not allow/require you to make an appointment, you must apply for a student visa at least 7 weeks before the program departure date.

Note: Most consulates will still allow you to 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.

Some consulates allow students who attend a college or university in their jurisdiction to apply there, even if the student's permanent address is in a different jurisdiction, but you should check with the consulate directly about your particular situation.

Note: Each consulate requires different materials 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 by Spanish Studies Abroad. While we are familiar with the student visa application, 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.

Academic-year students must get a head start on their visa applications. All Spanish consulates now require an FBI background check with Spanish translations and apostilles for students staying in Spain longer than 6 months. Visit www.fbi.gov/about-us/cjis/criminal-history-summary-checks to learn how to obtain an FBI background check. These background checks can take up to 12 weeks to be processed, so please apply early!

U.S. citizens attending a 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. Consult the Spanish consulate in your home country about visa requirements well in advance of the program start date.

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.

We figure the average student will spend about \$170 per week while in Barcelona. Of course, some will spend more and others will spend less. Think about your lifestyle and budget accordingly. For a weekend of independent travel (Spanish Studies sponsored study trips are included in the program fees) students should plan to spend approximately \$425. A drink and *tapa* at a *café* cost approximately \$5.50. A two-page airmail letter to North America 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 \$10 per ride, depending on the distance.

	<u>Semester</u>	<u>Short-Term</u>
Books	\$375	\$90
Bus transportation	320	80
Every-day & going out expenses	1,800	460
Theater/concert evenings	120	n/a
Weekend trips on your own	1,160	375
Flight	1,200	1,200
<u>Miscellaneous</u>	<u>1,345</u>	<u>205</u>
Total	\$6,320	\$2,410

*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.

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

Note that 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. Remember that, right now, the euro currency (€) is stronger than the U.S. dollar. You can check the latest exchange rates at www.xe.com/ucc.

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 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 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 or by calling your local city clerk's office.

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 Barcelona](#) by following this link. 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 Barcelona students. Prior to the start of the program, the Spaniards who participate in the Speaking Partners Program will also be invited to join the fan 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.

ACCEPTED STUDENTS' CHAT

Students accepted into a Barcelona Spanish Studies program will be invited to participate in an Accepted Students' Chat before their departure. During this chat, students will be able to ask Spanish Studies staff, and sometimes alumni, specific questions about study abroad in Barcelona. Dates and information on how to join the chat will be sent 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), Spanish Studies Abroad in Barcelona address, taxi and baggage tips, and contact information for fellow participants. **Make sure to bring a copy with you during your travels!**

Emergencies and 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
info@spanishstudies.org

In Barcelona, Spain

Spanish Studies Abroad – Barcelona Office
Calle Casp, 45-ºD
08010 Barcelona, España
tel (011-34) 68-976-6723
adriana.pajares@spanishstudies.org

Should an emergency arise, family members may call the Resident Director, Adriana Pajares at (011-34) 639 955 263 Barcelona, or at our U.S. office telephone, (413) 256-0011.

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 <http://studentsabroad.state.gov>.

Health Insurance and Medical Care

PROGRAM HEALTH INSURANCE

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 medical insurance program, whether you have insurance at home or not.** If you are ill and need medical attention, contact our Barcelona office and a staff member will help to make an appointment with a physician. A physician may also visit you at home if you are not well enough to make a trip to the doctor. A staff member will accompany students ONLY if it is a medical emergency.

Although we provide medical insurance while in Spain, if you also 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 encountered health issues while traveling outside of the program dates. Please note that you are only covered through Spanish Studies for the dates of the program, so you should also plan to bring claims forms if you are traveling before or after the program. 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. It is important to note that eating disorders are considered medical conditions and must be reported on your health statement. **Withholding medical information could result in your dismissal from the program.**

PRESCRIPTIONS

If you take any prescription medication, be sure to bring enough for your entire stay. These should be in their original containers: that is, labeled with your name and the name of the prescription drug. For safety's sake, you should take a written prescription for replacement of the drugs should they be lost. 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 than the same medicine in Spain; though this prescription may not be enough at pharmacies, it will help a Spanish doctor make a valid prescription. Also, if you wear glasses, you should take 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 Barcelona, 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
- 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 Spain. 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: www.cdc.gov/travel/destinationSpain.aspx.

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 at the following link: www.cdc.gov/travel/destinationList.aspx.

Academics with Spanish Studies Abroad & Universitat Pompeu Fabra

Spanish Studies Abroad offers programs in Barcelona in cooperation with the Universitat Pompeu Fabra (UPF), through the Hispanic and European Studies and Legal studies departments, which cater to international students at UPF. Semester and academic-year students may select from two programs: Spanish Studies and Integrated Studies. Summer students participate in our 6-week program and choose both Spanish language courses and electives in either Spanish or English.

All students will be required to take a course about Barcelona culture in order to learn more about the culture of their new city. Students are presented with at least four different options of courses that range from literature, to Catalan language and art history.

Students in the Spanish Studies program take their classes with international students, while students in the Integrated Studies program choose a combination of these courses and regular UPF classes alongside Spanish students. Summer students are enrolled in classes alongside other international students at UPF.

Spanish Studies 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. What will be especially challenging, at first, is that some classes are taught in Spanish. The first week or so of those classes will probably be the most frustrating in that respect; just stick with it and remember that all the other students in your class feel the same way you do. Before you know it, you'll be following your classes taught in Spanish without any trouble at all.

More on classes at UPF:

- It's one of the best ways to improve your Spanish
- Discussion and debate are encouraged. Teachers encourage participation in class
- Class size is from 20 to 35 students
- Grade is a combination of class work, attendance and the 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, agreeing to speak Spanish as much as possible while you are on our program. We take our Spanish-Only Policy very seriously and you should as well. Let's be perfectly honest: it's a waste of time and money if you go to Spain and speak English with your friends in 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 program the experience you want it to be. To reference the Spanish-Only Policy, as well as the Academic Pledge and Program Conditions and Release Statement, that you signed please refer to the last pages in this handbook.

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

BARCELONA PLACEMENT EXAM

Students attending programs in Barcelona will take a Spanish language placement exam, as required by the Universitat Pompeu Fabra during orientation. The university will then place students in appropriate language courses (Beginner, Pre-Intermediate, Intermediate, Advanced, Proficiency), and Heritage Speakers, as determined by the placement exam results. For this reason, please note that the courses you choose in your Course Selection form of your online account are simply used for pre-registration and will not be finalized until after the start of the program.

COURSE REGISTRATION

The Course Selection Form you submitted with your application was the first step in selecting your classes for the program. Please consult the course catalog for descriptions and other instructions. As mentioned above, we must receive your online Spanish Placement Exam Score in order to officially enroll you in courses in Barcelona. A few factors may change your original course selection:

1. If you have not met the prerequisites for a class you have chosen;
2. If the class you want is already full;
3. If you have too many or too few credits and need to alter your schedule accordingly;
4. If a particular course is canceled due to under-enrollment
5. Is the course a "primer", "segundo", or "tercer" trimestre
6. If your performance on the placement exam in Barcelona indicates a need for a change.
7. If the class you want doesn't suit your schedule.

Any changes that you would like to make to your course registration once your Course Selection Form has been submitted must be sent via email to info@spanishstudies.org, after consulting with your Academic Advisor. Your course registration will be finalized once you arrive in Barcelona.

COURSE WITHDRAWAL POLICY

The period for add/drop is only one day in Barcelona and it is usually one week after classes have started. Students may add or drop courses without penalty only during the Add/Drop Period of the program. The Add/Drop Period for non-integrated and integrated courses is only one day. If you think you would like to make changes to your schedule and are unsure of the period of add/drop for a particular *facultad*, please speak with the Resident Director or professor of the course right away. Once the Add/Drop Period is over, students that drop a course 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 (e.g. Integrated Studies 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 once 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 acts dishonestly 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.

FINAL EXAMINATIONS

For the dates of final examination week, refer to the calendar included in your acceptance packet. You must take your final exams as scheduled, so your flight should depart on or after the program end date. Under certain special circumstances (such as a wedding, graduation, etc.), students may petition Spanish Studies in writing before the start of the program for an earlier return date.

TRANSCRIPTS

Universitat Pompeu Fabra (UPF) processes grades at the end of each program. The U.S. office of Spanish Studies will mail your official UPF transcript accompanied by a Spanish Studies transcript to the address provided in your application and a student copy will be mailed to your home address. **Note: Transcripts for integrated courses may be delayed due to the UPF academic schedule.** If there is an outstanding balance on your account, your transcript will be held until the balance is paid.

Spanish Studies transcripts show course numbers and titles, the number of contact hours and credits, and the grades for all coursework undertaken on a Spanish Studies program, including Independent Research Projects (IRPs) and coursework completed at UPF. Grades and credits are reported according to the semester-hour system. Please note that IRPs will appear only on the Spanish Studies Abroad transcript, not on the UPF transcript.

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 our U.S. office for more information about this transcript option.

Students need to have all courses and co-curricular studies approved for transfer credit by their home institution before the start of a program. This can normally be arranged through a study abroad advisor or registrar.

If you need an official transcript in the future, we charge a fee of \$10 for the initial transcript and \$5 for each additional transcript per batch. If the receiving institution requires a copy of the UPF transcript from Spain, the student is responsible for international postage. You should submit the Spanish Studies Transcript Request Form to our U.S. office with the following information:

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

You may either choose to pay by **check made payable to: The Center for Cross-Cultural Study, Inc.** or fill out a credit card authorization form that is available on our website.

This form is available on our website at: www.spanishstudies.org/transcripts.

Note: If you received a transcript from a U.S. degree-granting institution, you will need to contact Heidelberg University to request an additional transcript. Please visit the university's website for a transcript request form and information about associated fees: www.heidelberg.edu/about/administrativeoffices/registrar/transcript

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](#) or you may contact the Spanish Studies Abroad office in the U.S.

INTERNSHIP OR SERVICE LEARNING COURSE OPTION

Qualified semester or academic-year students are strongly encouraged to pursue one of our Experiential Learning Opportunities, such as volunteering. In some cases, students who participate in the summer term may also have time to take advantage of one of these opportunities. **However these options are only available to students on a Barcelona program in the Spring.**

Qualified students enrolled in the Spring Semester have the opportunity to pursue an unpaid internship or service learning experience in Barcelona. Internships and service learning are available in local businesses, educational institutions, and non-profit organizations. A high level of Spanish is required for the Internship or Service Learning Course Option.

Your performance will be evaluated in the following ways:

- Regular meetings with the Resident Director, 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 integrated 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 Barcelona, you will need to submit the corresponding application to Spanish Studies in advance of the deadlines listed below. Applications are available on the Spanish Studies Abroad website at www.spanishstudies.org/internshipoption or www.spanishstudies.org/servicelearningoption. 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 15th

Spring Semester – October 15th

NOTE: 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 Barcelona Internship and Service Learning programs.

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 non-profit organizations. While a volunteer opportunity is more flexible, 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 while on site.

GROUP MEETINGS AND ACTIVITIES

The Resident Director periodically holds group meetings with students. 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 trips 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.
- Modernist Tour/ Olympic Tour
- The day/overnight trip option is Figueras/Cadaques/ Girona to visit Dali's world

In addition to group meetings, Spanish Studies sponsors a number of activities throughout the program, including Speaking Partners with Spanish students; international festivals; round tables; and various workshops. There are also opportunities for cultural visits in Barcelona, excursions to other Spanish cities, and more. More information will be made available at orientation and throughout the course of the program. Some activities may entail an additional cost. Please also be sure to follow the [Barcelona Facebook page](#) and check your email for weekly activity postings from your Resident Director.

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

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

Travel and Visits from Family & Friends

During the Summer Term, classes are held Monday through Thursday with some mandatory and supplemental class activities/trips on Fridays. Cultural visits in the afternoons and weekend travel will provide plenty of opportunities to get to know Spain outside the classroom. There are plenty of towns near Barcelona that make for great day trips during the weekend.

For semester programs, classes are held Monday through Thursday. This means you may have plenty of time to plan trips and weekend outings and will not need to miss any of your scheduled classes, which could affect your final grade.

You received a program calendar in your acceptance packet to which you can refer for academic dates, holidays, 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 us to change some of the vacation dates. Therefore, you and your family should make only tentative plans for independent travel until you arrive in Barcelona. At the beginning of the program, you will be given a more definitive calendar. We request that you not plan trips with your family when classes are in session. Please be aware that if you transfer programs (e.g. 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 AND LONG WEEKENDS

Vacations and long weekends are a great chance to travel to places that may be hard to get to on a weekend. You may want to take this opportunity to travel around Spain and become acquainted with other regions of the country, or 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. At this time, the pass *cannot* be purchased in Europe.

Packing Suggestions

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

FASHION

The fashion in many Spanish cities, including Barcelona, 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 girls to wear nice jeans or pants with boots (nice boots preferably not Uggs) or flats in the winter and fall. Men should also wear nice shoes or fashionable sneakers. Running sneakers and exercise clothes (including sweatpants and yoga pants) are usually **only** worn when exercising and pajamas should **never** be worn to university. In general, Spanish students dress very stylish when going to class and often times girls will be dressed up. In summer months, the fashions are similar to in the United States; however, students should keep in mind flip flops are only worn to the pool or beach. When going out at night, the dress is often formal at clubs or *discotecas* while smaller bars may be more casual.

CLOTHING

- 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 • One pair of sneakers, just in case • One nicer pair of shoes, for dressing up
- One dressy outfits • A couple of sweaters for the winter • Lightweight jacket & Heavy winter coat • Gloves, hat, and scarf
- Bathing suit • Shorts, capri pants, and/or skirts*

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

*Don't bring very short skirts unless you are prepared to deal with the attention they might draw.

OTHER ITEMS

- This Handbook and your Barcelona Cultural Guide • Spanish Studies Departure Newsletter (sent via email a few weeks prior to departure) • Battery-powered alarm clock • Travel books (try [Lonely Planet](#) or [Rough Guides](#)) • Spanish-English dictionary and grammar book • USB device for storing assignments and printing purposes • Beach towel • Washcloths, if desired • Camera • Backpack (or book bag) • 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 • Your favorite music (iPod, etc.)

SECURITY AND PERSONAL CARE

We suggest taking a suitcase that locks so you can keep valuable items secure at all times. This would be the place to keep your passport, airline tickets, traveler's checks, 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 around if your room is cleaned by your host family.

You will be able to find a lot of the everyday products you need in Barcelona, so there is no need to stock up on shampoo or feminine hygiene products. Take just enough for the first part of the trip so you'll be able to get settled in, but don't over pack this kind of thing. You may want to pack your favorite cold and upset stomach medicines, just to be prepared. You can get medicines at pharmacies in Barcelona, but they'll be different from what you're used to and when you're sick, you may feel better using what you know works for you. However, if you are trying to save room in your suitcase these products can be left out.

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. If you only need a hair dryer, curling iron or flat iron, you'd be better off purchasing an inexpensive one in Barcelona, rather than risking destroying the appliance and/or the outlet when you plug it in. Unless you have a whole slew of hair styling appliances that you just can't live without, you are better off not having to purchase a converter and adapter. If you do decide to bring hair styling appliances, you should consider whether they are really needed for the program in Barcelona. If so, then you will need to purchase a converter and plug adapter set at a travel or electronics store.

This rule may or may not apply to laptops. Some laptops have built-in converters, in which case you would only need the adapter for the plug. Volatge in Spain is generally 220V, while it is 110V in the U.S. 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.

Housing

The best advice we can give you in order to get the most out of your housing experience is: Communication.

The Barcelona Resident Director chooses housing placements very carefully based on the answers provided in your Housing Questionnaire. Note that in the interest of meeting the goal of cultural immersion, **it is Spanish Studies policy not to pair students from the same school in the same homestay** during our semester and academic-year programs. Also, it is Spanish Studies policy that visiting friends and family members may not stay with the host family.

You will live with a Spanish family and perhaps with a roommate. Families usually live in *pisos*, or apartments, instead of large independent residences. Therefore, you may be living in a space that is smaller than what you are used to, and you probably will not have your own bedroom. 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.

Your family 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.**

Lots of students decide that they want to bring gifts for their host families. If you want to take a gift, we suggest bringing something that represents where you live, what you enjoy, or your hobbies—basically something that will give your host family some insight into you as a person. Another good way to share some of your life in your home city with your new family is to bring photos from your family and university.

Housing assignment information is generally provided about a week or two before the start of the program. Please note that assignments may be subject to last-minute changes. If you ever have a problem with your housing assignment, tell the Resident Director right away, so that she may help you to resolve the difficulty. The Resident Director will assist you in working 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.

Note to all students: Spanish Studies does not offer housing in the private homes during the days prior to the start of the program or days beyond the end dates of the program. If you are arriving early to Barcelona or planning on staying later, you should book your own hotel or hostel.

Note to academic-year students and students participating 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 Barcelona during the time between semesters, contact the U.S. office regarding availability and prices.

HOUSING NORMS FOR STUDENTS AND HOST FAMILIES

To ensure a correct and cordial relationship between the host families, students, and Spanish Studies, a series of norms and recommendations have been established. 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 any concerns, don't understand a certain norm or would like to make a comment regarding housing, be sure to consult with the Barcelona Resident Director.

Your bedroom will have:

1. A comfortable bed with a mattress, sheets, blankets, pillow and pillowcase.
2. A nightstand
3. A table or desk, large enough to study or write on comfortably (minimum 40" x 20")
4. A lamp to provide adequate lighting
5. A shelf or similar storage space for books
6. A chair
7. A closet or wardrobe with drawers and hangers for clothing
8. A heater in winter and a fan in summer. The student must not leave the heater on at night, but may use the fan at night in warmer weather, as long as he or she gains prior approval from the host family.

The bathroom will have:

- A clean toilet
- A clean towel to be used only by the student
- 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 AM. and 10 PM.), limiting his/her time in the bathroom and not using hot water for more than 8 minutes.

Laundry:

- The host family will replace bed linens 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.
- It is not the host family's obligation to iron the student's clothing.
- If the student has more laundry than stipulated, he/she will have to wait until the following week to have it laundered.
- If the student has delicate clothing, he or she should notify the family or take it upon him- or herself to launder it.

Meals:

- The student will eat with the family. In the event that the host family cannot be present for a meal, prepared food will be left for the student.
- 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.
- 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:
 - Breakfast: Toast with butter or something similar and coffee, tea, hot chocolate or milk
 - Lunch: Two dishes and a dessert. One of the dishes should include fish or meat; the other should be salad or vegetables. It is preferable that the dessert be fresh fruit.
 - Dinner: Two dishes and a dessert. One of these dishes may be soup, and at least one of the two must be a hot meal and include meat, fish, egg or cheese.
- Eggs should not be served more than three times a week.
- The menu must be flexible and varied, taking the student's preferences into account.
- If a student does not consume certain foods due to religious reasons, the host family will respect his/her preferences.
- The student may request, 24 hours in advance, that a cold lunch be prepared for him/her to take on field trips.

Telephone:

- If the student has a cell phone, he/she may not receive or make calls between 11:00 pm and 8:30 am.
- If the student has Skype on his/her computer, he/she may not use it between 11:00 pm and 8:30 am.

Doctor:

- If a student doesn't feel well, needs a doctor or medication, he/she should call the Resident Director to make an appointment, or the student may go directly to the medical clinic: Centro Médico Milenium (Calle Balmes 111, Tel: 902 102 400. Barcelona).
- The host family will not give medicine to the student.
- If a student misses class due to medical reasons, he/she or the host family should contact the Resident Director, who in turn, will inform the students' professors.

Housing Changes:

- If irreconcilable differences should arise between the student and the host family, the Resident Director will move the student. In this case, the Resident Director will let the host family know ten days in advance. Once the host family is informed of the change, the host family will not discuss this subject with the student as this could cause discomfort.
- If the host family desires that the student be moved, the Resident Director will be notified 10 days in advance.
- In the event that the Resident Director must move the student because some or any housing requirements have not been fulfilled, Spanish Studies 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 Resident Director will move the student(s) to a different home immediately and with no previous warning. Spanish Studies will also stop working with a host family where an issue like this arises.

Miscellaneous:

- The student's room may not be rented out during weekends or any school break, even if the student is not present in Barcelona 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 it is necessary for the host family to be absent overnight for any reason the host family must inform the Resident Director. Both the Resident Director and the student must agree to this.
- There should be a pleasant environment in the house, where the student feels comfortable and welcome.
- More than two U.S. students will not be allowed to live in the same home, whether they are from Spanish Studies or a different U.S. study center. Housing more than a total of two U.S. students in the same home will be considered a failure to abide by the norms outlined above.
- The student may not have guests staying overnight.
- Should the student not leave the home on the program end date, Spanish Studies is not responsible for paying the host family for extra day(s).
- The student may not take his/her friends to the home without previous permission from the host family.
- 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.
- The house may not have a charcoal, coal-dust, gas, or similar type of heater.

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 in our *Know before You Go* guide, 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 healthily 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 Barcelona. Vegans will be hard pressed to eat very well in Spain. 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 let us know right away, so that our Resident Director may find an appropriate homestay that can provide such meals.

You must let us know about any dietary restrictions or food allergies by emailing info@spanishstudies.org or calling 413-256-0011. **Note: Some dietary accommodations may require an additional fee.**

Public Transportation

Like your Spanish friends, you will be taking the bus or metro often to reach the University, and to explore the attractions around Barcelona. Its location makes UPF very accessible by public transportation from almost anywhere in the city. During orientation at the start of the program, you will learn the details of the buses and metros available at various times. This will help you organize your route and any transfers you might wish to make. The center of Barcelona is very pedestrian friendly, which makes walking a practical and efficient means of transportation.

Bus and Metro

Ask your host family about the best way to get to the university from your homestay. The closest bus stops to the University are Pl. de la Merçé, Pg de Colom – Capitania General or Pg de Colom – Moll de la Fusta. The closest metro stop for the Main Campus is Ciutadella -Vila Olímpica and for the Rambla Campus is Drassanes. Bus lines 14, 36, 57, 59, 64, 120 and 157 run directly by the University, and the L3 and L4 metro lines are close by. Tickets vary in price depending on how many you purchase at once; the more rides you purchase the more the price per ride decreases. Bus and Metro prices are as follows:

individual ticket 2€, T-Día ticket (one-day) 7,25€, T-10 ticket (ten rides) 9,80€, T-50/30 (50 rides or 30 days) 39,20€, T-Mes (month) 52,75€, T-Jove (3 months) 103€. Depending on how much you plan to use public transportation, the T-50/30, T-Mes, or T-Jove will give you more “bang for your buck.” For more information on the bus and metro lines in Barcelona, visit www.tmb.cat/en/home.

Taxis

Keep in mind that on most nights of the week the bus and metro schedules do not run 24 hours. This means you will have to plan accordingly to catch the last bus/metro, or find other means of transportation. Taxis are available and affordable but are more expensive than taking the bus or metro. Barcelona Taxis are yellow and black and have a green light on the top. You should plan on spending around 15€ for an average taxi ride.

Keeping in Touch with Family and Friends

MAIL

Your mailing address will be that of your homestay. You will receive your homestay address via email 1-2 weeks prior to the start of your program.

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 Federal Express (3-5 working days).

INFORMATION ON PACKAGES

If you or your parents plan to send a package to Spain, you should know that the Spanish customs office will levy an import tax before you can collect it.

1. Any package sent from North America to Spain via USPS will be checked in Madrid and is subject to the following charges:
 - a. 3% on the value of the package contents if the content exceeds 150€ worth of products.
 - b. 16% tax on the value of the package contents.
 - c. 4.41€ for a Custom Fee.
 - d. 20.18€ for SPEEDTRANS (mailing from customs in Madrid to final destination).
2. All medicine 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.
3. **IMPORTANT:** Packages sent via private mailing companies (UPS, DHL, etc.) are not subject to the charges or rules specified in numbers 1 and 2 above.
4. 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.”
5. If in doubt, contact the nearest Spanish consulate.

TELEPHONE

Cell phone use is just as widespread in Spain as it is in North America; virtually everyone you meet will have a *móvil*. Lots of students decide to purchase mobile phones as an easy way of keeping in touch with people at home and with the friends you'll make in Barcelona.

Rent one of ours:

Cell phones will be made available for all students attending programs through Spanish Studies Abroad Cell Phone Loan 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. **All students must complete and return the Cell Phone Loan 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:

If you have an **unlocked U.S. cell phone** but you don't have an international plan, you have the option of leasing a SIM card which allows you to use it on a network in Spain. We can help you set this up after you arrive. We have SIM cards available

to rent at the same rate as the cell phone lease: 2Gb at 12,50€ plus phone usage, including free calls among Spanish Studies Abroad cell phones and SIM cards. This is much more economical for example than Orange, a local Spanish wireless telecommunications provider, which offers 1Gb at 11€ and all calls at an additional cost.

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

In addition, a cost-effective and convenient way of staying in touch is to bring your locked smartphone **with data roaming turned off** with you to Spain. You can use it when connected to wifi in your residence or in cafes (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, free for the first year and then \$0.99 per year. 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 Europe. If you are planning on bringing an iPhone, iMessage will continue to work over wifi.

Purchase a prepaid:

Another option is to purchase a prepaid cell phone in Barcelona, 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 home will have a phone too, but that will only be available for you to receive very short phone calls. You can only call someone from your home phone 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. Going to the *Corte Inglés* might give you more of an opportunity to compare a few different international cards, whereas the newsstand will probably just offer the basic *Telefónica* card. Cards can usually be purchased for either €10 or €20. Unlike phones here, in Spain some phone cards are inserted directly into a pay phone; you will be able to see your minutes count down on the phone's digital screen, so you'll know when you need to wrap it up.

EMAIL AND COMPUTERS

All host families will have Wi-Fi in their homes. Since you will be a part of the UPF community, you will have access to the computer facilities just as any other student. The UPF also has WiFi for any student who takes his or her own laptop. Most laptops are compatible with the electrical current in Spain, but check to be sure the power supply says "100V-240V". Electrical voltage in Europe is 220. You can purchase an inexpensive adapter for the plug when you arrive in Barcelona.

Access to the UPF's WiFi system is arranged by the *Servicio de Informática* at the UPF. During the Orientation days in Barcelona, students will receive instructions on how to use the Internet on campus together with the necessary information for connection: a personalized username and password. There are people available to assist in case of any problem. A web page with information on the wireless net of the UA can be found [here](#).

You must be a student enrolled at the UPF in order to use the UPF's computers. As a student on the Spanish Studies program you will have the identification required for access

VIDEO CALLS

One of the cheapest and most popular ways to keep in touch with family and friends is through video chat. Many servers such as Skype or Google Talk allow users to communicate face-to-face over the internet. FaceTime (between Apple products only) is another way to make audio and video calls for free over wifi. 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 an easy and secure way to communicate with friends and family abroad.

Billing Details

Spanish Studies Abroad is affiliated with over 80 colleges and universities. For most affiliated schools, payment is made to Spanish Studies Abroad 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, you should ask your college or university to discuss this with us directly. **Note: The due date for the non-refundable deposit may not be deferred.**

Payment must be received by our U.S. office no later than the due dates listed in your online account. You will not be admitted to 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 for cell phone charges.

If you anticipate that you will have financial aid to use toward your program payment, please contact the U.S. office regarding the necessary paperwork to defer your final program payment due date. Please note that the due date for the non-refundable deposit may not be deferred.

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 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 is covered by financial aid.

The Spanish Studies Financial Aid Deferment Form, included in your acceptance packet, should be submitted to your home university's financial aid office to be completed and returned to the Amherst office of Spanish Studies 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 regarding any forms that they need completed by Spanish Studies to transfer financial aid, such as a Consortium Agreement.

Scholarships

SPANISH STUDIES ABROAD SCHOLARSHIP PROGRAM

The Spanish Studies Abroad Scholarship Program is open to all students enrolled in all of our Barcelona programs. We offer 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 Merit-Based Scholarship or the 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 before leaving for Spain if they will receive a scholarship. A check is sent to the student's permanent home address after arrival in Barcelona and is not used toward payment of program fees.

VIDEOGRAPHER GRANT

Spanish Studies Abroad will award a \$50 grant to ten semester and summer students 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 www.spanishstudies.org/scholarships.

SPANISH STUDIES ABROAD 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
- 31/2 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 at www.spanishstudies.org/scholarships.

Possible Additional Fees

TRANSCRIPT FEES

Students whose home college or university requires a transcript from a U.S. degree-granting institution may obtain academic 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.

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 be responsible for any room and board fees incurred during the break. Please refer to your acceptance letter or contact the U.S. office of Spanish Studies Abroad for exact fee amounts and payment deadlines.

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

Refunds

If you decide not to attend a Spanish Studies 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 between 29 days before the start of the program and 1 day before the start of the program has a penalty of 25% of the room and board fee and 100% of the tuition, study tours and 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, these penalties are in addition to the deposit, which is non-refundable.

There is no withdrawal from room and board arrangements with Spanish Studies during the course of a program. We 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 housing to be unsatisfactory, he or she should notify the Resident Director immediately.

Places to Stay in Barcelona

Hostels

Kabul Backpacker's Hostel

Plaça Reial, 17 08002 Barcelona

Tel: +34 93 318 51 90

info@kabul.es

www.kabul.es

Sant Jordi Diagonal Hostel

Av Diagonal 436, Entr., 2', Barcelona, Spain

www.santjordihostels.com/hostel-diagonal

Casa de Billy Barcelona Gran Via

Gran Via 420, 4-1, Barcelona, Spain

casabillybarcelona@yahoo.com

www.casabillybarcelona.com

The Hipstel

c/ de Valencia 266, Barcelona, Spain

tel: +34 931 745 417

info@thehipstel.com

<http://thehipstel.com/>

Hotels

The Park Hotel

Avinguda Marquès de l'Argentera, 11, Barcelona, Spain

Tel: +34 933 196 000

info@parkhotelbarcelona.com

www.parkhotelbarcelona.com

The Mirror – Barcelona

Còrsega 255, Barcelona, Spain

tel. +34 932028686

info@themirrorbarcelona.com

www.themirrorbarcelona.com

Andante Hotel – Barcelona

Drassanes, 23-25 · 08001 · Barcelona

tel. (+34) 93 441 25 45

www.andantehotel.com/en/

Catalonia Ramblas

Pelai, 28, Ciutat Vella, 08002 Barcelona

www.hoteles-catalonia.com

Hotel Regina

Barcelona - C/ Bergara, 4 - 08002

tel. +34 93 301 32 32

reservas@reginahotel.com

www.reginahotel.com/en

Academic Pledge & Program Conditions and Release

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

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, 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 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 primary language of communication** while participating in Spanish Studies Abroad programs.
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 and 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.