



SPANISH
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The CENTER for CROSS~CULTURAL STUDY

CÓRDOBA, ARGENTINA STUDENT HANDBOOK

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

Mission Statement

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

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

Travel Information

BOOKING YOUR FLIGHT

*** NOTE:** US citizens are exempt from paying the reciprocity fee by Presidential Decree No. 959/2016, published on August 23, 2016.

In order to allow flexibility to our students in making flight arrangements, we do not offer a group flight option. Please note that **when booking your flight, you should always refer to your program calendar** which is located in your e-acceptance packet, the link was sent to you in your acceptance email.

Note: Most flights to Argentina are overnight. **Students should plan to depart from the U.S. the day before the start of the program** and be sure to check their baggage the whole way through to Córdoba. For return flights, students should plan to depart from their host homes on the posted program end date. Please see "Airport Recommendations and Travel Notes" for critical information before booking your flight.

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

AIRPORT RECOMMENDATIONS AND TRAVEL NOTES

Córdoba is well-served by the Pajas Blancas–Ambrosio Taravella International Airport (airport code COR), which includes nonstop flights to various cities within Argentina and Latin America. Spanish Studies recommends that you search for an affordable flight from North America to Córdoba with a connection through another Latin American city.

Note: **U.S. or Canadian citizens should avoid making any connecting flights through an airport in Brazil or Paraguay, as this would require you to obtain a costly tourist visa well in advance of your travels.**

Travelers to Córdoba who choose to make a connection through Buenos Aires, the capital city of Argentina, should note that **Buenos Aires hosts two airports:** Ezeiza International Airport (EZE)*, which handles domestic flights and all international flights from North America, and Jorge Newbery Airport (AEP), which handles mostly domestic air traffic. When buying your airline tickets to Córdoba, **pay close attention to which airports you will be arriving at and departing from.**

*** Note:** **If your layover is in Buenos Aires, please check your travel itinerary to make sure your connecting flight both arrives AND departs from Ezeiza International Airport to avoid any hassles or missed connections.**

Although shuttle services are available between these two Buenos Aires airports (provided by the local transport company [Manuel Tienda León](#)), students should be aware that **it can take well over an hour to drive from one location to the other**

Note: We strongly recommend students to **avoid flights with an excessively early or late arrival**-- for example, between 10:00pm and 8:00am in the morning. Arriving between these times would be too late/inconvenient for the host family.

ARRIVAL

On the day before orientation, Students arriving at the Córdoba airport will be greeted by their host families to provide an orientation packet. This day is set aside to move in and get acquainted with the host family. Orientation is scheduled for the following day. Students are typically picked up at the airport by their host families; this is arranged by the Resident Director, who will email the student details of their pick-up. If for any reason we cannot arrange this, students will be responsible for getting themselves from the airport to their host home via taxi.

If your luggage is lost, you must file a claim at the "lost luggage" desk in the airport. Have them send your luggage to your homestay address in Argentina. The Spanish Studies office in Argentina is closed on weekends and listing only that address could cause further delay. Please inform the Resident Director if your luggage is lost. We suggest that students always carry along with them the host family's address, just in case such events occur.

Note: If you plan to arrive early in Córdoba and would like to stay with your host family upon arrival, an **early arrival fee will be charged for each extra day you stay with your family prior to the program start date**. All students wishing to stay with their host families for additional days must contact the U.S. office of Spanish Studies for instructions and payment details.

ORIENTATION

After your arrival in Córdoba, an orientation meeting will be held at the UNC. The Resident Director and staff of the *Programa de Español y Cultura Latinoamericana* (PECLA) at UNC will provide you with materials and answer initial questions. **Orientation is mandatory for all students**. Orientation activities will continue during the Intensive Period, and will include city tours, cultural excursions, and a day trip to a cultural site outside of Córdoba. Semester and academic year students also meet with the Resident Director during this time to plan their academic program.

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

Getting Ready to Go to Córdoba

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

ONLINE ACCOUNT

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

ITEMS YOU MUST SEND TO THE U.S. OFFICE OF SPANISH STUDIES ABROAD

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

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

PASSPORT

To travel to Argentina you need a valid passport. For U.S. citizens, the most convenient place to apply for a passport is at your

local post office. **If you do not yet have a passport, apply for one immediately!** It can take up to 4-6 weeks to receive your passport. If the start of your program is less than 90 days away and you have not yet applied for your visa (see below), you will have to pay for expedited service of your passport. Expedited service still takes about 2-3 weeks. The U.S. State Department's website provides details on passports and current processing times [here](#). You may also inquire via telephone at (877) 487-2778. Students who are not U.S. citizens should contact the appropriate government agency in their home country for passport information.

Students who already have a passport should verify that it will be valid through the program dates and for at least six months after the Spanish Studies Abroad program concludes.

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

VISA

Citizens of the U.S. and various other nations may enter Argentina for up to 90 days as tourists without a visa. **If you are not a citizen of the U.S.**, you should check immediately with the appropriate Argentine embassy for your home country to learn about what requirements you must complete for a student visa. For details on current visa regulations, contact the [Embassy of Argentina in Washington](#).

Note: For students who need a visa (see below) the process will be completed once you are **onsite in Argentina**. However, **Academic Year students may need to bring paperwork with them** from the U.S., as detailed below. **This paperwork can take up to 20 weeks to complete and you must start the process immediately, even if you have not yet been accepted.**

For academic programs lasting longer than 90 days, the Argentine government requires that you obtain a student visa.

The necessary documentation for obtaining the student visa (application, program acceptance letter, Argentine police record, etc.) **and the exact procedures will be provided once you arrive in Córdoba.** The Spanish Studies Resident Director and Universidad Nacional de Córdoba (UNC) staff will assist you in completing this process. **You should budget approximately \$145 USD for visa costs.**

Academic Year students have two options.

1. Students can apply for a year-long academic visa. To apply for this visa they must bring along a certificate of lack of a criminal record from the FBI (a background check), either notarized by an Argentine Consulate in North America, or with an *apostille*. Students should bring a certificate for each country of residence over the past five years. **Please start this process NOW- background checks can take up to 15 weeks to be processed, and an apostille can take an additional 4 weeks!**
 - a. Check out this FBI [webpage](#) for the most current instructions for obtaining a background check.
 - b. The U.S. Department of State issues apostilles. Apostille Certificates are issued for documents destined for use in countries that are parties to the Hague Apostille Convention. The most current instructions for obtaining an apostille can be found on the U.S. Department of State [website](#).
2. The alternative to obtaining a year-long student visa is available to students who plan on traveling out of the country between semesters. In this case, students would have the option of re-entering Argentina as tourists, and applying again for a semester-long temporary residence status.

Note: The UNC will not issue final transcripts for fall semester grades to academic year students that do not have their student visas in order, and if the student visa is not in order academic year students will not be able to register for spring courses. Semester students must present the visa to the university no later than May 30th for the spring semester and no later than October 30th for the fall semester in order to receive credit/transcripts from the UNC.

BUDGETING FOR YOUR TRIP

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

	<u>Semester</u>	<u>Semester</u> (integrated)	<u>Short-Term</u>
Books*	\$375	\$375	\$75
Bus transportation	200	240	40
Every-day & going out expenses	2,000	2,300	500
Visa expense	145	145	n/a
Flight	1,300	1,300	1,300
<u>Miscellaneous</u>	<u>400</u>	<u>425</u>	<u>100</u>
Total	\$4,420	\$4,785	\$2,015

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

We figure the average student will spend about \$40/\$50 per week while in Córdoba. Of course, some will spend more and others will spend less. Think about your lifestyle and budget accordingly. Just to give you a rough estimate, a drink and snack at a café will be about \$3 and you can budget about \$2 to \$7 per taxi ride home late at night depending where you are in the city. Remember that right now, the dollar is stronger than the Argentine peso. You can check the latest currency exchange rates [here](#).

Note: We recommend exchanging approximately \$150-\$200 USD into Argentine pesos prior to departure from the U.S. or at the airport once you arrive so that you have some cash to start out with.

INCOME TAXES

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

POWER OF ATTORNEY

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

ABSENTEE VOTING

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

facebook COMMUNITY PAGES

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

ACCEPTED STUDENTS CHAT

Students accepted into a Spanish Studies Córdoba program will be invited to participate in an Accepted Students Chat before their departure. During this chat, students will be able to ask Spanish Studies staff specific questions about study abroad in Córdoba. Dates and information on how to log into the chat will be sent closer to the chat date.

DEPARTURE NEWSLETTER

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

Emergencies and Emergency Contact Information

In the U.S.

Spanish Studies Abroad
446 Main Street
Amherst, Massachusetts 01002-2314
tel: 413 256 0011
fax: 413 256 1968
After-hours emergency line: 413 687 7069
info@spanishstudies.org

In Córdoba, Argentina

Resident Director: Sonia Bierbrauer
Prosecretaría de Relaciones Internacionales
Av. Haya de la Torre s/n
Pabellón Argentina (detrás del Patio de Las Palmeras)
Ciudad Universitaria
Córdoba (5000)
Argentina
tel: (+54) 351 535 3751
Emergency tel: (+54) 9 351 573 4744

Note: The following rules are a little complex. Please see the chart below for an easy break-down.

1. For a call from the U.S to Argentina (calling from a U.S. phone network), add the code “+54” before dialing. Also add a “9” before a cell phone number. *The Córdoba numbers given above are in this format.
2. For a call from Argentina to the U.S (calling from an Argentine phone network), add the code “001” before dialing.
3. If dialing nationally within Argentina replace the underlined numbers above with a “0” at the beginning.

		Calling from the U.S.	Calling from Argentina
U.S. Office	Telephone	413 256 0011	(001) 413 256 0011
	Emergency Line	413 687 7069	(001) 413 687 7069
Córdoba Office	Telephone	<u>(+54)</u> 351 535 3751	351 535 3751
	Emergency/Cell Phone	<u>(+54)</u> 9 351 573 4744	351 573 4744

Should an emergency arise, U.S. family members may leave a message for students at our U.S. office telephone, (413) 256-0011. When the offices are closed, there is an answering machine connected to these numbers, which will record your messages and give you additional emergency contact numbers. The Resident Director’s Office in Córdoba is open Monday through Thursday from 9:00am - 5:00pm, and Friday from 9:00am - 1:00pm local time. The US office is open Monday through Friday from 9:00am - 5:00pm EST.

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

In the unlikely event of an emergency, please be sure to check these web pages. Up-to-date information on Emergency Procedures and Security can be found on our website at www.spanishstudies.org/safety or at the [Department of State website](#).

Health and Wellness

HEALTH INSURANCE

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

Should you need medical attention, contact the Resident Director; the Cordoba staff will help to make an appointment with a physician and, when requested, accompany you on that visit to ease communication between you and the doctor. If you are not well enough to make a trip to the doctor, a physician may also visit you at home for a nominal fee.

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

If you are under medical or psychological treatment at home, you should speak with your doctor about the possible effects of study abroad and cultural change on your condition. If you have any pre-existing medical or psychological conditions, you should bring a copy of your medical records, in case you need treatment in Argentina.

It is important to note that eating disorders are considered medical conditions and must be reported on your health statement. **Withholding medical information could result in your dismissal from the program.**

PRESCRIPTIONS

If you take any prescription medication, be sure to bring enough for your entire stay*. Contact your health professional and insurance company several weeks before leaving; some medication requests require several weeks to be fully processed.

These should be in their original containers: that is, labeled with your name and the name of the prescription drug. In the case that you are unable to acquire enough for the entire stay, or just in case your medication is lost, you should take a written prescription for replacement of the drugs. The prescription should bear the generic name (chemical composition) of the drug, NOT the brand name, since medicines purchased in other countries usually have different brand names; this will help the pharmacist translate it more easily.

*** Spanish Studies strongly discourages students from having medications mailed to Argentina.** Packages containing medications are typically kept in the customs office in Buenos Aires (at Ezeiza International Airport) and students must go there themselves or pay for a broker to get the package sent to Córdoba. Additionally, there are customs duties and storage fees that must be paid starting from the day the package arrives until it is picked up, and an Argentine doctor's written prescription is also required so that the customs officer can release the package.

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

INJECTIONS

If you require regular medical injections, you should bring syringes with you from home. The cost of having injections administered by a healthcare professional is not covered by your Spanish Studies insurance, so be prepared for that expense. In order to get your injections administered by a healthcare professional at a clinic in Córdoba, your doctor at home must write you a letter with the following information:

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

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

HEALTH INFORMATION FOR TRAVELERS TO ARGENTINA

Please check the Centers for Disease Control and Prevention (CDC) [website](#) for up-to-date information on required vaccinations and tips on staying healthy while in Argentina.

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

FITNESS

There is no gym on campus. There is a Sports Office that belongs to UNC and provides a large list of sports and activities that students can join, some of which may require a small fee. There are no swimming pools on campus, but UNC works with one nearby.

Your housing will be located near a gym, but the membership pass cost will depend on the particular area. A pass is usually around 250/350 pesos per month.

It is safe to run in Parque Sarmiento or Parque Las Tejas, both of which are next to the campus. Of course, students should avoid going there at siesta time and/or late at night.

Academics with Spanish Studies Abroad and Universidad Nacional de Córdoba

INTENSIVE PERIOD

All semester and academic year students will begin their semester in Córdoba with a period of intensive study of Spanish language and Latin American culture. This initial focus will help you with your language skills and cultural immersion. During the month-long Intensive Period, you will be enrolled in one 5-credit intensive language course for which you pre-registered. These courses are offered through **PECLA** (Programas de Español y Cultura Latinoamericana), a department of the Universidad Nacional de Córdoba (**UNC**) that provides language and culture programs for international students. Classes are held Monday through Thursday during the Intensive Period. Students enrolled in the Summer Term will take part in the Intensive Period only.

CONTINUATION PERIOD

Following the Intensive Period, students who are part of the Spanish Studies program will take their remaining courses at PECLA, alongside other Spanish Studies and international students. Students who are part of the Integrated Studies program will begin a combination of PECLA courses, as well as courses at the UNC alongside Argentine students. Students partaking in the Internship or Service Learning Semester will begin their fieldwork at this time.

During the semester, your schedule will depend on the courses in which you are registered. Generally non-integrated courses will meet Monday through Thursday. Note that integrated courses with local students may meet on Fridays, as well.

Students attending semester or academic year programs will take the **Certificado de Español Lengua y Uso (CELU)** test by the end of the Intensive Period. This test determines which UNC courses you are eligible to take. Students attending the Integrated Program at UNC who do not obtain a minimum grade of “Intermedio-Bueno” or above at the CELU exam who elect to remain in the Integrated program must retake the CELU exam later in the semester and pass the exam at that time in order to receive credit for the UNC course.

Note: The CELU test is mandatory for all students attending Spanish Studies and Integrated Studies programs.

The test will be administered at the end of the Intensive Period and the results will be evaluated by the Resident and Academic Directors to assess language growth. Failure to take the exam will result in a five point deduction from the final grade received in the Cultural Realities course (SPAN 343).

Students who wish to re-take the CELU exam later in the semester may do so. Please note that there is an additional fee to retake the exam, except in cases of students enrolled in a UNC course who must retake the exam to pass the UNC course.

Spanish Studies programming is academically rigorous; you can expect to do one to two hours of study at home for each hour of class time. This is probably comparable to the amount of work you have at your home college or university. At the beginning, what will be especially challenging is that all classes are taught in Spanish. The first week or so of class in the Intensive Period will probably be the most frustrating in that respect; just stick with it and know that everyone else in your classes is feeling the same way. Before you know it, you'll be following your classes with no trouble at all.

CULTURAL VISITS AND STUDY TRIPS

INTENSIVE PROGRAMS:

One-day trip to a Jesuit World Human Heritage in Alta Gracia or Colonia Caroya city. During the trip, students visit different museums (like Museo Casa del Che, Casa de Manuel de Falla, and Museo del Inmigrante, among others) and cultural sites. They also visit wineries and cold meat shops where they taste the products.

SEMESTER PROGRAMS:

As well as the one-day trip, there is a overnight trip to a neighbouring province, such as Mendoza, Entre Ríos, San Juan or Catamarca. Students visit National Parks, go on a city tour, enjoy the nature and practice extreme sports (rafting, rappel, or trekking).

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

SPANISH-ONLY POLICY

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

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

COURSE REGISTRATION

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

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

Any changes that you would like to make to your course registration after your Course Selection form has been received must be sent via email to info@spanishstudies.org after you consult with your home university academic advisor. When you get to

Córdoba, there will be a brief Add/Drop period during which you may change your schedule on a space-available basis. For your choice of UNC courses, make sure to get your home university advisor's approval for at least four alternate courses. If you arrive in Córdoba with a wider option of courses, your final selection will be easier, since there are several factors that may affect your original choice, including your performance on the CELU.

COURSE WITHDRAWAL POLICY

- **UNC (Integrated Courses)**
Students may add or drop integrated university courses without penalty during the add/drop period only. The add/drop period for integrated courses lasts for two weeks after the start of the university calendar. Once this period is over, students that drop a course will receive a “W” for “Withdrawal” on their Spanish Studies Abroad transcript. Transcripts from UNC will not show the withdrawal, as UNC’s policy is to only transcript courses for which students have taken the final exam.
- **PECLA courses**
The add/drop period for non-integrated courses lasts for one week after the program start date. If you wish to drop a PECLA course after the add/drop period, please take into account that the PECLA transcript will reflect a “NO APROBADO” and the Spanish Studies transcript will reflect a W for “Withdrawal”.

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

PROGRAM TRANSFER POLICY

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

Students that switch from the Integrated Studies program to any non-integrated program, as a consequence of dropping their university course, will receive reimbursement for only the housing portion of their program costs and only if such change occurs during the established Add/Drop Period. If the change occurs after the Add/Drop Period has ended, students will not receive any reimbursement. Whether reimbursement is received or not, students that have transferred to a different program must depart on the new program’s established end date.

ACADEMIC HONESTY

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

Incidents of academic dishonesty may be reported to the student’s home campus.

FINAL EXAMINATIONS

Refer to the calendar included in your online acceptance packet to see when final exams take place. You must take your final exams as scheduled, so arrange your flight home for the program end date. While some final examinations may take place prior to the dates scheduled on the calendar, this is in no way guaranteed. Therefore, make sure you will be in Córdoba during the final exams week indicated on the calendar. Under certain special circumstances (such as a wedding, graduation, etc.), students may petition Spanish Studies in writing before the start of the program to have their final exams administered early.

TRANSCRIPTS

The U.S. office of Spanish Studies issues academic transcripts at the end of each program. Your official transcript will be mailed to the address you provided in your application and a student copy will be mailed to you at your home address.

Note: Transcripts for integrated courses will be delayed due to the UNC academic schedule. If you have an outstanding balance on your account, your transcript will be held until the balance is paid.

Spanish Studies Abroad transcripts show course numbers and titles, the number of contact hours and credits, and the grades for all coursework undertaken on the program, internships completed through Spanish Studies Abroad, IRP’s, and course work completed at the Universidad Nacional de Córdoba. Grades and credits are reported according to the semester-hour system.

Spanish Studies courses may not be taken on a pass/fail basis. Petitions to change a course from traditional grading to pass/fail must be addressed by the Registrar of the student's home institution.

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

If you participate in the Integrated Studies program, you will receive a transcript from the Universidad Nacional de Córdoba (UNC) accompanied by a Spanish Studies transcript to serve as a translation into the U.S. college credit and grading system.

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

Once the program ends, you will receive an official transcript sent to the designated recipient on your Home School Approval Form, and you will be emailed a student copy. If you need an official transcript in the future, there is a fee of \$10. If you'd like to order multiple transcripts at once, each additional transcript in the batch will cost an additional \$5. You may either choose to pay by check made payable to The Center for Cross-Cultural Study, Inc. or complete a credit card authorization form that is available on our [website](#). If the receiving institution requires a copy of the UNC transcript from Argentina, the student is responsible for international postage. You should submit the Transcript Request Form to the U.S. office of Spanish Studies Abroad with the following information:

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

Note: If you received a transcript from a U.S. degree-granting institution (Heidelberg University), you will need to contact Heidelberg University to request an additional transcript. Please visit the university's [website](#) for a transcript request form and information about associated fees.

Experiential Learning Opportunities

Spanish Studies Abroad students with an advanced level of Spanish are strongly encouraged to pursue one of our Experiential Learning opportunities. These include completing an internship, a service learning project, volunteering, or conducting an independent research study. If you have any questions, you can find more information [here](#) or you may contact the Spanish Studies Abroad office in the U.S.

INTERNSHIP AND SERVICE LEARNING COURSE OPTIONS

Qualified students have the opportunity to pursue an unpaid internship or service learning experience in Córdoba. Internships and service learning are available in local businesses, educational institutions, and nonprofit organizations. Acceptance into this course will rely heavily on the results of the language placement exam (CELU). A high level of Spanish is also required for the Internship or Service Learning Course Option.

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

Your performance will be evaluated in the following ways:

- Regular meetings with the Internship Supervisor (the Resident Director or appointed Faculty), in which students discuss progress and brainstorm solutions to issues encountered in the field
- Workplace supervisor observation and evaluation
- Anthropological tools, such as blogging, dialog, and memoir, which enhance understanding of the process of integration and the local culture
- A written report submitted at the end of the internship/service learning experience

- Additional criteria for evaluation, grading, and granting of credit may be established by your academic advisor on your home campus.

INTERNSHIP AND SERVICE LEARNING DEADLINES

If you would like to be considered for an internship or service learning course option in Córdoba, you will need to submit the corresponding application to the U.S. office of Spanish Studies in advance of the deadlines listed below. More information about the internship option and the service learning option can be found [here](#). Applications are available on the Spanish Studies Abroad website. **Please note that these applications require the written approval of your academic advisor at your home institution.**

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

- Summer Term and Fall Semester – June 1
- Spring Semester – December 1

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

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

INDEPENDENT RESEARCH PROJECTS

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

Academic Year students who opt to participate in the IRP program enroll in LAS 450AN Latin American Studies Research Project. Students begin their research in November and continue independently through the month of January (which is vacation for nearly all Argentines). During this time our Argentina staff will not be in the office, but students will be provided with the necessary emergency contact numbers. The month of February will be dedicated to work on the final written project and presentation under the direct guidance and supervision of their tutor, in addition to taking the second Intensive Period course.

VOLUNTEER OPPORTUNITIES

Volunteer opportunities give students a chance to get to know the local community and improve their Spanish in the process. Past volunteer projects have been available in schools and nonprofit organizations. While a volunteer opportunity is more flexible than an Internship or Service Learning experience, students are still expected to make a solid commitment and to maintain a set schedule. Interested students may inquire about this opportunity during the first week of their program.

ACTIVITIES

Spanish Studies and PECLA sponsor a number of activities throughout the duration of the program. Please check your program calendar for the official dates and locations. These typically include:

- Cultural site visits to museums, monuments, etc.
- Day-trip to the Jesuit *estancias*
- Overnight trip to Rosario and national parks in provinces neighboring Córdoba

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

SPEAKING PARTNERS PROGRAM

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

promote long-lasting friendly and cordial relations between the Speaking Partners.

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

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

Travel and Visits from Family and Friends

Since the Summer Term is an intensive program, classes are held Monday through Thursday. Cultural visits in the afternoons and weekend travel will provide plenty of opportunities to get to know Argentina outside the classroom. There are plenty of small towns near Córdoba that make great day trips during the weekend.

During the Continuation Period of semester programs, most classes are held Monday through Thursday. Integrated courses may also meet on Fridays depending on the course. This means that you may have plenty of time to plan trips and weekend outings and will not need to miss any of your scheduled classes.

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

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

VACATIONS AND LONG WEEKENDS

Vacations and long weekends are a great chance to travel to places that may be hard to get to on a weekend. You may want to take this opportunity to travel around Argentina and become acquainted with other regions of the country. You may also wish to travel to other countries if time permits.

Packing Suggestions

FASHION

The fashion in Córdoba is very similar to that in the United States; however, there are certain key differences you will want to be aware of. Argentines tend to be more trendy and polished in their day to day outfits. Running sneakers and exercise clothes (including sweatpants and yoga pants) are usually worn when exercising and pajamas should **never** be worn to university. In summer months, the fashions are similar to in the United States; however, students should keep in mind flip flops are only worn to the pool or beach. When going out at night, the dress is often formal at clubs or *boliches* while smaller bars may be more casual.

CLOTHING

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

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

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

OTHER ITEMS

● This Handbook and the Córdoba Cultural Guide ● Spanish Studies Departure Newsletter (sent via email a few weeks prior to departure) ● Battery-powered alarm clock ● Travel books (try [Lonely Planet](#) or [Rough Guides](#)) ● Spanish-English dictionary and grammar book ● USB device for storing assignments and printing purposes ● Beach towel ● Washcloths, if desired ● Camera ● Backpack (or bookbag) ● Any cosmetics/products you use* ● Medicines for cold and upset stomach ● Vitamins ● Pictures of family, friends, and home ● **Prescription medications**, if needed** ● Sunscreen ● Umbrella ● Watch ● Your favorite music (iPod, etc.) ● Gift(s) for your host family

* *Chicas*: While sanitary pads are always available, tampons are difficult to find and not always readily available.

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

SECURITY AND PERSONAL CARE

We suggest taking a suitcase that locks so you can keep valuable items secure at all times. This would be the place to keep your passport*, airline tickets, extra cash, and anything else of value that you don't want to leave lying around. You should also know that your things might get moved around when your family cleans your room. Remember that this is their job; they are not trying to get into your belongings.

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

You will be able to find a lot of the everyday products you need in Córdoba, so there is no need to stock up on shampoo and soap. Feminine hygiene products are also available, of course, but you may be more comfortable with the style or brand you use at home. Nevertheless, we recommend that you take what you'll need for the first part of the trip so you'll be able to get settled in, but don't over pack these things. You may want to pack your favorite cold and upset stomach medicines, just to be prepared. You can get medicines at pharmacies in Córdoba, but they'll be different from what you're used to and when you're sick you may feel better using what you know works for you.

PLUG-IN APPLIANCES

The general rule is: don't bring them. The electrical current in Argentina is 220 volts-50 cycles, not the 120 volts-60 cycles we use in the U.S. That means that appliances like hair dryers, curling irons, or electric shavers will be ruined if you plug them in without a converter. We highly recommend that if you can fit it in your budget and absolutely need your hair styling tools, purchase them in Argentina to avoid any issues with electricity. If you need a hair dryer, you'd be better off using an inexpensive one in Córdoba rather than risking destroying your U.S. hair dryer when you plug it into a converter or adapter—these are not always effective. If you do buy a converter or adapter, make sure it is the appropriate voltage for ALL of the products you are bringing.

This rule may or may not apply to electronic devices like laptops. Some have built-in converters, in which case you would only need the adapter for the plug. Be sure to check the manufacturer's instructions to see that your device will operate at 220 volts. If the company makes special plug adapters (i.e. as Apple does for its Macbooks) we recommend that you purchase and use those instead of plugging into a separate converter or adapter. In the case of a power surge you may risk the destruction of your laptop. For some items you may buy a plug adapter once you get to Córdoba at a *ferreteria* for about 50 Argentine pesos (about \$3.00 USD)

Note: If you do bring an electronic device, be aware that these are items many Argentines simply don't have, and it's wise to be discrete with them in public so as not to attract thieves.

Housing

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

All students live in a private home with an Argentine family. There may or may not be people your age in your homestay. Please note that you *may* be paired with another Spanish Studies Abroad student who is of the opposite sex. If this is the case, you will have separate bedrooms and bathroom access. This is an exception to our normal housing policies that has been made based on housing preferences. If you have any issue with your pairing, please let us know right away and we'll coordinate with the Resident Director in Córdoba, Argentina.

Spanish Studies students will live in the same home throughout the Intensive Period and during the Continuation Period. Our Resident Director in Córdoba chooses homestays very carefully based on the students' housing questionnaires. Most of the families who host Spanish Studies Abroad students have been working with us for years and come with the highest recommendations from former students. Please note that in the interest of meeting the goal of cultural immersion, it is Spanish Studies' policy not to pair students from the same school in the same homestay during semester and academic year programs. It is also Spanish Studies' policy that visiting friends and family members not stay with the host family. If you ever have a problem with your housing assignment—whether it be with your host family, or other students living in the home—tell the Resident Director right away. She will help you to work out whatever problems come up, and if things aren't resolved, help you decide if you would like to move to another home.

You will receive your host family's name, address, and telephone number via email one to two weeks prior to the start of your program. **Please note that assignments may be subject to last-minute changes.** Usually, the host family will also provide their email address. We encourage students to introduce themselves via phone or email before leaving for Córdoba. The Resident Director will make sure that students with health and dietary needs can be accommodated. Please remember that there may be additional fees associated with special dietary restrictions. Keep in mind that smoking is much more common in Argentina, and even if no one in your host family smokes, visitors to the home may.

In your home you will have a bed, bed linens, towels, blankets, and a place to hang or store your clothes. Argentine homes do not usually have central heating or air conditioning, which might come as a surprise to you in the months when you want it most. You just have to dress for the seasons and see how your host family deals with the different temperatures. Your family will give you a set of keys to your house so you will be allowed to go out and experience Argentine life on your own schedule. With that comes the responsibility of keeping your family informed of your plans; let them know if you will be home late or if you plan to miss a meal. Note that the keys must be returned to your host family at the end of the program.

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

Note: Students who wish to remain in their private home beyond the dates of the program must receive permission from both Spanish Studies Abroad and the host family in advance. Please note that there are additional fees, payable to Spanish Studies Abroad, for extra days in housing. Academic Year and Calendar Year programs do not include housing between semesters. If you wish to stay in your home in Córdoba during the time between semesters, contact the U.S. office regarding availability and prices.

HOUSING NORMS FOR STUDENTS AND HOST FAMILIES

To ensure a correct and cordial relationship between the host(s), students, and Spanish Studies Abroad, a series of norms and recommendations have been designed. There are minimum conditions designed for all homes in general; it is normal for personality differences to exist between the host(s) and student and there will also be certain differences between one home and another. **Note that while it is Spanish Studies Abroad policy not to place male and female students in the same home, an exception may be made based on student housing preferences. This will only happen if each student, male and female, has a separate bedroom and access to separate bathrooms.** If you have a doubt, don't understand a certain norm, or would like to make a comment regarding housing, be sure to consult with the Spanish Studies staff in Córdoba immediately.

YOUR BEDROOM WILL HAVE:

- A comfortable bed with a mattress in good shape, enough blankets, a pillow, sheets, and pillowcase.
- A table with a lamp, large enough to study or write on comfortably (minimum 40" x 20").
- A reading lamp with at least a 60 watt light bulb for each student.
- A ceiling lamp with at least a 60 watt light bulb.

- A closet with enough drawers and hangers for the student's clothing and belongings.
- A heater in winter and a fan in summer which the student will have at his/her disposition whether he/she uses it or not. The student must not leave the heater/fan on during the night.
- The student must turn off the lights in the bedroom, bathroom, etc. when he/she leaves the room.

THE BATHROOM WILL HAVE:

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

LAUNDRY:

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

MEALS:

- The student will eat with the family. A student typically should not have to eat alone except when he/she is not able to arrive in time for the meal.
- The student should respect the eating hours in the home; a day when he/she will not eat or sleep at home he/she should communicate this to the host family in a timely fashion.
- If the student wants to use the refrigerator, he/she must ask the host family for permission, who in turn will authorize this or not.
- Bottled water, milk with meals, between-meal snacks, fruit juices, and alcohol are not included in the housing fee.
- The menu must be flexible and varied, taking the student's preferences into account.
- The meal schedule must be flexible, taking the student's class schedule into account.
- The student may request, 24 hours in advance, that a cold lunch be prepared for him/her, to take on field trips.
- The meals that the host family will prepare for the student are:
 - Breakfast: Toast with butter or something similar, with coffee, tea, hot chocolate or milk.
 - Lunch and dinner: One dish and dessert per meal. The dish must include meat or fish and vegetables. It is preferable that the dessert be fresh fruit.

TELEPHONE:

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

DOCTOR:

If a student doesn't feel well and needs a doctor or medication, the following options apply:

- Students can see any doctor they like and pay up front (and later make an insurance claim) OR they can see one of our contracted doctors and not have to pay out of pocket. The complete listing of doctors and hospitals is online at <http://www.culturalinsurance.com/> or students can consult the CISI brochure for nearby doctors and hospitals.
- Doctors can make a house call to the student's host family (For example, if a doctor charges \$60 for the consult and then adds \$20 for the house call, the \$20 would not be covered by insurance)
- The host family will not give any medication to the student.

- In case of serious illness the student or host family should call Spanish Studies. Spanish Studies staff can also accompany the student to the doctor if he/she wishes.
- Emergency phone number: 312.935.1703 (or look on the back of your CISI card)
- If a student misses class due to medical reasons, he/she or the host family should contact the Spanish Studies staff.

HOUSING CHANGES:

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

MISCELLANEOUS:

- The student should respect the schedules and customs of his/her host family.
- If the student decides not to spend a night in the home, he or she should communicate this to the host family.
- The host family will not discuss financial matters related to housing, as this is very uncomfortable for everyone.
- If the host family finds it necessary to be absent overnight or on a weekend for any reason they must inform the Spanish Studies staff. Both the Spanish Studies staff and the student must agree to this.
- There should be a pleasant environment in the house, where the student feels comfortable and welcome.
- The host family should pay special attention not to invite any visitors to the home that could cause an uneasy or unsafe situation for the student(s).
- Should the student not leave the home on the program end date, Spanish Studies Abroad is not responsible for paying the host family for extra day(s).
- The student may not take his/her friends to the home without previous permission from the host family.
- The student may not have guests staying overnight.
- If the student's house keys get lost or stolen, for fear that the missing keys may be used to rob the home, the host family may ask the student to pay for a new lock.
- The student cannot use articles like towels, sheets, etc. outside the household.
- The student's room may not be rented out during weekends or school breaks even if the student is not present.
- The house may not have a charcoal, coal-dust, gas, or similar type of heater.
- The host family is not required to meet the student at the airport upon arrival in Córdoba, nor bring the student to the airport for his/her return to the United States.

Special Dietary Needs: Vegetarians, Vegans, and Gluten-Free

There are very few vegetarians in Argentina. As you will notice from the descriptions of Argentine food in the Spanish Studies 'Know Before You Go' Guide, Argentine culture is not particularly vegetarian-friendly. It is possible, however, to be a vegetarian in Argentina. In addition to the variety of salads served at most restaurants, the country offers many delicious breads and cheeses along with a number of great pasta dishes. As a vegetarian, you should be very careful in restaurants and make sure that the dishes you order do not contain meat. Many vegetarians will opt to eat fish while in Argentina; this will give you more options and probably allow you to eat more nutritiously while abroad. A handful of vegetarian restaurants and cafes may also be found in Córdoba and in other major Argentine cities.

Vegans will be hard pressed to eat very well in Córdoba. Food may be cooked in butter (although vegetable cooking oil is more common), and meat is used to flavor many bean and vegetable dishes. If you plan to change your diet and begin eating fish, meat, or even dairy, you should start incorporating these foods into your diet before you leave so that you will not become sick at the start of your program.

Students requiring a gluten-free diet should inform Spanish Studies right away, so that the Resident Director may search for an appropriate homestay that can serve such meals. Gluten-free foods are not as readily available in Argentina as they are in the United States, but there are a few specialty stores, referred to as *dietéticas*, that sell such products. Food packaging may also announce the contents of the product with labels such as, *Contiene gluten, libre de gluten, or sin TACC (sin trigo, avena, cebada y centeno)*. Please speak with the Spanish Studies Resident Director after arrival in Córdoba for more information.

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

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

Note: Some dietary accommodations may require an additional fee.

Public Transportation

You will most likely use the public bus network while you are in Córdoba. Local city buses in Argentina are known as *colectivos*. Some of the homes will be within walking distance of the UNC and some won't. You will also want to go to downtown Córdoba to visit the sites, shop, and enjoy the city's student atmosphere. A ride on a city bus costs \$12.50 Argentina pesos (about 85¢ USD) and you pay with a refillable magnetic card. You can get *tarjeta magnética* at newsstands and convenience stores called *kioscos*. There is usually one located near every major bus stop.

During the Intensive Period, you will learn to calculate the time you need to get to the bus stop, wait for the bus, and reach your destination (at the beginning, it'll be basically between your home and the UNC campus, but little by little you'll become familiar with the system and start using other lines to go places). Once you are in Córdoba, the Resident Director will provide you with a link to the Córdoba municipal website so that you can access a map with all bus routes.

Taxis (yellow cars) and *remises* (light green cars) are another option you will have in the city. Both are inexpensive and provide you with a safe means of transportation, especially if you go out later in the evenings. The difference between taxis and *remises* is that you have to call a *remis* company if you need a car. Taxis, on the other hand, can be hailed on the street in most commercial areas of the city. **For late-night rides, it is always advisable to call a *remis* company. They get your phone number and the company keeps track of the specific car in which you will be riding.**

Keeping in Touch with Family and Friends

MAIL

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

Your Name
Prosecretaría de Relaciones Internacionales
Av. Haya de la Torre s/n
Pabellón Argentina (detrás del Patio de Las Palmeras)
Ciudad Universitaria
Córdoba (5000)
Argentina

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

Airmail letters generally take 12 to 15 days to travel between North America and Argentina. Depending on weight and size, an airmail letter costs between 11.50 and 49.50 pesos (about \$2.45 to \$10.60 USD). Argentina's national postal service, [Correo Argentino](#), maintains branches around Córdoba and most Argentine cities and towns. Other shipping companies, such as UPS or DHL, are also available. We do not recommend sending packages via FedEx, as they will be stopped in customs in Buenos Aires and must then be retrieved in person.

Be aware that in Spanish-speaking countries, street address numbers are placed *after* the street name. Also, it is common to omit designations like “street” or “road,” so an address like “446 Main Street” would be listed as simply “Main 446.”

PACKAGES

We strongly recommend that you do not send large packages to Argentina! It’s expensive, you may have to pay a high customs tax (up to 50% of the value of the contents!) when the package arrives, and the delivery system may not always be reliable. If your family or friends want to send you something, it’s a much better idea if they deposit some money in your account or offer to pay your credit card bill so you can simply buy it yourself in Córdoba. If, however, you think it’s absolutely necessary that your family or friends send you a package in Argentina, please make sure they use a **certified mail carrier with a package tracking number**.

Note that you should present your passport as identification when picking up packages.

TELEPHONE

Your homestay will have a phone where you can receive calls. However, you will not be able to make outgoing calls except in emergencies. If you want to call home, you will have a number of options:

- Use a **locutorio**, or call center (they often offer internet access too). There are separate booths, and the staff can help you place your call. Calls are more expensive during peak hours (8:00am to 8:00pm weekdays and 8:00am to 1:00pm on Saturdays), but per minute rates to North America are reasonable (about US\$0.50-\$0.70 per minute maximum). Most *locutorios* will also send and receive faxes for a reasonable charge.
- Buy a **tarjeta telefónica** for use from any phone at a *kiosco* or *locutorio* (one of the most popular is *TELETEL*). Many host families will let you use their phone if you have a phone card to pay for calls. We don’t recommend that you buy a prepaid phone card before leaving for Córdoba since companies in Argentina offer better rates and simpler procedures for calling out of the country. In addition, a card bought in another country might not work in Argentina.
- Purchase a **cell phone** with a pre-paid plan for about \$100.00 USD. There are several cell phone companies offering a wide variety of plans. Students are advised to ask whether the companies charge for incoming calls from abroad before making a decision. Certain local carriers will allow you to choose one local number that you can talk to for free.
- Bring **your own phone**. You can sometimes take an unlocked phone from home that accommodates a SIM card and, once you arrive in Argentina, purchase a very inexpensive SIM card (as low as 10/15 pesos from almost any *locutorio* or *Kiosco*) that will give you a local number, put it in your phone and just purchase minutes as you go. **Contact your service at least a week before departing for Argentina to ensure that your phone will be unlocked, and make sure to backup the information in your phone before departure. Data such as your contact list, might disappear when another SIM card is put into your cell phone.** Also, for those that would feel more comfortable having a working phone before you leave, there are several websites that offer international phone rentals, such as: <http://www.cellhire.com>. It is highly recommended to download **Whatsapp** app to communicate with the staff, families and other students.

EMAIL AND COMPUTERS

All Spanish Studies Abroad housing in Córdoba has internet connection. If you have a laptop, you will probably want to bring it with you to Córdoba. It will give you the ability to write papers at home and during the weekends.* Also, it will be helpful to have a portable USB drive to be able to save your files from computer to computer and to print papers as needed.

*** Note: Please refer to “Plug-In Appliances” Under “Packing Suggestions” for more details.**

Internet services are also available all over Córdoba, and other cities in Argentina, for very reasonable rates (often as little as \$1.00 USD per hour or less). You’ll find *locutorios* or *cibers* (internet cafés) in the neighborhood around UNC (ask your host family about the closest one so you can send a message letting everyone know you arrived safely the very day you arrive!) and also at the main bus station and downtown. You may also find that some cafés in the city center have WiFi free of charge. One café in particular is called *Lapana*—a small, local chain in Córdoba—they are easily noticeable, as they have a bright orange awning, and you will find these in many locations throughout the city.

Wireless internet is available at some UNC buildings, such as the PECLA building where you’ll take a few of your classes. However, be aware that the technology available in UNC computer labs may not be what you are used to at your home campus and that internet access is not as widely available at the UNC.

VIDEO CALLS

One of the cheapest and most popular ways to keep in touch with family and friends is through video chat. Many servers, such as Skype or Google Talk, allow users to communicate face-to-face over the internet. FaceTime (between iPhones only) is another way to make audio and video calls for free over WiFi. These servers are usually free, even over long distances and international borders. Users will need a webcam and an internet connection, and will need to set up an account with the server prior to use. If the user does not have a webcam, they can still voice chat just as if they were talking on the phone. Video calls are easy and secure, and are a great way to communicate with friends and family abroad.

Billing Details

Spanish Studies Abroad is affiliated with over 70 colleges and universities. For most affiliated schools, payment is made to Spanish Studies directly by the school. However, billing arrangements vary between universities, so we ask that you pay close attention to the information received in the acceptance letter and in the View/Pay Bill section of your online account.

PAYMENT OF FEES

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

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

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

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

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

FINANCIAL AID

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

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

Scholarships

SPANISH STUDIES ABROAD SCHOLARSHIP PROGRAM

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

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

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

VIDEOGRAPHER GRANT

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

SPANISH STUDIES ABROAD ALUMNI SCHOLARSHIP FUND

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

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

OUTSIDE SCHOLARSHIP OPPORTUNITIES

For a list of other study abroad scholarship opportunities not offered through Spanish Studies Abroad, please refer to our Scholarships Page at https://www.spanishstudies.org/outside_scholarships.html.

Possible Additional Fees

TRANSCRIPT FEES

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

HOUSING BETWEEN PROGRAMS

Students participating in an academic year or other programs combining two or more terms of study may choose to travel between terms or stay with their host family. If the student chooses to stay with the host family between terms, then the student will be responsible for any room and board fees incurred during the break. Please refer to your acceptance letter or contact the U.S. office of Spanish Studies Abroad for exact fee amounts and payment deadlines.

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

Refunds

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

Withdrawal from the program between the final payment due date and 30 days before the start of the program has a penalty of 25% of the program fee. Withdrawal from the program between 29 days before the start of the program and 1 day before the start of the program has a penalty of 25% of the room and board fee and 100% of the tuition, study tours and orientation, and general education fees. There is no refund for any portion of the program fees on or after the program start date. Please note, these penalties are in addition to the program deposit, which is non-refundable.

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

Students that switch from the Integrated Program to the Spanish Studies Program as a consequence of dropping their university course will receive reimbursement for the housing portion only if such changes occur during the established add/drop period. If the change occurs once the add/drop period finalizes, students will not receive reimbursement for the housing portion. There will be no refunds for the tuition portion of the Integrated Studies Program at any given point of the semester. Students must also depart on the established end date of their new program calendar.

Places to Stay in Córdoba

HOSTELS

Tango Hostel
Simon Bolivar 613
<http://tangohostelcordoba.com/>

Hostel Córdoba Backpackers
Independencia 229
<http://www.cordobabackpackers.com.ar>

APARTMENTS

Apart Hotel Córdoba Inn
Caseros 222
www.cordobainn.com.ar

Apart Hotel Nueva Córdoba
Buenos Aires 468
guia.clarin.com/apart-hotel-nueva-cordoba/2071181

Apart Hotel Concord
Bv. San Juan 495
www.concordapart.com.ar

Magali Edificio Ayacucho 498
www.aparthotelmagali.com.ar

Docta Suites
27 de Abril 876
www.doctasuities.com.ar

HOTELS

Interplaza Hotel *****
San Jeronimo 137
www.interplazahotel.com.ar

Ducal Suites Hotel *****
Corrientes 207
www.hotelducal.com.ar

King David Flat Hotel *****
Av. General Paz 386
www.kingdavid.com.ar/

Gran Hotel Victoria *****
25 de Mayo 240
<http://www.granhotelvictoria.com.ar/index.php/es/>

Windsor Hotel & Tower *****
Buenos Aires 214
<http://www.windsortower.com>

Gran Hotel Dorá Córdoba ***
Entre Ríos 70
www.hoteldora.com

Academic Pledge and Program Conditions & and Release

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

ACADEMIC PLEDGE

Spanish Studies Abroad Code of Conduct

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

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

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

Spanish-Only Policy

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

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

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

Students are expected to use Spanish in all written and verbal communications while abroad. Students are NOT expected to speak in Spanish when they are faced with an emergency, when speaking with U.S. family members, and on occasions when it is absolutely necessary to use English. However, speaking English in the presence of other Spanish Studies students is considered a violation of the policy and must be avoided at all times-- for example, if you receive a call from your parents when you are near fellow students, you should lower your voice and step out of earshot.

Academic Pledge

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

Student's name: _____

Student's signature: _____ Date _____

PROGRAM CONDITIONS AND RELEASE STATEMENT

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

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

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

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

I have read and understood the Program Conditions and Release Statement, and agree to the conditions.

Student's name: _____

Student's signature: _____ Date _____



SPANISH
STUDIES
ABROAD

Since 1969

The CENTER for CROSS~CULTURAL STUDY

CÓRDOBA, ARGENTINA STUDENT HANDBOOK