Spain

Fall, Spring, and Year Immersion

2011-12 Program Guide
The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, national origin, religion, sex, gender identity, pregnancy,* disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University’s student-related nondiscrimination policies may be directed to the campus Equal Employment Opportunity/Affirmative Action office.

*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
YOUR UCEAP NETWORK

EAP Online
Bookmark your Participants program page; it contains vital resources and requirements you need to know before you go abroad, including the Predeparture Checklist, UCEAP Guide to Study Abroad, Program Calendar, EAP Student Budgets and Payment Vouchers, and policies.

Local EAP Support

Campus EAP Office
The Campus EAP Office coordinates recruitment, student selection, orientation, and academic advising, and serves as your primary contact during the application process.

UCEAP Systemwide Office
The UCEAP Systemwide Office establishes and operates programs and coordinates EAP administration for all UC campuses from its headquarters in Goleta, California. You will work closely with the following Systemwide Office staff:

- **Program Advisors** communicate program information, both academic and operational, to students and campuses, and coordinate and provide academic and administrative support in all aspects of your participation.
- **Operations Specialists** coordinate the logistics of the program. Document requirements, visa application instructions, health and safety precautions, placement and acceptance by the host institution, arrival and on-site orientation, and housing arrangements are examples of program details the Operations Specialists coordinate.
- **Academic Specialists** advise on academic policies; review and record courses taken abroad for UC credit; process student registrations, petitions, and grades; and document and maintain students’ academic records.
- **Student Finance Accountants** assist primarily with EAP statements, program fee collection, and financial aid disbursements (in conjunction with your campus Financial Aid Office).

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EAP STUDENTS SAY...

Keep in touch with your Study Center about how classes are going. The staff is available to help you find the right classes and resources that ensure success in the classroom.

Study Centers Abroad

UCEAP programs in Spain are administered by UC faculty and staff. Every program in Spain has a corresponding UCEAP office that is staffed to assist program participants with academic, logistical, and personal concerns. The UC Faculty Director, who is responsible for all UCEAP Spain programs, will maintain an office at the Centro California/Illinois in Barcelona.

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U.S. international code ..............011
(dial this to call from the U.S.)
Spain country code ..............34
Madrid city code ..............91
Barcelona city code ..............93
Granada city code ..............958
Cádiz city code ..............956

Approximate Time Difference

Add 9 hours
“EAP STUDENTS SAY...”

Cádiz is thought to be the most ancient city still standing in all of Western Europe. It is small and quaint, a beautiful place to warm up on your Spanish language and culture. Don’t miss out!

Cádiz is beautiful and the locals are super friendly. Spending my first month there was a great way to start my year in Spain. Not only did my confidence in speaking Spanish grow but I was also able to learn about Spanish traditions in a fun city. When I arrived in Madrid, I felt more adapted and academically prepared to face the year ahead of me.

Cádiz was awesome! I now have friends (Spanish and American) all over Spain and was glad to arrive in Barcelona with a month of Spain under my belt.

I would recommend the Cádiz pre-intensive language program to others. It was such a cool, laid-back introduction to Spain; without it I would have felt lost there.

ACADEMIC INFORMATION

All of EAP’s immersion programs in Spain share important academic characteristics that are discussed below. Specific information relevant to the different academic programs is covered in detail in separate sections devoted to each university.

Pre-Intensive Language Program in Cádiz

The month-long program in Cádiz is open to all students selected for fall and year immersion programs in Spain. It has been specifically designed to prepare UC students for the academic programs in Barcelona, Granada, and Madrid.

The cost of pre-ILP excursions is included in your EAP fees.

If you are preparing for an immersion program in Spain, you have the opportunity to attend EAP’s pre-intensive language program (pre-ILP) in the seaside city of Cádiz. Running from mid-July to mid-August, the pre-ILP is designed to sharpen the language skills that are essential for success in Spanish university classes. The program is appropriate for students with the minimum two years of Spanish as well as more advanced speakers.

The pre-ILP offers a rich and multifaceted introduction to society and culture in contemporary Spain. It provides an opportunity for you to improve your language skills in speaking, writing, and aural comprehension; to review elements of grammar; and to understand the Spanish language as it is spoken in Spain. For those with advanced knowledge of Spanish, the program will emphasize written composition; for others, the primary focus will be conversational facility and aural comprehension.

- Orientation activities take place the first few days of the program and include general program information, a walking tour of Cádiz, a Spanish placement test, and a welcome banquet with the Cádiz staff.
- The academic program runs five days a week (Monday through Friday). Four days a week students attend classes between 9:30 a.m. and 2 p.m., with two hours of language instruction (grammar, conversation, and writing), a half-hour break, and two hours of Spanish civilization with an emphasis on the region of Andalucía. There will also be some required work outside of the regular classroom.
- Fridays are usually devoted to mandatory excursions and cultural activities within the city and the neighboring areas of Andalucía. Wait until after you receive the full program schedule during orientation before making personal travel plans.
- Students earn a maximum of 6.5 UC credits.
- All classes are taught by faculty members at the University of Cádiz.

After the Cádiz program, most students have a break of a week or so before beginning the ILP in their respective host cities. You are responsible for your own housing and travel arrangements during this period, and for arriving at the ILP site at the date and time specified in your program Predeparture Checklist. Since the break falls during high tourist season, make plans for travel and accommodation well before the end of the pre-ILP.
**EAP STUDENTS SAY...**

Be prepared to go to school. Many students expected that the workload wouldn’t be demanding and the courses would be simple. Remember, you are still in college when you’re abroad.

Make contacts in your facultad as early as possible. Know your professors personally. Don’t be afraid to ask questions and look lost—you are. Branch out. Don’t let your facultad be the only dimension of your academics. Spain has a lot to offer.

Allow yourself to take classes that you are interested in, not just classes that fulfill requirements. Always ask about the quality of the professor.

Take initiative! Though not too interactive, you’ll find that many professors are pleased to have a foreigner (especially from California) in their class. Brush up on politics or music to talk more than academics.

Take advantage of this time to brush up on and perfect your Spanish skills. It is also a fun time to learn more about Spaniards’ daily lives and find your way around your host city.

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**Intensive Language Program**

- The cost of ILP excursions is included in your EAP fees.
- Some aspects of the ILP are tailored to your site, including information on the history and culture of the city and host university. In Barcelona the ILP includes an introduction to Catalán.

Immediately following orientation, the intensive language program (ILP) begins for academic year and fall semester students. Barcelona spring semester students will participate in a shorter ILP. It is during the ILP period that you become familiar with the classes that will be offered at your host university in the coming term. You meet with program coordinators and the Study Center Director to select an appropriate course of study.

This program is mandatory and designed to prepare you for course work at the host university.

- Classes run every day from 9 a.m. to 2 p.m. (or 10 a.m. to 3 p.m., depending on the Study Center).
- The programs emphasize grammar and composition; oral communication; and Spanish history, literature, and culture.
- Mandatory excursions are also part of the ILP. These can last anywhere from three hours to a full day; half-day excursions are usually in the evenings during the week, and some excursions are planned for Fridays when there are no classes.
- The ILP carries up to 6 UC quarter units.

**Academic Culture**

Give careful thought to how your academic interests mesh with the host university you have chosen and do not hesitate to get advice from the Study Center staff once you arrive. Even the most serious EAP students have received below-average grades in Spain when they have chosen their courses without knowledge of the Spanish university system.

Spanish universities follow a career system, which means that Spanish students begin their studies with their major already selected and take courses that are pre-assigned for their entire university career. Spanish students are therefore highly specialized in their fields, because they have been taking courses in their majors in a particular sequence for many years.

You are not bound by the same requirements as Spanish students and you may take classes in any facultad. However, it is useful to understand how the Spanish system works so that you can study at the appropriate level and have a general idea of what to expect. There are some helpful hints about the different sorts of courses in the Course Information section of this chapter. In addition, most Spanish universities offer courses in two cycles: primer ciclo (first cycle) and segundo ciclo (second cycle). These designations are not analogous to lower and upper division at UC; they are closer to upper division and graduate level. Most Spanish students must petition to enter the second cycle after completing all of the first-cycle courses in two to three years.
As you plan your academic choices, remember to explore the courses that a variety of facultades offer. For example, an anthropology course may be located in the Facultad de Historia if such a course is a requirement for the history degree. Each facultad provides all the courses that students need to fulfill their requirements. The Study Center helps you to navigate this maze by providing information on class availability, schedules, locations, etc. Still, expect to do a lot of investigation on your own to find out what is available; you are responsible to know which classes you took from which facultad.

Spanish students may give the appearance of being less competitive than American students because they know how and at what point in the year or semester the professor will be expecting them to apply themselves and be productive. Do not assume that you can wait until the end of the year to study for a final exam that constitutes your entire grade.

In Spain the GPA is not as important as it is in the U.S., and the Spanish grading system differs greatly from the American grading system. Grades for Spanish students are rarely curved, so the performance of a fellow student does not affect another student’s grade. Grades are given according to how much of the course material you have mastered.

Most professors supply a syllabus at the beginning of the course. In some cases these are available online in the guía for each facultad. The syllabus may include a bibliography and reading list that can be extremely long. You probably do not need to read every book on the list, but you do need to find out which ones are essential and how they relate to each other. You may be expected to know the arguments of important books in the field, since a principle objective of many courses is to master what has already been written on any given topic.

At all locations you may request to participate in tutorías (tutorials) associated with individual university courses. These tutorías may be arranged and paid for by the Study Center to provide additional assistance to those who do not feel comfortable with the course material. When the tutorías are made as a special arrangement for EAP students only, the Study Center may require a minimum number of students before offering one. A professor or a graduate student leads students in discussions of lectures or reading materials and may assign additional written work associated with the course. The tutorías should not be regarded lightly, as the tutor’s comments are taken into consideration when the professor assigns the final grade. Once begun, you must continue participation in the tutorial. You do not receive separate academic credit (units) for work completed during the tutoría.

Books/Libraries
Most Spanish facultades have their own libraries and you may acquire borrowing privileges at most of them. You will not be given access to the library stacks. Instead, you request that a book be brought out for you by the library staff. In addition, you can check out only a limited number of books for a short period of time. However, course readers and course notes are readily available, and students commonly photocopy books, despite strict copyright laws. Still, expect to purchase books and, as is often the case at home, do not expect to get much for them if you resell them at the end of the year.

Return library books on time. Failure to do so may cause serious consequences, such as exclusion from using library resources and penalty fees.
“EAP STUDENTS SAY...”

The most striking difference in the courses was the testing procedure. In a normal English course at UC there are two to three papers and a final (or final paper). In Spain, grades were based entirely on the final exam.

Studying literature involves more than reading the literature. Students are expected to read critical works in the library, and this material can be tested. The focus is less on your interpretation of the work than on the critical and scholarly view of the work.

Spanish students do extra research at the library. It isn’t all included in a reader for you. Follow their example.

Class Format and Grading

While some younger professors tend to be more open to interaction, most courses in Spain are lectures with little or no class discussion. Given this lecture format, note-taking skills are important. However, you are also required to do more preparatory work on your own outside of class than is the custom at UC. Figure out what to study and do not depend on assignments from professors.

Although Spanish professors may not usually take formal attendance, repeated unexcused absences from class will be noticed. In many cases, exams concentrate heavily on material presented in class. Failure to regularly attend class can result in a lowered or failing grade.

Exams are usually essays and may include subjects that were only touched on minimally in lectures, and for which you must do independent research and preparation. Exams may be open notebook or open book, in which case you will be expected to read several books and be able to quote from them.

Generally, grading is based on one comprehensive essay exam at the end of the course. The Study Center Director assigns the final grade that appears on your UC transcript using numerical evaluations and other comments received from your professors.

- For more information on grades, see the Academic Information chapter of the UCEAP Guide to Study Abroad.

Course Information

- Do not approach professors to request early exams. Early departures are not allowed.

- Be sure to keep all course information you receive to show your UC departmental advisor when you return.

Information on courses that have been taken in the past by EAP students in Spain is available through the MyEAP Course Catalog.

In addition, you can obtain further information about the types of available courses directly from the host university website. Each of these websites organizes course information differently, sometimes by facultad and sometimes by department. In almost all cases, however, a Plan de Estudios will be a list of course titles required for Spanish students to complete their degrees (usually called licenciaturas). Asignatura means class; programa usually refers to a description or syllabus.

If the Plan de Estudios indicates that a class is troncal, it is required by Spanish law that all students in that major take that course. If it is obligatoria, it is required by the authorities of the host university. In either case, these are the courses that are the most likely to be offered every year.

If a course is listed as optativa, it is something like an elective course within the facultad. (Since most Spanish students do not take certain optativas before they complete certain required courses, professors of the optativas are likely to assume that the students have command of standard theoretical concepts in that field.) If a course is designated as libre configuración, it is an elective course taken outside the student’s department or facultad. These optional courses are less likely to be offered every term, and they are frequently scheduled on Fridays, in the evenings, or in other slots that have not been filled by the required courses.
Many facultades post a guía online that contains useful course information for the term in question. Even if the available guía is from the previous year, you can figure out many of the likely offerings by paying attention to which categories of courses are listed.

The Study Center staff will provide additional information about professors and courses but you will ultimately be responsible for your course selection and preparing in advance:

- Familiarize yourself with your own academic requirements before departure. The Study Center Director is not expected to be familiar with the requirements of every major at every UC campus!
- Meet with your home campus departmental advisor before leaving California and determine the subject areas and types of courses (e.g., area studies, language, GE requirements, specific material, etc.) that will best fit your UC academic program, and search for that type in the host university website.
- Take the e-mail address of your major department advisor to facilitate consultation on course work for the major.
- Take the Director’s and coordinator’s advice seriously in order to preserve your GPA and make progress toward your degree. The Study Center staff has extensive knowledge of how UC students have fared in various facultades or departments at each university.

Registration

Plan on taking a normal UC load of 21 to 24 UC quarter units per semester; this may be reduced to a minimum of 18 UC quarter units each semester. If you are from Berkeley or Merced (semester campuses), consider keeping your study list between 19.5 and 22.5 UC quarter units (equivalent to 13 to 15 UC semester units).

Your host university may require online registration prior to arrival in Spain. This information is detailed later in this section, and will also be sent to you via e-mail. In addition to registering with the host university, each term you must fill out your MyEAP Registration Study List to ensure that you receive UC credit for the courses that you take. During a formal advising session with the EAP Study Center Director, you will determine the appropriate combination of courses. The Study Center Director must approve all programs of study.

Complutense and Granada Fall Semester Students: Be careful when choosing your courses not to register in year-long classes. Remember to check with the Study Center staff if you have questions.

The University of Barcelona

UB Online Registration

Academic year and spring semester students must complete an online admission form prior to departure. Refer to the Predeparture Checklist for details on how to complete the online registration.

UB Program Description

EAP students at the University of Barcelona (UB) may take a combination of regular UB courses and EAP-designed core courses. Within the regular university facultades, UC students have taken courses primarily in the humanities and social sciences, especially in the fields of Spanish literature,
“EAP STUDENTS SAY...
At the University of Barcelona, getting a passing grade is much harder than at UC. Most Spanish students work hard just to pass a class.”

Economics, history, art history, Catalan studies, and linguistics. Other disciplines are available for students who have the requisite background.

- You are required to take a minimum of 18 UC quarter units per semester.
- University courses may be taught in Spanish, Catalan, or a combination of the two.
- The program offers training in Catalan during the ILP and the semester to support students in regular university courses that are taught in the local language.
- You may not enroll in more than two core courses per term.

2011-12 Core Courses

Fall:
- Social, Political, and Cultural History of 20th-century Spain
- 20th-century Spanish Literature
- Conversation and Composition
- Analysis of Hispanic Literary Texts
- Spanish Linguistics

Spring:
- Contemporary Spanish Art: Picasso, Dali, and Miro
- Don Quijote
- Contemporary Spanish Cinema
- Advanced Spanish Grammar
- Latin American Literature

Courses offered in the fall are usually posted on the UB website by late July.

You may participate in the internship program organized by the Barcelona Study Center (see Internships in this chapter).

Courses in Studio Art

The Faculty of Fine Arts (Belles Arts) at the University of Barcelona offers instruction in painting, sculpture, drawing, design, image, art restoration, and art education. Space is extremely limited and admission to these programs is highly competitive. Only highly motivated students who have a clear idea of how they want to develop their artistic talents should apply. Those who are accepted are required to take two classes at the Facultad de Belles Arts, and may be asked to dedicate as many as 12 hours per week to each class.

If you want to study studio art at Barcelona, you must submit a portfolio of your work (either photographs, slides, or a CD) and another copy of your current official or unofficial transcript to the UCEAP Systemwide Office prior to the start of the term in which you propose to study in Barcelona. The deadline for year students is March 15 and the deadline for spring students is October 15. Your portfolio will be forwarded to Barcelona for presentation to the dean of the facultad for an admission decision. Admission is not guaranteed; it is best to have an alternate academic plan for your time in Spain.

If you wish to study art history, do so in the Facultad de Historia. There is no need for a separate application, but it is a good idea to have some background in history. The language of instruction in both art history and studio art tends to be Catalan.
EAP STUDENTS SAY...
Autonomous has excellent library resources, plenty of places to study, and many computers available for student use.

The Autonomous University of Barcelona

UAB Online Registration
You must complete an online admission form prior to departure. Refer to the Predeparture Checklist for details on how to complete the online registration.

UAB Program Description
The Autònoma (UAB) prides itself on offering courses that are relevant to building a better society, and its multidisciplinary approach includes an emphasis on responses to globalization and the accelerated pace of social and economic change. Its facultades and all of its courses are organized into five basic groups: 1) social sciences, 2) human sciences, 3) technology, 4) experimental sciences, and 5) health sciences. In addition to innovative programs in communications, translation, environmental science, and interdisciplinary humanities, the Autònoma facultades build more than the usual number of elective courses into all of their degree requirements, which results in a broader offering for EAP students.

- You are required to take a minimum of 18 UC quarter units per semester.
- You must enroll each term in at least two regular university courses offered by the Autònoma.
- Intensive language courses in Castilian Spanish and Catalán are available during the regular semester.

2011–12 Core Courses
Fall:
- Images of Power and Justice
- Advanced Spanish Grammar

Spring:
- Spanish Literature: Lorca and His World
- The European Union and Global Politics

You may participate in the internship program organized by the Barcelona Study Center (see Internships in this chapter).

EAP maintains an office on the UAB campus, with a full-time EAP staff person available to support EAP participants. In addition, the Study Center Director spends approximately one day per week at the Autònoma to follow up on any issues that arise during the regular e-mail contact that you are expected to maintain with the director.
“EAP Students Say...”

I took two classes in Catalán my second semester, which shows how easily the language can be picked up.

I assumed that since I went to Spain with a good grasp of the Spanish language that I would pick up Catalán easily. It was a surprise to see how different the two languages really are and how much I had to practice it.

All Barcelona Students

Catalán

In Barcelona today, Catalán is widely spoken and generally used in street signs, official documents, university publications, and political activities. All university information is in Catalán. Past students have noted that using even a few phrases in Catalán helps you meet Catalán people, who are pleased with foreigners’ attempts to learn their language. The Study Center in Barcelona offers many opportunities for students to learn Catalán, and you are encouraged to do so.

The course catalogs at the University of Barcelona (UB) and the Autonomous University of Barcelona do not always indicate whether specific courses are taught in Castilian Spanish or Catalán. The professor decides which language will be used, though he or she may honor student requests that the class be taught in one language or the other. The Study Center keeps track of professors who are known to prefer Catalán as the language of instruction to assist EAP students who prefer to limit their course choices to those taught in Castilian (castellano). No matter which language the professor chooses, you may ask questions, take notes, and write your papers and exams in Castilian Spanish.

Students who take all their courses in castellano will have fewer course options or less convenient schedules than those willing to try Catalán. Rather than consider language of instruction to be an obstacle to finding meaningful course work in the universities, EAP encourages you to treat the use of Catalán as a challenge. If you already know Spanish well, you can learn enough Catalán to achieve an adequate level of listening comprehension for classroom situations without great difficulty. To facilitate this process, EAP provides instruction in Catalán during the ILP and additional course work is offered during the academic year. You are encouraged to take these courses.

You can begin your Catalán study immediately by going to the UB’s listing of resources for learning Catalán online.

Internships

EAP in Barcelona offers the opportunity to apply for an internship with various local organizations as long as the proposed project is related to your major field of study. Internships start in late January and last through the end of May. You must devote a minimum of 10 hours per week for 15 weeks toward the internship. In order to receive a grade, interns are required to submit an academic paper to the Study Center Director.

After internship options are announced in early November, the Study Center provides an orientation and informational meeting to all interested students. In order to be considered for internship placement, you must submit a petition and a résumé to the Study Center Director. The Study Center Director and the internship coordinator select candidates according to available internships, academic performance, and major. In past years, the Study Center has arranged internships in the following disciplines: education, psychology, Spanish, medicine, pharmacology, political science, and public relations.
The University of Granada

UGR Online Registration
You must complete an online admission form prior to departure. Refer to the Predeparture Checklist for details on how to complete the online registration.

UGR Program Description
The academic program at UGR consists of regular university courses in a wide variety of disciplines. With extremely rare exceptions, courses are offered in Spanish. Past EAP students at UGR have flourished in such disciplines as anthropology, art history, geography, history, political science, Arabic language, and Spanish-language literature. UGR also has very strong programs in the physical, chemical, and biological sciences and mathematics that are worth exploring by students who are majoring in the sciences. The Granada Study Center offers optional Master Tutorials each semester to provide you with the listening and writing skills that are essential for success in UGR courses. You are required to take a minimum of 18 UC quarter units each semester.

The Master Tutorials offered in 2011–12 are:

- **Fall**: Advanced Grammar and Composition, SPAN 123
- **Spring**: Advanced Instrumental Spanish, SPAN 116

Special tutorial sessions for courses with large enrollments of EAP students may also be arranged by the Study Center. With the approval of the Study Center Director, it is also possible for you to pursue programs of independent study under the supervision of a UGR professor.

Contesting Grades
Within the first two weeks following the exams and after grades have been posted, professors at the University of Granada set aside a time to meet with students who wish to contest grades or discuss any concerns about course evaluations. The dates and times are announced during class or posted with the final grades. If you have questions about your grades for the term, take advantage of this period to confer with your professors. See the Study Center staff for more information if you have any questions about contesting grades during the two-week period following the end of the term.

Granada Fall Semester Students
You can take advantage of the same opportunities as those offered to year-long students; however, make sure not to register in year-long courses. Check with the Study Center staff if you have any questions.

Fall students are required to stay until the end of the program in February. This means you will miss winter quarter on your home UC campus. You may not request early exam dates; early departures from Spain are not allowed.

▶ Be sure to speak with the Study Center staff early if you want to extend your stay through the end of the spring semester.

Volunteer Activities
The UGR office, CICODE, coordinates and promotes volunteer activities for UGR students in which UC students may also participate. Positions in NGOs (ONGs in Spanish) and other entities specializing in international cooperation, immigration, disabilities, women’s issues, children at risk, health for the aged, environmental protection, etc. are available.
The Complutense University of Madrid

Complutense Program Description

The EAP academic program at the Complutense consists of a combination of regular university courses and EAP-designed core courses (presented in a way that assumes a less extensive background in the subject matter than a Spanish student would have). Although you may pursue course work in almost any field at the Complutense, most EAP students have concentrated in the areas of political and social science, economics, psychology, anthropology, art history, and Spanish-language literature. Science courses are also available.

You are required to take a minimum of 18 UC quarter units per semester. You may take no more than two core courses per term. The core courses offered at the Complutense for the fall semester 2011–12 are:

- SPAN 113, Advanced Grammar and Composition
- POL S 104, Nationalisms in Spain and Europe
- ECON 126, Global Economics

Tutorial support may be provided for regular university courses depending on the difficulties you experience and on enrollment.

Complutense Fall Semester Students

You can take advantage of the same opportunities as those offered to year-long students; however, make sure not to register in year-long courses. Check with the Study Center staff if you have any questions.

Fall students are required to stay until the end of the program in February. This means you will miss winter quarter on your home UC campus. You may not request early exam dates; early departures from Spain are not allowed.

➢ Be sure to speak with the Study Center staff early if you want to extend your stay through the end of the spring semester.

Internships and Community Service

The Madrid EAP Study Center coordinates internship opportunities in a variety of fields. Interested students must preregister during the program’s orientation in Spain in order to participate in an internship during the first or second semester. You must have completed course work in a subject area related to the internship placement. Interns are evaluated by the internship supervisor and are required to maintain a journal and complete a research paper in order to receive academic credit. More detailed information about procedures and content will be available when you get to Madrid.

You can also contact Voluntariado, an organization that collects information about local nongovernmental organizations (NGOs) and their activities. Voluntariado helps to place volunteers in their field of interest. Volunteers may or may not receive academic credit for their service project, depending on arrangements made with the Study Center. In the past, students have involved themselves in the fields of education, the environment, animal rights, and sustainable development.
EXTENDING EAP PARTICIPATION

Granada Fall and Madrid Complutense Fall Immersion

As with most rewarding experiences, extension to the year program in Granada or Madrid requires an exceptional level of organization and maturity. You must be able to plan in advance and prepare for the extension while completing the fall semester in Granada or Madrid.

If you think you might want to extend your studies to the year program at the University of Granada or Madrid Complutense, you must complete the Departmental and College Pre-Approval to Extend (DPA) form before you depart and indicate that you want to extend. This form is available both online and at your Campus EAP Office.

UCEAP must approve all extensions. Extensions are not guaranteed and requests are only considered when there is space in the program. The extension request must be supported by the Study Center Director, your UC campus department head, and your dean or provost.

Once in Spain, you must submit a completed Request for Final Approval to Extend (RFA) form to your Study Center Director before November 1. Once the RFA is approved by the Study Center Director, the Study Center will submit it to the EAP Systemwide Office for final review and approval.

If you fail to submit an approved DPA before departure, you may still have the option to extend to the year program in Granada or Madrid. You will need to submit a Petition to Extend to your Study Center by November 1. Once approved, the Study Center Director will forward the petition to the EAP Systemwide Office and your campus for review and approval. This is a lengthy process that may take weeks to complete, and there is no guarantee you will meet the extension deadline. If you have any intention of extending, plan to submit an approved DPA before departure.

Once your extension has been approved, notification will be sent to your home campus registrar and Financial Aid Office. For information about the steps you need to take with regard to finances, see the Extension of Participation chapter of the UCEAP Guide to Study Abroad.

If you are admitted for a full year program, you will be expected to complete the academic year in Spain. A request to shorten the stay will be treated as withdrawal from EAP with possible financial penalties.

Visa

If you submit an approved DPA form with your initial application, you should receive a university acceptance letter from Spain indicating that you will be studying in Spain for a full year. This letter should allow you to apply for a 90-day (long term) visa, which will help you to avoid returning to the U.S. to apply for a second visa.

EAP recommends that you assign a parent or trusted family member your Power of Attorney. If you decide to extend while you are in Spain, having an assigned Power of Attorney can help facilitate the extension process.

Refer to the EAP Predeparture Checklist for detailed information on obtaining a student visa for Spain.
CULTURAL AWARENESS

Educate Yourself

You are expected to have background knowledge of Spain prior to arrival. Get acquainted with your new host city, country, and culture before you leave California. Travel guides and travel-related websites are excellent resources, such as Lonely Planet or Time Out. Bring a travel guidebook; they are more expensive and harder to find in Spain.

Read about the Spanish lifestyle so you will have some idea what to expect. Keep up with current events by reading articles in newspapers, magazines, and journals that have to do with Spain. Take a look at El País to see what is featured in Spain’s most widely distributed newspaper (in Spanish).

An especially valuable resource for Spain is the Spanish government website, which provides video clips as well as plenty of other visuals and text as context for its suggested travel routes.

If you’re headed for Barcelona and have not studied Catalán, get a head start on your language skills by checking out the UB’s listing of resources for learning Catalán online.

Recommended Books

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Cultural Adjustment

The first few weeks typically are hard for all students, regardless of who they are or what EAP program they are on. It is common for students to feel as though they are going through this adjustment alone, although most participants experience it. Typically, cross-cultural adjustment issues arise because travelers are uncertain about how to face certain everyday social encounters.

In addition, while tourist season will be in full swing during ILP, most Spanish university students have not yet returned from summer vacation, and the atmosphere around the university may be very quiet and even seem deserted. Many stores may still be closed and university services curtailed for the summer, including public transportation. This may add to the feeling that things seem lonely and difficult; you should keep in mind that things will improve once the regular academic year begins.

Social Conduct

Smoking

Smoking in public places is now illegal in Spain (ley antitabaco); however, some people smoke anyway and it may not be easy to find a smoke-free environment in which to eat.

Be aware that in most homes, a strict non-smoking environment is less common than in the United States. Families often smoke in their homes and, even if the family does not smoke in the home, visitors may do so. If you plan to live in a homestay, prepare for these possibilities.

Alcohol

As in many countries, alcohol and other drugs are a part of Spanish youth culture, but typically there is no pressure to partake. Moderate drinking as a part of meals and social occasions is traditional in Spanish culture from a very young age; on the other hand, “binge” drinking at parties or drinking to get drunk tends to be much less common among Spanish university students than can be the case on U.S. college campuses. Abuse of alcohol may bring unwelcome attention and difficulties; getting drunk is not considered acceptable behavior in Spain.

Use of illicit drugs is a crime and can result in serious penalties. Student abuse of alcohol or use of illicit drugs is against UC and UCEAP policies and will not be tolerated.
“EAP STUDENTS SAY…

Asian and Latin American students will be subjected to racist remarks; it’s nothing to take personally. As individuals we just need to use our strong character and upbringings to an advantage. Discussing such issues definitely helps and provides understanding of the situation.

Most times when I was harassed, I realize it was due to cultural differences. I never felt like I was in physical danger. It’s more annoying than anything else.

Watch what you wear. If you don’t want to be commented on daily, don’t wear sandals or shorts. Don’t wear revealing tops if you don’t want unwelcome attention. Be smart!”

Intolerance and Harassment

Past students have reported encountering behaviors that would be labeled as sexist, racist, or discriminatory in the U.S.

UC students of African-American, Asian-Pacific Islander, Latin, and Middle Eastern backgrounds in particular may frequently find themselves the objects of stares and comments, ranging from relatively innocent to occasionally hostile.

Graffiti including anti-Semitic, anti-Islamic, and generally anti-immigrant comments are not unusual.

Female students on UCEAP have indicated that they were stared at, approached, and harassed by men more openly and more frequently in Spain than had been the case at home. Past students have characterized these behaviors as annoying, frustrating, and initially shocking, but generally no more than that. Some have commented that there is no “political correctness” in Spain.

To have a rewarding and safe experience, talk to past participants and inform yourself about cultural, legal, and social issues affecting gender roles, relationships, and dating before departure.

Tips

It is important that you do not allow such behavior to prevent you from going to, and staying in, Spain. Never submit to behaviors that invade your personal boundaries or that feel unsafe or uncomfortable. If a situation feels inappropriate or makes you uneasy, get yourself out of the situation. Never sacrifice yourself or your sense of safety for the sake of cultural sensitivity.

If you reach a point at which catcalls become intolerable, and your irritation escalates to anger and retaliation, do not show any aggressive behavior (yelling, throwing things, etc.) as it is dangerous. Seek help from UCEAP staff and fellow students if you experience such behavior, especially if it becomes out of control or causes you increased anxiety and anger. Female returnees indicate that harassment can occur no matter what the circumstances; however, they recommend adapting your dress, comments, and actions to blend more closely to local norms. Talking to Spanish women and observing them in their daily activities can help to accomplish this.

In most cases these incidents represent a cultural difference that causes annoyance and frustration for UC students, rather than a source of physical danger. Inform yourself about social and political issues in Spain, think about and discuss these issues before departure, practice personal tolerance, and be mature and realistic in your expectations.
EAP STUDENTS SAY...

For me, the best way to practice was to read Spanish books aloud, taking care to pronounce everything correctly. This way my tongue got used to the phonetics and I didn’t have the awful thick American accent the other students had.

Be realistic. Language skills do not come quickly. Don’t hesitate to get in all the practice you can, even when you arrive and your language skills are rusty. Remember that even poor grammar can be comprehended by others.

Have no fear. Go for it! Also, ask your closest Spanish friends and roommates to correct you when you make a mistake. Practice makes perfect.

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**Improve Your Language Skills**

Past EAP participants in Spain have found that language preparation was essential to their success in Spanish university courses, and that weak language skills severely affected their grades. Students with any doubts about their language abilities, especially aural comprehension and reading skills, should give serious consideration to participating in the pre-ILP in Cádiz.

Prior to departure, spend at least one hour a day working to improve your Spanish. Depending on your language level, some or all of the following may be helpful:

- Take an additional course in Spanish.
- Seek out native Spanish speakers for regular conversation; many ESL teachers can arrange conversation exchanges in English and Spanish.
- Watch Spanish language television regularly to improve your comprehension; write brief summaries of what you have heard on television and have a native speaker correct the grammar for you.
- Go to Spanish movies.
- Download free Spanish language podcasts.
- If you have access to it, use the second-language option on your television or DVD player. That way, popular movies can be heard in Spanish with English subtitles.
- Read Spanish newspapers, such as *El País*, as often as possible. Visit *El Periódico* for an opportunity to begin reading in Catalán, as it is available online in both Castilian and Catalán.
- Read magazines, cover to cover, using an all-Spanish dictionary. This may be difficult at first and may require a certain amount of discipline, but it will help your overall comprehension and increase your active vocabulary.
- Read at least one book in Spanish in your major or a related field.
- Keep a journal of Spanish words, phrases, expressions, whole sentences, and structures that you would like to add to your repertoire.
- Give your Spanish comprehension a workout; the harder you work at home, the easier your time abroad will be. Feedback on performance in all areas is important.
**Arrival & Orientation**

**Travel Documents**

- Additional information about passports, visas, and other required documents is provided in the UCEAP Guide to Study Abroad and the Predeparture Checklist.

Write your passport number down and keep it in a safe place. Carry your passport only when it is necessary. Leave a photocopy of the first page (with photo) of your passport with someone in the U.S.

**Non-U.S. Citizens**

If you are not a U.S. citizen, you must contact the appropriate Spanish consulate immediately upon acceptance into EAP to determine your specific visa requirements. Requirements may differ depending on your country of citizenship and the process may take longer than for U.S. citizens.

**Required Spanish Student Visa**

- You must secure a student visa from the Spanish consulate before going to Spain; otherwise, you will be asked to leave the program.

A visa is official permission to enter Spain; the visa process is controlled by the Spanish government.

In order to obtain a student visa, you must first possess a passport that is valid at least six months beyond the end date of your EAP program. **If you do not have a valid passport, apply for one as soon as possible.**

You will apply for a student visa at the Consulate of Spain in either San Francisco or Los Angeles. It is not possible to apply for a visa after arrival in Spain. You cannot enter Spain as a tourist and obtain a student visa after arrival.

The EAP Systemwide Office will provide detailed visa information and it is vital that you read this information carefully. The Spanish consulate sets strict rules for obtaining a student visa. These rules are not set by EAP; therefore, EAP cannot help you with late visa applications or with applications that are delayed or denied.

You will submit original documents to the Spanish consulate when you apply for the visa. **Make and keep copies of all documents before submitting them; you will need these copies after you arrive in Spain in order to complete the student visa process.**

If you plan to travel in Europe prior to the beginning of the program, keep in mind that the visa process is lengthy and delays or complications are common. Because applying for the visa requires submitting your passport (along with all other required documents) to the Spanish consulate in the U.S., visa complications or delays can disrupt preprogram travel plans. Instead, plan travel for vacation breaks during the year and after the program is over in order to avoid potential problems.

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**“EAP Students Say...”**

Obtaining my student visa turned out to be the first EAP adventure that I experienced. Take it seriously and follow instructions carefully.

If you don’t receive your visa in time, you are in jeopardy of having to change your flight and maybe even missing the program.

Expect that you will have to go to the consulate more than once.
Fall and Year Programs
The initial student visa issued will allow you to enter Spain for 90 days. After arriving in Spain, you will be required to obtain the tarjeta de estudiante (student card) in order to complete the student visa process and obtain official permission to remain in Spain for the fall term or academic year. You must apply for the tarjeta de estudiante within the first 30 days of your arrival.

When you first arrive in Spain, you must have your passport stamped by the Spanish authorities at the airport. If you first arrive in Europe through a different country, you must have your passport stamped by the authorities of the European country in which you enter. If you do not get the stamp, bring your plane ticket to Spain in order to show the exact date of arrival and contact your Study Center within 72 hours of entry. Have a copy of your letter of acceptance from the host university to present to Spanish authorities.

Pack copies of all documents from the entry visa application process; you will need them in order to obtain the tarjeta de estudiante.

Barcelona Spring Program
Apply for a visa that is valid for 180 days. Details on requirements and visa application process will be provided in your Predeparture Checklist.

Photocopies
It is easier to replace lost or stolen documents when you have photocopies. Photocopy all important documents, including your passport photo pages, visa in your passport, travelers check receipts, airline tickets, driver’s license, student ID, and credit cards (front and back). Leave copies of these documents at home with a parent or guardian and pack a set in various pieces of luggage. Spending a few moments copying documents now can save time and energy if something is lost or stolen.
Packing Tips

Check with your airline regarding the latest baggage allowance and other restrictions. Pack lightly. You will have to carry your own luggage, so make sure you can handle it. Long-distance buses, trains, and taxis in Spain limit luggage to one piece per passenger. If you have excess luggage you must research and find your own storage space. Your Study Center will not store luggage.

Clearly identify each item of luggage on the inside and outside with your name, home address, and Study Center address abroad. Never leave luggage unattended. Read about the Personal Property Benefit included in the UCEAP Insurance Plan and assess if the coverage is adequate. You may decide to protect your belongings with additional insurance.

Most items available in the U.S. will also be available in Spain. If you forget something or find a need for an additional item, you can purchase it in Spain. Clothing in Spain tends to be of good quality and is reasonably priced. Wool items are of particularly good quality. Shoes are well made, but large sizes may be hard to find.

When selecting clothing to pack, keep in mind the Spanish culture; women who wear skimpy clothing need to be prepared for comments and attention that can be crude and often annoying.

- The EAP Student Budget does not include funds for the purchase of clothing abroad.

Essential

- Laptop computer with wireless card and Ethernet cable
- Travel converter, transformer, and adapter plugs
- Photocopies of all paperwork submitted to consulate for your student visa
- Photocopies of EAP Participation Letter and host university acceptance letter
- Printout of online registration (if applicable)
- Spanish grammar book
- Spanish-only and Spanish-English dictionaries
- Notepaper and pens
- Flash drive (or other back-up media storage device for papers)
- Prescription medication (enough to last for the first few months of your stay; see the Health chapter of this guide for more information)
- Good pair of walking shoes
- Slippers (Spaniards do not usually go barefoot at home)
- Rain jacket/umbrella
- Day pack (to carry books around the city or to use for a weekend away)
- Travel alarm clock
- Digital camera
- Bath towel
- Passport-size photos (for public transportation passes)
“EAP STUDENTS SAY...”

There are nice discotecas and pubs, but remember to bring nice clothes and shoes or you might not get in.

In late April to early June, there will be a sudden upward spike in temperature. They don’t say ‘Nueve meses de invierno y tres meses de infierno’ for nothing. Prepare for both.

Take a rain poncho and rain gear (good for traveling, camping, etc.). For winter, prepare to dress in layers. Heating is generally inadequate and the dampness can be chilling.

Take a quality winter coat and shoes. It gets cold!

Optional

- Gifts for foreign hosts and new friends (CDs; T-shirts with city, state, or campus logos; California postcards)
- Photos of home, family, pets

Do Not Pack

- Illegal narcotics

Electrical Appliances

The electrical current used in Europe is 50 cycles AC rather than the 60-cycle current used in the U.S. and voltage is 220–240 rather than the U.S. standard 110 volts for small appliances. Additionally, most electrical sockets have round holes. A converter (or transformer) and adapter plugs are needed in order to use typical home appliances. Most computers come with a built-in voltage converter.

Travel irons, curling irons, blow dryers, and electric razors with built-in converters for all currents can be purchased in the U.S. or abroad. Because the cost of electricity abroad is very high and since improper use of appliances may damage electrical outlets and the appliances themselves, it is a good policy to ask before using the outlets.

Climate

Spain’s inland climate is continental, meaning summers tend to be hot, winters tend to be cold, and the temperature between day and night differ significantly depending on the season. The average winter temperature is 30°F to 40°F, but from December to February it may drop well below freezing. Many buildings in Spain have no central heating and tend to remain cold even after the weather outside has warmed up.

The pre-ILP in Cádiz takes place during the hottest part of the summer; be prepared for hot, humid weather. Classrooms and the residence hall used during the pre-ILP are air-conditioned.
Official EAP Start Date
You must be in Spain by the Official Start Date. The specific meeting time and location are provided on the Arrival Information Sheet that is included in your Predeparture Checklist. If you fail to appear on the Official Start Date, you are subject to dismissal from the program (Student Agreement, Section 10).

Check your e-mail daily and stay in contact with UCEAP in order to be kept informed of any program changes prior to departure. Send any e-mail and address changes promptly to the UCEAP Program Advisor for your program.

There is no group flight for any program. You are responsible for making all flight and travel arrangements. Even if on full financial aid, you are responsible for reserving and purchasing your tickets. Your Financial Aid Office will not do this for you. Standby tickets are not appropriate. You are strongly urged to purchase changeable airline tickets.

Flights are routinely changed or canceled. Confirm your flight schedule with your airline approximately two weeks before your departure date. In addition, the start date of a program can change due to unforeseen circumstances. You are responsible for making modifications to your travel itinerary to accommodate such changes. EAP is not responsible for any non-recoverable transportation charges you may incur.

Take a copy of the Arrival Information Sheet to Spain, as this sheet contains all necessary emergency contact information. When traveling, always carry your passport with visa, ticket, prescription medications, and money on your person. Never put these items or other valuables in checked luggage.

As is common in most of Europe, July and August are national vacation periods in Spain. By the time you get to Spain in August, most Spaniards are on vacation, many stores are closed, and services are curtailed, including public transportation.

Early Arrivals
If you arrive early, you are still expected to meet the group at the designated time and place as indicated on the Arrival Information Sheet.

If you arrive before the Official EAP Start Date, you are responsible for your own lodging until the program start date. You may not move into prearranged housing until the Official EAP Start Date, nor may you store items at the Study Center.

Late Arrivals
Generally, late arrivals are not acceptable; however, certain cases can warrant an exception. Late arrivals must obtain advanced approval from the EAP Systemwide Office. If you expect to arrive late, contact the Systemwide Office well in advance of the Official Start Date.

Return Travel
If you do not make round-trip arrangements, be sure to book a return flight with plenty of lead time once abroad. Study Center staff can refer you to a local travel agency for information on return travel. Flights to the U.S. fill up fast and economy-fare seats are booked early.

Most airline tickets are good for one year only. When buying round-trip tickets, purchase a ticket that allows changes to the return date. If you plan to travel and remain abroad for more than 12 months, consider purchasing a one-way ticket.
Financial Aid Students
Your financial aid package is based partly on the EAP Student Budget for the program. The estimated round-trip airfare amount is based on the cost of a changeable student fare to Spain. If your independent travel costs are greater than the airfare estimate in the EAP Student Budget, notify your financial aid counselors. Neither EAP nor the Financial Aid Office can guarantee that the additional cost will be funded by financial aid.

Orientation
- You are required to attend all orientation sessions.

Whether you arrive from Cádiz or from California, all immersion programs in Spain begin with a required orientation in your host city. During one or more sessions of the orientation you will receive:
  - Introductions to your Study Center Director and staff.
  - An overview of the program.
  - Print materials containing program calendars and information about facultades, ILP schedules, housing, expected behavior, and health and safety.
  - General tourist information about your city regarding transportation (including maps), banking, and other logistical concerns.

University of Barcelona or Autonomous University of Barcelona
As part of the required orientation, year immersion students will participate in an all-day bus tour, including museum visits. Spring semester students at the University of Barcelona will receive a shorter orientation. Visits to museums will be organized throughout the term.

University of Granada
You will attend a half-day orientation session. Following this session, you will meet your monitores, University of Granada students who will help you acclimate to Granada during the course of the ILP and also assist you in finding permanent housing.

Complutense University of Madrid
Orientation is held at the colegio mayor beginning at noon the day following your arrival in Madrid.
**Local Transportation**

**Travel within Spain**

**Barcelona**

Barcelona’s public transportation system is excellent, user friendly, and inexpensive. The Metro system is clean and punctual; there is rarely more than a five-minute wait between trains. For areas not served by the Metro, an efficient bus service serves the city center and commuter rail systems provide links to the areas outside the center, including the Autonomous University campus. You will most likely use these public transport options on a regular basis regardless of which university you attend.

**Granada**

Granada is, in many respects, an ideal size and most destinations of interest in the city are within walking distance of each other. However, the University of Granada is located throughout the city, so you will likely need to take the bus to at least some if not all of your classes. The local bus system is efficient and inexpensive. You can also ask the bus driver for a credibus card, which discounts the fare. You can give the bus driver cash to recharge this card.

**Madrid**

During your stay in Madrid, your primary mode of transportation will be the nearest form of public transportation, including buses and the Metro, or just walking. Public transportation passes, called *abonos de transportes*, are available for purchase in Madrid. These all-purpose monthly passes are good for unlimited rides on the Madrid Metro, buses, and *trenes de cercanías* (suburban trains) within a specific number of “zones.” As of January 2011, a monthly pass covering all of central Madrid costs €30.50 for those under 21 years old (processing the under-21 pass will take at least two weeks) and €47.60 if over 21 (this pass can be processed in five minutes at any tobacco shop). An *abono* pass requires a small passport-sized photo in order to be processed; consider taking several of these with you.
It is important that you carefully read all of the information available in the UCEAP Guide to Study Abroad and discuss it with the person who will assist you with your finances while you are abroad.

**FINANCIAL INFORMATION**

**Understanding Your Finances**
Understanding your finances before, during, and after EAP is crucial to having a successful time abroad. The following list outlines just a few of the many things you will need to know before departure.

Detailed information on the following topics can be found in the Money Matters chapter of the UCEAP Guide to Study Abroad:

- Contact information for finance questions
- How to estimate the cost of your program
- Budget instructions and information
- How to and who can make payments to EAP
- EAP student account information
- Banking before and after arrival
- Fees and penalties
- Loan information
- How financial aid works while on EAP (how do I get my financial aid from my home campus and how are my fees paid)
- Various forms (e.g., direct deposit, etc.)

**MyEAP Student Account**
Your MyEAP Student Account is similar to your home campus Financial account. It will be available as soon as you are selected for your program in MyEAP. The fees that you owe UCEAP are posted to your account, and you can make payments through this account using e-checks or credit cards (MasterCard or Discover). Fees will be applied after your program predeparture withdrawal date, which is listed in MyEAP.

**EAP Student Budget**
Carefully review your UCEAP Student Budget.

Your UCEAP Student Budget lists the fees you will pay to UCEAP and an estimate of the personal expenses you will need to plan for. It does not include the cost of recreational travel or personal entertainment. The fees due to UCEAP will be posted to your MyEAP Student Account after your program predeparture withdrawal date. Program fees are subject to change. View your EAP Student Budget frequently.

**Instructions**
- Download and print your EAP Student Budget and Payment Vouchers.
- Note the deadlines on the Payment Vouchers.
- Give the EAP Student Budget and Payment Vouchers to the person responsible for paying your EAP bills. Sign them up for Third Party Authorization so they can make payments online.

For further information see the Money Matters chapter of the UCEAP Guide to Study Abroad and the Money Matters tab of your Participants Portal. If you are on financial aid, see also the EAP Financial Information web page.
The official currency unit in Spain is the euro, abbreviated EUR or €. Prices are posted using a comma instead of a period, for example €5,75 is five euros and 75 cents.

Handling Money Abroad

It is important that you plan your finances carefully, and that you prepare before departure in order to ensure access to your money while abroad.

Before Departure

Recommendations:

• Be sure to have more than one way to access money while abroad.
• Arrive in Spain with at least 200 euros (some in small bills). You can obtain euros from a U.S. bank. Some banks require at least a week or two to obtain foreign currency.
• Take at least one credit card in your name (preferably two), and two ATM cards (if possible) from your U.S. bank account. The ATM cards must have an international (four-digit) PIN in order to work in Spain.
• Do not plan to have checks (financial aid, money from family, etc.) sent to Spain. Checks should be sent to a trusted friend or relative who can deposit the funds into your U.S. bank account.
• Assign your Power of Attorney to someone you trust.

Bank and Creditor Information

Discuss the following important details with your bank and credit card companies:

• Notify them that you will be traveling abroad; otherwise, they may flag or cancel your cards for unusual activity.
• Staying in contact while abroad, including contact phone numbers and e-mail (store contact information online so that you can easily access it while traveling).
• Whether or not your ATM card can be used in Spain and other travel destinations. Cirrus and Plus systems are common throughout Europe, but if you do not have an international PIN, you will need to change it.
• Transaction fees for using an international ATM, including usage fees charged by ATMs in Spain (Charles Schwab usually reimburses international ATM fees, so students have opened accounts with that bank before departure; other banks may offer similar services).
• Daily withdrawal and transfer limits (there may also be European ATM withdrawal limitations).
• Process for reporting lost/stolen cards and obtaining replacements (keep your account numbers in a secure, easily accessible location in case of emergencies).
• Partner banks in Spain (e.g., Citibank has locations in California and and Spain) to minimize fees and allow access to certain benefits and services.
• Available online services, which will allow you to check account balances and pay bills. Be sure to ask about online banking fees.
• Cash advance services, including fees and interest rates (they are sometimes double that of purchases).
While in Spain

Plan on using a combination of methods to handle money in case one fails (e.g., a local ATM is temporarily out of service). Do not rely solely on one form of currency.

You will have to cover the costs of daily transportation, books and school supplies, and personal items, among other expenses. Many past students found that their living costs were much greater than expected and suggested budgeting a large amount of spending money.

Cash/ATM

Using an ATM card is the easiest way to access your money overseas and the exchange rate is the most favorable. ATMs are widely available in Spain and you will receive cash in local currency (euros). Plan to have financial aid or other support funds deposited directly into your U.S. checking account by a relative or reliable friend. You can then withdraw these funds (in euros) via an ATM.

Avoid carrying large amounts of cash and do not withdraw money from an ATM at night. An ATM card can be lost or stolen, or might not work. For this reason, we recommend that you take two ATM cards to Spain.

Credit Cards

Credit cards are useful for emergencies, travel expenses, and everyday purchases. Most stores and restaurants in Spain honor major credit cards. Visa is the most widely accepted credit card in Europe, followed by MasterCard. American Express (AmEx) is not widely accepted, but can be used to purchase traveler’s checks abroad. The Discover Card is not widely accepted outside the U.S. and is not worth taking to Spain.

Take at least two international credit cards and always leave one at home while in Spain; if one is lost or stolen, you will have an immediate backup. These credit cards must be in your name (not a parent’s).

If you need a cash advance after hours at an ATM, you will need an international PIN. If you conduct a cash advance transaction inside a bank, you may not need an international PIN, but you will need your passport.

Travelers Checks

Travelers checks can be useful in an emergency, as an alternate source of money if you lose your wallet, or if a card does not work. Travelers checks are extremely helpful if you plan to open a bank account in Spain. In addition, travelers checks can be replaced if lost or stolen.

Purchase the checks in U.S. dollars before you depart; AmEx Travelers Cheques are the most widely accepted. Be sure to make two copies of the check numbers and give one copy to a family member or friend before you leave home. Keep the other copy for yourself, separate from the actual checks. If your checks are lost or stolen, you will need to provide these numbers and corresponding receipts in order to obtain replacements.

Travelers checks can be exchanged for euros at any bank marked Cambio or at exchange offices (oficinas de cambio). A transaction fee will be charged and some banks may insist on exchanging a minimum amount.
**Western Union**

Western Union can be used to have money sent from home in a very short amount of time (sometimes within minutes). In most instances, you can receive local currency at competitive foreign exchange rates. Check [online](#) or the local telephone book for the number and address of the nearest office.

**Opening Bank Accounts in Spain**

Once settled in Spain, you can open a personal savings account at a Spanish bank. Because of the temporary nature of your stay in Spain, it is not possible to open a checking account. During orientation at the Study Center, you will receive detailed information about banking options. **It is important to have travelers checks or cash on hand to open an account** (ATM and credit cards are convenient, but they are not a substitute for money when opening a bank account). The minimum amount of money required to open an account varies among banks; at La Caixa, there is no charge or minimum, but some larger banks, such as the BSCH and BBVA, require about $20.

With a savings account, you will be issued an ATM card. If your U.S. account ATM is lost or stolen, it can take a month or two to obtain a replacement from the U.S., but replacing a lost or stolen Spanish ATM card usually takes only a few days. You can deposit cash or travelers checks, or wire funds from any bank in the U.S. to the savings account. Money in other forms (personal check, bank check, money order) can be deposited, but the funds will be held until the check has cleared, a process that usually takes a full month. Most banks also charge a fee for cashing foreign (i.e., U.S.) checks.

**Cádiz Finances**

If you are taking part in the pre-ILP, do not open a bank account in Cádiz; wait until you arrive at your academic year site. You can use a combination of travelers checks, credit cards, and ATM cards for expenses during the pre-ILP.

You should also take into account the personal living expenses incurred during the break between the end of the Cádiz program and the beginning of the ILP. This break lasts approximately one week, and you should plan to have a minimum of $500 to $700 for personal living expenses during this period. Expenses will vary; generally, students who stay in an inexpensive *hostal* or *pensión*, either in Cádiz or the ILP city, will spend somewhat less than those who travel extensively during this time.

**Granada, Madrid, and Barcelona Finances**

Plan to have access to at least $1,000 (in a combination of travelers checks and cash) for various initial expenses, including housing deposits and the first month’s lodging. Although ILP housing and meal costs are included in the EAP fees, bear in mind that you will begin looking for permanent year-long housing while the ILP is in progress. Many *colegios mayores*, boarding houses, and apartments in these cities require payment of up to two months’ rent in advance; you will need to have this money accessible when making housing arrangements.

If you are going to Barcelona, be aware that while there is a Citibank in Barcelona, it is not directly related to Citibank in the U.S. In fact, the Citibank in Barcelona is expensive and past students have had security issues with them. Do not open a Citibank account in the U.S. expecting to use it in Barcelona.
“EAP STUDENTS SAY...”

Open a free account at [skype.com](http://skype.com). You can call other Skype users for free with excellent call quality. You can set up an account that allows you to choose a phone number that is local to your area code in the U.S. so friends and family can call you and they are only making a local call. It comes with voicemail and was the main reason I really didn’t get homesick.

I don’t know what I would’ve done without buying a cell phone. I’ve even used it the couple times I returned to Europe after my time abroad.

Because incoming calls were free, my dad called me at 10 p.m. Spain time every Sunday. This worked out perfectly because I never missed a call and he never missed an update.

Use your phone card from a pay phone or land line when calling the States. It’s much cheaper than using it on your cell phone.

COMMUNICATIONS ABROAD

- **Approximate time difference:** add 9 hours
- **Please share this information with your parents before departure.**

**International Calls**

To call or send a fax to Spain from California, dial the international access code (011), then the country code (34), then the city code (see [Your UCEAP Network](#) in this guide), and then the phone number. When making calls within Spain, you must dial the city code, even for local calls.

**Skype**

For calling your home in the U.S., EAP recommends that you open a free Skype account. It is one of the most inexpensive ways to keep in touch with family and friends in the U.S. With your own computer and a headset or at an Internet café ([locutorio](#)) you can call other Skype users free of charge with excellent call quality. Even if you are calling a landline in the U.S., the rates are affordable at about 2.1¢ per minute. Ask your friends and family to download the program to their computers and you will be able to talk for free.

**Prepaid Phone Cards**

To call the U.S., phone cards are also a good option. You can buy them from a locutorio, or you can conveniently buy them online from [Cloncom](#). On this website you can check rates and receive your PIN and access numbers via e-mail.

You can use a prepaid card on any phone (home, cell, and public phones). Plan to use a toll-free access number (900 number) when you call from someone else’s phone so that they are not charged any fees for the call.

Be mindful of the following:

- **901 Access:** This access method allows you to pay for a local call but receive more minutes for your international call. To call from a pay phone, insert coins and then dial the 901 access number provided. Do not use this access number when you call from a homestay.

- **900 Access:** By using this access method you will be making a toll-free call.

**Cell Phones**

Using a cell phone to call home can be expensive, although you will not be charged for incoming calls from the U.S. and there are some companies that specialize in student rates. In general, getting a cell phone is a good idea so you can call and text message friends in Spain.

- **Prepaid cell phones:** With prepaid phones, you have maximum flexibility since you pay as you go. As you need more credit you simply buy recharge cards (recargas) that are widely available from El Corte Inglés, your local kiosk, or online. The minimum amount of credit that you must add is usually between €5 and €10.

- **Cell phone rental services:** There are cell phone rental services available. Recent EAP returnees have rented cell phones and had no complaints.

- **Bring your own U.S. cell phone:** Spain operates on a GSM network, so check to make sure your phone operates on GSM.
EAP STUDENTS SAY...

If you need to receive important documents overseas, it’s best to have them sent by private express mail (FedEx, DHL, etc.). The item will be registered and insured, and mailing time will be less than that of the Postal Service.

Mail and Shipments

- Use e-mail, faxes, and private couriers (for example, Federal Express or DHL) for critical communications and shipments, as the Spanish mail system can be slow.

Under no circumstances should laptop computers, digital cameras, or luggage be shipped overseas; it is expensive and subject to arbitrary customs duties.

**Never ship medication or have it sent to you.** Customs will not accept it.

Be sure to write “Airmail” on all mail sent overseas and pay the appropriate postage. Surface mail can take up to three months to arrive. Past students say that airmail from the U.S. takes two to six weeks to arrive. Do not use the phrase “in care of” on any letters; the phrase “in care of” is not recognized in Spain. Mail should be addressed to the student.

Do not send packages, boxes, or luggage of any size to the local Study Center or to the ILP colegio mayor. The Study Center can only accept regular letter envelopes, not packages.

**Receiving packages overseas can be costly.** To avoid high duties, pack any item valued at $100 or more in your luggage. If you feel it is absolutely necessary to send goods abroad, you will be able to receive small packages at your permanent address once settled (after the ILP). Large packages are not delivered and you must pick them up at a distant facility or at the cargo airport. Written notification is usually sent to the recipient and the package is held at a central storage location until the recipient goes to retrieve it. Daily storage charges often are imposed on packages that are not retrieved immediately.

If at all possible, avoid having packages sent as they may be held in customs for a lengthy period of time and, when released, may include substantial customs charges. Customs charges are usually based on the dollar value declared when a package is sent; however, these charges are somewhat arbitrary and nearly impossible to predict. Warn parents and friends that they should avoid declaring a high value on a package; in some cases the duty charged could exceed the value of the package. You will have to pay these high duty charges in order to accept the packages sent. Fees as high as $100 or more for something as simple as a coat or care package are common. Asking friends and family to declare “Used Items for Personal Use Only/No Commercial Value” (Efectos Personales Usados/Sin Valor Comercial) on packages shipped overseas may alleviate high customs charges, but be forewarned that even inexpensive items marked in this way are not immune to customs charges or delays. Customs officials have the right to examine the contents of any package to assess value.

Ask family and friends to stop sending you mail and packages at least two weeks before the program end date. Remember that similar arrangements will need to be made to ship the same articles home at the end of the program.
EAP STUDENTS SAY...
My mom mailed me a large care package and it took two months to arrive! Only send small packages through a trackable mail service. Although it was fun getting such a large package, I'm not sure if it was worth the wait and the expense.

Cádiz Students
Bring only what you can carry by yourself (a suitcase with wheels and a carry-on bag work well) because you will be traveling independently from Cádiz to your ILP location. If you need to ship extra luggage, travel with your lighter summer clothing and then have someone ship your fall and winter clothing to you later. You will not be able to have boxes shipped to you until you have established a permanent address, which may not be until the end of September.

Pre-ILP and ILP Mail
During the Cádiz pre-ILP, have letters sent to your ILP location (Barcelona, Granada, or Madrid), where they will be held for your arrival (addresses below). The only letters that can be sent directly to Cádiz are via express mail. Following the end of the Cádiz pre-ILP, any mail that arrives at the colegio mayor there will not be forwarded to other addresses in Spain.

Cádiz Pre-ILP Address: Once available, include the student’s room number.
- Universidad de Cádiz
  Residencia Universitaria Campus
  Plaza de la Catedral, 10
  11005 Cádiz, SPAIN

Barcelona: During the ILP in Barcelona, address mail to the Barcelona Study Center.
- Universitat de Barcelona
  Centro California Illinois
  Facultad de Filología
  Gran Via 585
  08007 Barcelona, SPAIN

Granada: During the ILP in Granada, address mail to the Granada Study Center.
- Universidad de California
  Colegio Mayor “Isabel la Católica”
  C/ Rector López Argüeta 8
  18001 Granada, SPAIN

Madrid: During the ILP in Madrid, address mail to the Madrid Study Center.
- Madrid Study Center
  Universidad de California
  Facultad de Ciencia Políticas y Sociología
  Campus de Somosaguas-UCM
  28223 Madrid, SPAIN

Mail During the Year
Once you have established your permanent housing arrangements after the ILP regular mail should be sent directly to your private housing.
EAP STUDENTS SAY...

Web surfing can be expensive, so the best idea is to connect, download e-mail, disconnect, answer it offline, reconnect, and send.

Warn your family and friends ahead of time that you won't be in daily contact with them. If you use computers at the university or go to Internet cafés, your time online may be limited. Don’t take regular e-mail contact for granted.

Computer Access and Use

➤ Laptops are among the most frequently stolen items from travelers.

Computer access varies by host university, but most campus computer facilities are crowded, waiting is common, and the hours can be inconvenient. It is best to bring your own laptop.

If you plan to bring a laptop:

- Be certain the UCEAP Insurance Plan property benefit is enough to cover your laptop in case of loss or theft.
- Do not ship your laptop to Spain. Your laptop may be held for inspection by customs officials and customs fees are costly, even for older laptops.
- Always carry your laptop with you and never set the bag containing your computer out of reach.
- Make sure you have a wireless card installed in your computer in order to access any available WiFi networks.
- Bring your own Ethernet cable.
- Ensure that your laptop is equipped with a built-in voltage transformer that enables it to operate on the 220-volt system used in Spain (this is a fairly common feature) and bring adapter plugs.
- Install the latest anti-virus software to minimize hassle.
- Bring a flash drive or other media storage to back up papers, etc.
- If you choose, you can buy a relatively inexpensive portable printer to use with your laptop.

Cádiz

If you bring your own laptop, you will be able to access Internet in your dorm room free of charge. You will not receive an e-mail account from the University of Cádiz; plan to use a web-based e-mail account. However, you will be able to access Internet for free at the Facultad de Filosofía y Letras where the classes will take place. Cádiz also has several Internet cafés.

Barcelona

You will have an e-mail account free of charge. Student computer facilities at both universities in Barcelona are crowded. You may wait anywhere from 20 minutes to two hours to use e-mail in the university facilities. You are required to type all your papers. You will need to supply your own paper in the computer labs. Past students report that having a laptop makes writing papers and checking e-mail convenient. Many students use Internet cafés for e-mail. Internet cafés have various options and rates; past students recommend shopping around for the best deals. Once you are registered as a regular student at either of the host universities in Barcelona, you will receive a personal identification number (PIN) that will allow you to activate your personal virtual space. Both Barcelona universities have a restricted WiFi facility, which is accessible through personal password and ID number.
EAP STUDENTS SAY...

My laptop came in handy for writing papers and long e-mails, and storing my digital photos. However, I rarely ever hooked it up to the Internet.

I used the computer lab at the university. It was free and I found a good time to go in between classes when it wasn’t packed with students.

Granada

Campus computer facilities are adequate, but are crowded during peak times. You can access the Internet through the University of Granada wireless connection in most of the facultades. The Granada Study Center will provide the login and password to use the service. Students frequently print their work at the facultades’ printers for €0.30–3.50 per page. Granada is full of Internet cafés and students can print their work there as well. Internet cafés usually operate during afternoons and evenings until 10 or 11 p.m. Internet cafés have various options and rates; past students recommend shopping around for the best deals. The Granada Study Center has only one computer available for students, and it does not have Internet access.

Madrid

At the Facultad de Ciencias Políticas y Sociología (EAP’s host at the Complutense), there is a computer lab to which UC students have free access. Computers loaded with Office and Windows software and a smaller number with Internet and e-mail access are available; sign-ups for all computers are necessary. The Complutense is rapidly responding to the recent increase in demand for computers and Internet access, but facilities are often crowded. Many students also use the Internet cafés available throughout Madrid. Internet cafés have various options and rates; EAP students recommend shopping around for the best deals.
HOUSING AND MEALS

Cádiz Pre-ILP Housing

Q: What are my housing options during the pre-ILP in Cádiz?
A: All students who attend the pre-ILP in Cádiz will be placed in the campus residencia (university residence hall). The residencia is located directly on Cathedral Square in the historic old section of town. It is only a five-minute walk from Playa Victoria, a stretch of beautiful sandy beach several kilometers long, and a 10- to 15-minute walk to the university facultad where EAP classes are located. Photos, a map of the location, and information about the residencia are available online.

Q: May I arrange my own housing? What if I have family in Spain?
A: No. Pre-ILP housing is prearranged and is a program requirement.

Q: What should I bring?
A: Bed linens are provided. You must bring your own towels and toiletries.

Q: Will I live with other students?
A: No, you will be in a single room.

Q: Can I arrive early or extend my stay?
A: No. If you arrive early you must arrange your own accommodations. You must move out of the residencia on the date indicated on the Cádiz program calendar.

Q: May I bring guests to the residencia?
A: Overnight guests are not permitted.

Q: How do I do laundry?
A: Coin-operated washers and dryers are available for use 24 hours a day.

Q: What will the residencia be like?
A: Living standards in Europe are different from those in the U.S., and residencias tend to be smaller and older than U.S. dorm rooms. All rooms are fully furnished singles with private bathrooms. Rooms are cleaned twice a week.

Q: To whom do I pay rent?
A: Room and board for the Cádiz residencia is included in your EAP fees.

ILP Housing

Q: What are my housing options during the ILP?
A: Fall and year students in Granada, Barcelona or Madrid: During your program’s ILP in Barcelona, Granada, or Madrid, your housing is prearranged in a local colegio mayor (roughly equivalent to a dormitory). Photos, maps, and information about the colegios are available on their websites, listed below:

- Barcelona ILP: Colegio Mayor Sant Jordi
- Granada ILP: Colegio Mayor Isabel la Católica
- Madrid ILP: Colegio Mayor Santa Maria de Europa

Some websites include online room reservation services; you do not need to use these as your room will be reserved for you by EAP.

Barcelona spring students: During your program’s two-week ILP, you will be placed in a private home. This will be pre-arranged for you. You are required to fill out a homestay questionnaire prior to your arrival to collect information.
that will assist the Barcelona staff in their placement procedures. You will remain in your homestay for a few days after the end of the ILP while you look for permanent semester housing. The homestay is mandatory, since it is an important component of acclimating you to speaking Spanish before the academic term begins. If you do not complete the entire time in the homestay for any reason, no refund will be issued.

Q: May I arrange my own housing? What if I have family in Spain?
A: No. ILP housing is prearranged and is a program requirement. If you move out of your ILP housing early and into your own housing, you will not be issued a refund.

Q: What should I bring?
A: Bed linens are provided. You must bring your own towels and toiletries.

Q: Will I live with other students?
A: You will probably share a room with another EAP student. In Granada, most rooms at the Colegio Mayor Isabel la Católica are single rooms. Barcelona spring students will be placed two per private home.

Q: Can I arrive early or extend my stay?
A: Not if you are in a fall or year program. If you arrive early you must arrange your own accommodations. You must move out of the colegio mayor on the date indicated on your program calendar.

If you are a Barcelona spring student who is staying in a private home, you may be able to arrive early to your homestay. You will need to request it ahead of time for approval, and you will be responsible for paying the extra cost directly to the family.

Q: May I bring guests to the residencia or private home?
A: Overnight guests are not permitted. Dorm rooms are reserved for EAP students only. No family or friends can stay with you. Overnight guests are not permitted in the private homes.

Q: May I bring a dependent or spouse with me?
A: Since they cannot live with you in the colegio mayor or in the private homes (Barcelona spring students), dependents and spouses may arrive at the end of the ILP.

Q: How do I do laundry?
A: Coin-operated washing machines are available for students staying in the residencias. If you are a Barcelona spring student staying in a private home, one washing per week is included in your fees. You are responsible for extra washings if required.

Q: What will the residencia be like?
A: Living standards in Europe are different from those in the U.S. and residencias tend to be smaller and older than U.S. dorm rooms. All rooms are fully furnished. Although there may be a wash basin in each room, students usually share common showers and toilet facilities. Rooms are cleaned twice a week. In Granada, all rooms have their own showers and toilets.

Q: To whom do I pay rent?
A: Room and board for your ILP colegio mayor or private homes are included in your EAP fees.
EAP STUDENTS SAY...

Housing can make or break the year. It’s important to know what you want (how much to spend, etc.) before you go. Living in an apartment with Spanish-speaking roommates is the best, but apartment living means added obligations.

The most important things when looking for housing are housemates and location.

Be selective about your housing because you need some kind of relaxing base to make it through all the ups and downs.

If you’re unhappy with your living situation, trust your intuition and move.

Housing after the ILP

Q: What are my housing options after the ILP and for the rest of the program?
A: You must find and arrange for your own housing for the year beyond the ILP. There are many types of housing options from which you can choose. Students usually rent an apartment, live in a private home, live in a boarding house (pensión or hostal), or live in a university residence hall or colegio mayor. The availability of each of these depends on the city in which you will be studying.

All Barcelona and Autònoma students get a list of recommended “homes” in town. This list has been used by former EAP participants and consists of a variety of options, such as living with a “señora,” a family, or sharing apartments with other students. The list is updated every year.

Q: How do I go about locating my own housing?
A: This will be discussed in more detail during the orientation abroad. However, you can generally expect to look in newspapers, check fliers posted around campus, and talk to other students. Study Center staff will discuss housing options and provide assistance, such as guidelines for interpreting leases, pointing out better (and worse) areas of town, etc. However, finding and arranging housing is ultimately up to you. It can be stressful, although returning students generally describe it as a unique and ultimately positive experience that fully immersed them in the host city.

Q: What if I don’t find housing by the end of the ILP?
A: If you can’t find housing by the end of the ILP, you can temporarily live in a pensión or hostal while locating permanent housing (students also frequently stay in one or the other while traveling).

Q: How much does housing usually cost?
A: Housing costs vary according to what type you choose. For an estimate of room and board costs, look at the EAP Student Budget in the Participants section of the EAP website. Specific housing information at each EAP host university is provided in this chapter.

Q: Do I pay rent to EAP or directly to the landlord?
A: You pay rent directly to your landlord, not to EAP. You are personally responsible for all housing and meal costs following the ILP.

Apartments

Each apartment is unique and will vary in size, condition, and location. Keep in mind that living standards in Europe are different from those in the U.S. and apartments tend to be smaller and older.

Apartments are usually rented furnished (including some kitchenware). Prices vary greatly depending on the area. You will be required to pay a deposit and/or first and last month’s rent in advance. Make sure to request a receipt stating the conditions for return of the deposit, or you will likely lose it. If you rent through an agency, be prepared to pay a non-refundable agency fee equivalent to one month’s rent.

Apartments are less restrictive than other living situations and offer more privacy. If you plan to bring a dependent or spouse with you, this may be a good housing option. However, many start-up issues must be attended to, and living independently or with other American roommates can impair integration into the Spanish community. It is important that you seek out Spanish roommates in order to achieve a truly educational and culturally rewarding (if initially more demanding) experience.
Residence Halls

Colegios mayores (residence halls) generally are run by religious orders and are subsidized by the Spanish government. Rules and regulations, especially in women’s halls, have been strict in previous years, but certain rules are easing, and the curfew has been extended until 2 a.m. or, in some halls, lifted entirely. In Madrid, residence halls that are under the regulation of the Complutense University are not as strict. These residence halls are not run by religious orders and some are co-ed. However, it can be difficult to secure a room.

The halls provide numerous activities and the opportunity to live with Spaniards of similar ages and interests. They may, however, be expensive compared to private rentals. The social and residential atmosphere in the colegio mayor during the year, when Spanish students are also in residence, is somewhat different than a U.S. dormitory. A colegio mayor is more like an English college house; each has its own rules and traditions, and offers a variety of academic and social activities such as lectures, musical performances, sports clubs, etc. Residents are expected to take an active part in the colegio life.

Private Homes

The primary purposes for being with a host family are to interact socially and culturally, to acquire knowledge about Spanish daily living, and to improve language proficiency in Spanish. It is expected that everyone, including other guests in the home, will speak Spanish at all times. If a host family requests that you speak in English, it may be beneficial to work out a reciprocal arrangement whereby you occasionally speak in English, while remaining committed to using their help to learn Spanish.

Living in a private home usually means sharing a room with another student (either Spanish or some other nationality) or possibly having a single room in the home of a Spanish couple or señora. Although you will be living in their home, the “family” may not treat you like a member of the household. This is a business relationship and is a common arrangement for Spanish university students or young professionals.

Homes and rooms in Spain tend to be smaller than is typically the case in California. Storage space tends to be limited and amenities may be different from what you are accustomed to in the U.S. (for example, many rooms have no closets). You may encounter certain inconveniences: lack of central heating, air-conditioning, and laundry facilities; restrictions on the use of hot water and electricity; charges for the use of the telephone, etc.

If you are living in a family environment, adhere to the customs established in the house for all members of the household. Be considerate as to your arrival times at night and in the early morning hours. Be aware of noise level and avoid rowdy behavior when others might be sleeping. You will have to ask permission to bring any guests home. Overnight guests are usually not permitted. Remember that many Spaniards smoke, even in the house.

Although meals sometimes are offered with the cost of the room, consider arranging for the room only or partial meals, since you will be in school during the main meal.
“EAP STUDENTS SAY...

Don’t expect all the comforts and conveniences of home. You can’t take for granted hot water, water pressure, rooms with windows, sunlight, piped gas, or an elevator to your fifth-story apartment.”

Boarding Houses

Boarding house options include living in a residencia, pensión, or hostal.

A residencia usually provides room and board to about a dozen or more men or women. A residencia might be one or two floors of a particular building with a number of bedrooms, and a common eating and living area. The residencia is rarely coed. The person running the residencia typically prepares the food and sets residencia guidelines. The people living in the residencia tend to stay for extended periods of time, from a few months to a few years, and the boarders usually integrate with one another more than they would if in a pensión or hostal.

A pensión or hostal would be similar although typically smaller and perhaps without the dining and common living area. Both usually consist of individual rooms in a building. In some pensiones, you may stay indefinitely, but hostales usually require guests to move after a limited time period. Most pensiones will not reserve rooms ahead of time; if they do, they frequently require a large, often non-refundable deposit. In a hostal, students do not reserve rooms in advance, but space may be reserved on a day-to-day basis after checking in. A family often operates a pensión or hostal as its primary business. Pensiones and hostales offer service and convenience that are rated by officially regulated categories on a one- to five-star system. Hostales are not the same as hosteles (as in “youth hostel”).
Barcelona Housing

Study Center staff will provide you with a list of housing options during the Barcelona orientation meeting. It is not difficult to find suitable housing in Barcelona and many students make a few moves during the year in order to experience a variety of different living situations.

At the University of Barcelona, students live in apartments, boarding houses, and private homes around Barcelona. Because the university has several campuses housing different academic disciplines in different locations, most students will do some commuting (anywhere from 15 to 30 minutes or more) daily via Barcelona’s public transportation system. Rental costs vary according to the accommodations and neighborhood, but a typical range last year was approximately €350 to €400 per month for a single room in a shared apartment, boarding house, or private home. In most cases utilities are included.

At the Autonomous University of Barcelona, you may choose to live near the university (about 25 to 30 minutes by metro rail or bus from central Barcelona) or to live in central Barcelona and commute to the university. Either way, you can make use of Barcelona’s public transportation system. You may choose from the following housing options:

- Autonomous University apartment complex, the Vila Universitària. This modern apartment complex is highly recommended since it is well-appointed and provides an excellent opportunity to meet Spanish students and be immersed in the culture. It is difficult to get into if not requested in advance. Send an e-mail to the program coordinator to request a spot.

- Housing in private homes or sharing apartments in Cerdanyola del Vallès or Sant Cugat del Vallès (the residential area closest to the university). This area is popular with UAB students and there is a shuttle bus service to the university. Rental costs vary according to the accommodations chosen.

- Housing in central Barcelona with a commute to campus. EAP recommends that if you choose this option, live in the Garcia or Sarria area of Barcelona. It is clean, modern, and close to the Metro station that takes you to the UAB campus.
“EAP STUDENTS SAY...

Granada: During my year abroad, I decided to live with two Spanish roommates in the centro of Granada. Living with Spaniards was amazing not only because I made lifelong friends who introduced me to numerous elements of Spanish culture, but my formal (and informal) Spanish skills improved drastically.

Madrid: Find a place to live that has central heating for the winter. It snows in Madrid and may be well below freezing on those mornings when you're outside waiting for the bus, so try to live close to school if you can. It's more expensive, but it's worth it.

Granada Housing

EAP staff in Granada will provide you with an orientation session dedicated to finding housing, including where and how to look for housing, safe and unsafe areas, and a list of apartments that had been rented by previous EAP participants. In addition, University of Granada student monitores will be available to help you negotiate rents and agree to rental terms.

Most students share apartments. Furnished apartments in Granada are common, although bed linens are not included. It is not difficult to find housing in Granada and year-long leases are typically not required. If you are not happy with your living situation, it is usually no problem to find another. Last year, rental costs ranged from approximately €200 to €300 per month for a room in a shared apartment, depending on location and amenities.

Remaining in the colegio mayor used during the ILP is difficult because Spanish students reserve rooms several months before the academic year begins in September. A UC student interested in staying at a colegio mayor or residencia would have to contact them directly by logging onto the University of Granada website, then going to Servicios, then Residencias y Colegios Mayores.

Madrid Housing

Long commutes are common in Madrid, with some students or professionals commuting as much as 45 minutes to an hour each way. Since Madrid is such a highly populated city, it is difficult to find housing, and many EAP students make a few moves during the year, experiencing a variety of living situations. During orientation, Study Center staff will discuss housing arrangements in Madrid; however, the majority of work necessary to find housing in Madrid is up to you. Room and board costs vary according to accommodations chosen. Last year, rental costs ranged from approximately €400 to €450 per month for a room in a shared apartment, depending on location and amenities.

It is not possible to extend ILP housing in the colegio mayor to the academic year, as it is restricted to Spanish students.
Meals

During the Cádiz Pre-ILP
Three meals a day are provided in the residencia cafeteria from Monday through Friday. On weekends, only breakfast is provided. You may find the diet in Cádiz heavy on fish and olive oil; however, the residencia cafeteria makes an effort to provide an assortment of vegetables and fruits at every meal.

During the ILP
During the ILP, any meals provided at the colegio mayor are included in EAP fees. During the Barcelona and Autonomous ILP only breakfast and one meal is provided, including weekends. During the Granada ILP, three meals are provided Mondays through Fridays, but no meals are included on weekends. During the Madrid ILP, meals are provided seven days a week. Breakfast, which is not considered a “meal” in Spain, usually consists of a roll or bread and coffee—many students find it an adjustment to attend morning classes without a more substantial start.

After the ILP
The cost and set-up will vary depending on where you decide to live. You are responsible for all meal costs. If you decide to live in an accommodation that includes the cost of meals, you must pay for the meals even if you miss them. Some of the best and least expensive food is offered through a colegio mayor or residencia. You must purchase meal plans in advance for this service, but you do not need to be residents of these establishments to take part in their meal plans.

University restaurant cafeterias are designed specifically for students and the food is cheap, filling, and nutritious. Spanish students eat the basic fare of an appetizer, main dish, dessert, and a drink for approximately €5,50. Vegetarians may substitute the main dish with a salad, bread, or another vegetable. Sandwiches or baguettes are between €1,50 and €4, and other options include coffee with milk, €0,85; croissant, €1,50; Coca-Cola, €1,10; combined dish, €3,50.

In Madrid and Barcelona, university restaurants offer meals for about €5 to €10, and you may be able to buy a 10-meal coupon to save some money. Granada students can arrange to receive meals at university-subsidized cafeterias, where the main meal costs less than in other cities. University restaurants are open from early October to mid-June and closed during all official holidays.

In areas of town near university campuses there are often shops and bars that serve cheap bocadillos, sometimes for as little as €2.

Meal Times
In the U.S., the morning meal is often considered the most important meal of the day. In Spain, breakfast is rather light, usually consisting of a roll and strong coffee (a “continental breakfast”). Lunch, on the other hand, tends to be a substantial meal and is seen as the main meal of the day. Lunch is typically served around 2 p.m. and Spaniards tend to linger over this main meal. The evening meal, as with breakfast, is lighter, and is served later in the evening, around 9:30 p.m.

The Spanish Diet
The Spanish diet is based on eggs, bread, potatoes, chicken, pork, and fish. Pork has a prominent place in the Spanish diet. Fish and shellfish are abundant but can be expensive. Their quality and preparation are superb, although past
EAP STUDENTS SAY...

The waiting service in restaurants is much different from the service in the U.S. You usually have to catch your waiter’s attention. Waiters won’t come to you and will rarely check up on you during your meal, especially if they are busy. Requests for substitutions are rare and there are no refills on drinks. Tips are not expected, but appreciated if you choose to do so.


students have commented that they were initially unprepared for a fish to be served intact. Vegetables and fruits are of equally high quality. Spanish foods and their preparation bear little resemblance to U.S. or Mexican foods. Since olives are one of Spain’s primary crops, olive oil is used almost exclusively in Spanish cooking.

The amount of oil used is usually shocking to most California students, and past students have mentioned that they are not used to eating food cooked in oil, chorizo, and eating tapas. “Greasy” and “oily” are two food descriptions heard often from UC students, yet many come to enjoy the food during their stay in Spain.

Eating Out

Many restaurants and cafés offer fixed menus or menú del día (a whole meal for a fixed price). You will usually find these meals to be the best value, as they will include a choice of two main dishes, bread, wine or mineral water, and dessert.

There are also numerous cafés and tapas bars, which are good places for a quick snack, throughout Madrid, Barcelona, and Granada. Besides tapas, there are salad bars, which are a great option for lunch. They offer unlimited salads, pastas, soups, and desserts and a beverage for approximately €8. In bars, you can also order a Spanish sandwich (bocadillo) for about €4. When eating out, it is less expensive to sit inside than it is to sit at an outside table, and even less expensive to sit at the bar.

Shopping in the markets is another great way to experience Spanish cuisine and there are many types of markets available for your grocery needs. Spaniards buy most of their groceries at family-owned specialty corner stores. You will find these for fruits and vegetables, seafood, pork, baked goods, and more. Prices are mid-range, and service, if you frequent them often, is personalized.

The best prices are usually found in the larger marketplaces rather than at the corner stores. The least expensive grocery store is Dia Autoservicio. You will have to bring your own shopping bags (or pay for theirs) and bag your own groceries.

In addition, most neighborhoods have a large marketplace with stall after stall of products, each stall specializing in one thing: meats and cheeses, chicken and eggs, fruits and vegetables, bread, pastries, dairy products, and dry goods.

Vegetarians

If you are a vegetarian, you may have some trouble finding foods to eat, particularly if you do not eat fish. Most prepared foods contain some form of meat, or are cooked with chicken or meat broth. It is important to remember that vegetarianism is not as widely accepted or understood in Spain as it is in California. In some instances, vegetarian guests have been provided with a prime piece of ham, as the host may interpret “meat” only to mean beef. Refraining from eating meat for religious reasons is usually accepted. When eating out, vegetarians may substitute the main dish with a salad, bread, or another vegetable, but in general, vegetarian cooking is not popular. However, there are many restaurants and cafeteria-bars where you can find vegetarian items, such as tortilla Española, cheese portions, ensaladilla rusa, and bocadillos de queso. It is important to bring an open mind and some vitamin supplements.
**Extracurricular Activities**

**Get Involved**

Participating in extracurricular cultural and social activities while on EAP is an excellent way to meet people, improve your language skills, and integrate more fully into the community.

Join sports, musical, theater, or arts groups; volunteer at local organizations; attend lectures and receptions held in academic and community circles; and get the most out of your time abroad.

Opportunities are not limited to those mentioned in this guide. This section discusses just a few of the many activities past students have enjoyed.

Study Center staff has information on cultural and social events. In addition, the Madrid Study Center publishes a bimonthly *UC News* bulletin. This newsletter contains information on upcoming events and cultural activities as well as reports from students about events in which they participated.

Informal get-togethers with Spanish students are sometimes organized; ask Study Center staff about ways to meet Spanish students.

**Shopping**

Most stores in Spain are not open on Sunday, including food stores. This is especially true in smaller cities. Bars, some restaurants, and some bakeries remain open.

**Travel**

In Spain it is cheaper and more convenient to stay in hostels that are not affiliated with the Youth Hostel Card.

For traveling, guidebooks are useful and are often cheaper in the U.S. Buy one or two general guides before departure.

Virtually every destination of interest within Spain is served by trains, buses, or both, making weekend and break travel easy. Students interested in traveling while abroad are encouraged to talk to past EAP Spain participants for tips and suggestions.

While you are encouraged to make the most of you experience abroad, programs offered through EAP are academic programs. Although it is not unusual for Spanish professors not to take formal attendance, repeated unexcused absences from class will be noticed. Failure to regularly attend class can result in a lowered or failing grade. Do not plan to travel on class days or on days that group events have been scheduled. There will be numerous opportunities on weekends and national holidays to travel without missing classes.

**Storing Luggage While Traveling**

EAP Study Centers are not equipped to store luggage for students due to lack of space.

- **Barcelona:** you can store luggage at the Barcelona-Sants Estació train station. The general RENFE information number is (+34) 90-224-0202.

- **Granada:** you can store luggage at two places: The Granada train station, located at Avda. Andaluces (+34) 958-20-40-00, or at the bus station, located at Carretera de Jaén s/n (+34) 958-18-54-80.

- **Madrid:** you can store luggage at the Madrid Avda. Atocha train station (+34) 91-468-83-32.
EAP STUDENTS SAY...

If you like to dance the Sardana, the folkloric dance of Catalonia, go to Calle del Pino (Barrio Gótico). Sardana classes are almost free. Sardana dances are every Sunday morning in front of the cathedral. My most memorable accomplishment that I achieved while in Barcelona was learning to dance the salsa. It brought out a passion within me that I never knew I had. It also provided me with the opportunity to meet international people and a whole new outlet for making friends.

The Barcelona City History Museum is one of the best museums I've been to, with an underground level that takes you back to Roman times.

Upon arriving in Barcelona, immediately buy a copy of La Guía del Ocio. It lists everything that will be happening in Barcelona in music, art, films, bars, dances, etc. It comes out weekly.

Granada is ideal for Californians who are used to having the mountains and the beach nearby.

Granada is well equipped with gyms for all those who work out. The university has a good intramural program. The best deal in the intramurals is the snow-skiing class. You get to go up, ski with lessons, and rent equipment for about $33 each time. ¡Aprovecha!

Barcelona

Past group activities organized by the Study Center have included visits to museums and historical sites in Barcelona and around Catalonia; trips to Valencia for the Fallas, to Zaragoza and Fuendetodos (birthplace of Goya), to Figueres and the Dalí museum, and to the Penedes wine region; and group celebratory dinners at Thanksgiving and the end of the year. Informal get-togethers with Spanish students are sometimes organized.

The University of Barcelona sports facilities are located in the Pedralbes area. To become a member of a university team or to use the sports facilities (track, tennis courts, swimming pool, fitness classes, team sports, etc.), you will need to purchase a membership card at the physical education office in Pedralbes.

The UB offers a wide array of cultural activities—music, theater, exhibitions—in addition to the opportunities available around the city. More details are available on the UB website.

The Autonomous University of Barcelona Sports and Physical Activities Service (SAF) is considered among the best public sports complexes in Catalonia. The “SAF” provides a variety of activities for students including fitness classes, outdoor courses such as skiing and rafting, and team sports, as well as a full range of facilities for individual use. You must purchase a membership card in order to use the facility.

Each year the university’s Cultura en Viu program organizes a host of cultural activities including exhibitions, film screenings, lectures, performances, and classes. The program also serves as an umbrella organization for student performing arts groups (music, theater, dance, etc.).

Granada

During the ILP, the Study Center organizes a monitores program, in which Spanish university students help EAP students during their first weeks in getting to know the city, handling the practical details of living in Granada, finding lodging after the ILP, as well as visiting cultural and historic sites in and around Granada. Once the university semester begins, inexpensive excursions for students are offered through the university extension service, as are numerous cultural events. The university publishes a weekly paper listing cultural and extracurricular activities.

Granada is only 37 miles from the coast and 20 miles from the mountains, allowing for outdoor activities of various kinds throughout the year. Nearby are exceptional ski resorts and mountain hikes, and many students join hiking or ski clubs. The university’s Centro de Actividades Deportivas offers a variety of activities including fitness classes, team sports, and inexpensive skiing trips to the nearby mountains. Students must purchase a membership card for an annual fee.

Each year, the majority of students participate in the Morocco Exchange. Morocco Exchange is a non-profit that brings U.S. and Moroccan students together through a culture exchange program. During the three-day program, students stay with Moroccan families, attend lectures, travel the countryside, and visit the capital.

Granada is a university town and student life is vibrant. While there are many students from other parts of Europe and the U.S., the foreign student population is not overwhelming, as can be the case in other southern Spanish university cities.
EAP STUDENTS SAY...

There are a number of day trips from Madrid including Toledo, Segovia, El Escorial, and Ávila. Take the bus or train there and back in one day for a reasonable price. If you go to El Escorial, make arrangements to see Valle de los Caídos and read up on its history and symbolism so that you can better appreciate it.

There are plenty of theaters in Madrid with reasonable prices for attendance. Many of them are more traditional productions, in contrast to Barcelona, and are of the more traditional architecture. They are a treat for both a cultural and educational experience.

Madrid

Complutense’s sports facilities are abundant and well equipped, and offer team sports and fitness classes. Many EAP students actively participate in university sports teams. Students must purchase a membership card and pay an annual fee to access facilities and classes.

The city of Madrid offers countless social and cultural activities of every description. To the U.S. student, the Complutense University of Madrid may seem like a commuter campus. There is no centrally located university building such as a student union, but individual facultades (colleges and schools) have their own cafés, bars, and social events, and this is where students normally congregate. In addition to numerous social activities, past EAP participants have done volunteer work in hospitals; taught English in different institutes and schools; and gathered interviews for a radio program on a student network, among other activities. The university’s Actividades Culturales service offers many activities including weekly film screenings, theater performances, and other activities.
Before departure, review the U.S. Centers for Disease Control and Prevention (CDC) Travelers’ Health website for all your travel destinations.

**Health**

**Physical Fitness and Health**
Spain’s options for gyms are always growing. Past students who have joined local gyms have met excellent exercise or jogging companions. Jogging is usually restricted to parks. See the Extracurricular Activities chapter in this guide for information on gyms and fitness classes at each EAP location.

**Medical Services and Facilities**
If you have a preexisting medical condition, carry a letter from your physician describing the medical condition and adequate amounts of your prescription medications, including their generic names.

If you feel sick or have a medical emergency, seek medical attention and contact your Study Center coordinator immediately. The Study Center will help you choose a clinic to visit, complete the UCEAP medical insurance claim forms, and make arrangements with your professors if extended absence is expected. It is also a good idea to let the Study Center know of any medical services received, even if it was not an emergency.

Ask the Study Center staff for a list of English-speaking doctors that students have used in the past. Doctors’ visits cost approximately 45 euros for a general doctor and 100 euros for a specialist, and tests are extra. It is important to keep some cash and credit cards on hand for emergencies; however, not all doctors will accept credit cards for payments. Doctors and hospitals abroad will not bill insurance companies for services rendered, so be prepared to pay for services up front and file a claim for reimbursement of eligible costs with the UCEAP insurance company. Make sure to save all bills and receipts and keep copies of all documentation sent to the claims adjustor.

**Cádiz students:** There is no university health center, but students may visit a local clinic: Clinica La Salud, C/ Feduchy s/n.

**Barcelona students:** The program provides a list of recommended doctors and clinics, which is included in the Orientation package you will receive at the beginning of the ILP.

**Granada students:** There are many clinics students may visit, and in the case of an emergency, there are four hospitals available. There is no university health center.

**Madrid students:** The Study Center recommends two main health centers in Madrid—Unidad Médica and Interclinic—where doctors and nurses speak both Spanish and English. In Madrid, there are several hospitals with emergency room services. There is no university health center.

**Prescription Medications**
Never send medication to Spain or have it sent. Customs may not accept it or may impose high fines. Plan to take enough prescription medication to last the length of your stay. If you cannot take enough medicine to last throughout the program, you can take a letter from your physician describing your diagnosis and treatment and make an appointment with a physician in Spain.
Also, take copies of all prescriptions, including the generic names for medications, and a note from the prescribing physician on letterhead stationery. Contact Europ Assistance (UCEAP’s travel assistance provider) at (866) 451-7606 before departure to make sure any required medications are not considered illegal narcotics.

**Medic Alert**

If you have significant allergies or chronic medical problems, consider wearing a medical alert bracelet or a Medic Alert emblem. For more information, contact:

Medic Alert Foundation International  
PO Box 1009  
Turlock, CA 95380

**Phone:** (888) 633-4298  
**Website:** [www.medicalert.org](http://www.medicalert.org)

**Psychological Health**

Emotional distress can have an impact on academic progress, personal relationships, and a successful UCEAP experience. It is important to be able to recognize triggers and signs of emotional distress and act immediately to get help. Know the warning signs, learn some techniques and skills to manage stress, and reach out for help. The UCEAP Study Center has a list of facilities available for treating mental health issues. Your program coordinator can assist you in finding a bilingual doctor or counselor to help you with emotional or mental health issues.

**Students with Disabilities**

Accessibility at most buildings in Spain is limited, and it is common for older buildings to have stairs and no elevators. Expect to encounter uneven sidewalks, unequipped bathrooms, and narrow doors and aisles. Newer buildings are more accessible and some of the major shopping malls, cinemas, museums, bars, and restaurants are well adapted.

Support to students with disabilities in Spanish universities is mainly provided through the a “Disability support services.” These services constitute a section, or department, that can appear under different denominations (e.g., office, service, department, center). These offices give support to students with disabilities in higher education. They try to do this in an integral way, trying to solve any problems students may have in their academic or daily life. In addition to official legislation across the country, each university has its particular and specific rules for students with disabilities.

**UCEAP Insurance Plan**

The required UCEAP Insurance Plan is paid by UC. More details about the plan are available in the [UCEAP Insurance Plan](#) brochure.
SAFETY

In addition to safety measures UCEAP takes to help protect you, you should register online with the U.S. embassy through the Smart Traveler Enrollment Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. All Study Center Directors are members of the U.S. embassy’s Warden Network, which allows the U.S. embassy to contact and disseminate information to the American community primarily in times of crisis or emergency.

Minimizing Risks

Madrid and Barcelona are both major international cities. Be aware of and concerned for your personal safety. While Granada is smaller than Madrid and Barcelona, Granada students should still be concerned with personal safety. Safe behavior involves using the same common sense and street smarts that you would use in any big city in the United States. Do not put yourself into risky or threatening situations. Pay attention to safety briefings during orientation, learn the areas of town to avoid, and know emergency phone numbers.

Heavy drinking will result in increased vulnerability to safety risks. If you choose to drink, do so responsibly.

Never walk or travel alone, especially at night or when streets are deserted, including during siesta time. Arrange in advance to walk home with a friend and always carry enough money for a cab fare home. Students, male and female, walking home alone at night have been mugged, even right outside their apartment door.

Carry emergency phone numbers with you at all times. If you store them in your cell phone, also keep a hard copy with you in case your cell phone is lost or stolen.

Theft

Make a copy of the first page of your passport to use as a form of ID, so you can leave your actual passport safe in your room. In case your passport is lost or stolen, immediately notify the nearest U.S. embassy or consulate, local authorities, and the Study Center.

Spain is a relatively safe country. Petty crime poses the greatest threat. Most incidents of crime occur in urban areas, in and around tourist attractions, and on beaches. Take measures to secure personal property and remain aware of your surroundings. Most petty crimes are committed by groups of young persons using a variety of distraction tactics. Pickpockets steal for a living; they are professional and good at what they do. Pickpockets prefer tourists and tend to work in tourist and crowded areas, in addition to the metro, airports, and train stations.

Minimize your chance of becoming a victim of petty theft: it is important to be as inconspicuous as possible and to keep a close eye on your personal belongings. Always look like you know where you are going, even if you do not. Plan ahead when you are in an unfamiliar part of the city so you do not have to pull out a map on the sidewalk and advertise that you are lost. You may also dress to blend in. College sweatshirts, sweatpants, baseball caps, flip-flops, and shorts are all associated with Americans and may make you a likely target.
"EAP STUDENTS SAY...
Always be aware of where your purse or backpack is. If you’re sitting in a café, keep the strap wrapped around your ankle or leg. Better yet, keep your bag in your lap.
The guys in Spain are definitely aggressive (not physically) and will say things when a girl walks by, but they’re harmless. Just ignore them and they’ll leave you alone!"

To better protect your belongings, keep the following suggestions in mind:

- Always be aware of your surroundings and those around you. Thieves usually create a distraction before making their move, such as asking for the time so you turn to look at your watch. Be alert and aware.
- Never carry large amounts of cash. Disperse your cash and documents among various pockets.
- Carry your wallet in a front or breast pocket, or in a security money belt/pouch under your clothes—never in your back pocket. If you must carry a wallet, wrap it in a rubber band—this creates friction, making it harder to pickpocket—or use a chain to attach your wallet to a belt loop.
- Carry your purse or bag with the strap diagonally across your chest (never around your neck). Keep your hand on your purse or in your wallet pocket.
- Never put your purse, backpack, or laptop by your feet or on a seat next to you. Keep it on your lap at all times. If you have a large backpack, place it in between your feet with the straps wrapped around your legs.
- Do not store your camera or other valuables where they can be removed without notice.
- When in crowds or on the Metro, carry your backpack or bag in front of you where you can see it.
- Leave anything you do not need in a particular day at your apartment or homestay in a secure place.

Make photocopies of your passport, credit card/ATM numbers, emergency phone numbers, etc., and store them in a safe place (separate from the actual documents and cards). Leave a set of copies with your parents. You might also choose to store this important information in a private online account, such as your e-mail. If you lose your wallet, purse, or backpack, you can access the back-up photocopies or the e-mail with the critical information. Report lost or stolen possessions immediately to the local police. Keep a copy of the police report for future insurance claims and as an explanation of your loss.

**Road Safety**

Travel by public transportation is usually secure, although common sense should prevail if you are unfamiliar with the local crime situation. Take precautions particularly in the evening. Travel should be accomplished during the day. Use the highest class of travel and the most direct booking available. If overnight travel is required, book tickets only on international rail lines, in a lockable cabin. Never travel alone. Do not accept food or drink from strangers, as criminals are known to drug unsuspecting travelers, especially foreigners. Train stations are usually open 24 hours a day and do not have security to control access. Keep your luggage and other possessions in sight. Avoid using the station’s public restrooms if they are vacant or not guarded by an attendant.

In larger cities, subways, buses, commuter trains, trolleys and their associated stations are havens for thieves, pickpockets and purse-snatchers. Fanny and tummy packs should never be used since they identify to thieves the exact location of valuable items and cash. Use security money belts under your clothing. Keep loose items, such as cameras and purses, within a larger and securable carrying bag that is kept in front of you, never behind.

Taxis usually provide a more secure means of transport, but you face the possibility of being scammed into paying higher fares.
EAP STUDENTS SAY...

Both males and females: don’t walk alone late at night. If you really have to, be vigilant of your surroundings and walk on main streets as much as possible.

Demonstrations

Large-scale demonstrations and strikes occur and are usually associated with labor and political policies and activities. Most demonstrations are peaceful, but random acts of violence can occur. Transportation and other public services may be limited or unavailable during strikes and demonstrations. Avoid all large gatherings related to civil issues. Even seemingly peaceful rallies can spur violent activity or be met with resistance by security forces. Bystanders may be arrested or harmed by security forces using water cannons, tear gas, or other measures to control crowds. If violence erupts or you feel is imminent, leave the area. If you cannot leave the area, seek shelter in large, public buildings such as hotels, churches, stores, hospitals, and museums. Wait until the crowds have dissipated before going back outside.

Emergency Contacts

What Constitutes an Emergency?

Emergencies are circumstances out of the ordinary, unplanned, or unexpected, which threaten the health, safety, and well-being of you and/or your fellow students. The following are considered true emergencies:

- Any situation that places a student or students at risk, including illness or harm, or other traumatic incidents that require immediate response
- A student who has been arrested
- Civil unrest or a natural disaster in the host country

In an Emergency

Contact local emergency services first and then contact the following:

If you are in the U.S.

- During office hours (8 a.m.–5 p.m. Pacific Time): Contact the Operations Specialist at the EAP Systemwide Office. After hours call the 24-hour emergency phone number at (805) 893-4762.

If you are abroad

- If you need immediate emergency assistance call 112 for Police, Ambulance, or Fire Department
- If necessary, call the emergency number of the U.S. Embassy in Madrid: (+34) 91-587-2200. Business hours are M–F 8:30 a.m. to 1 p.m.
  American Citizen Services (ACS) Unit
  Calle Serrano 75
  28006 Madrid, Spain
  Phone: (+34) 91-587-2240
  E-mail: askacs@state.gov
  Web: madrid.usembassy.gov
  After-Hours Emergency Phone: (+34) 91-587-2200

Carry the local emergency contact information at all times. If you do not have access to local or Study Center information during an emergency, call the EAP 24-hour emergency phone number at (805) 893-4762.