



**SPANISH
STUDIES
ABROAD**

The Center for Cross-Cultural Study

The Center for Cross-Cultural Study

Seville, Spain Student Handbook

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Mission Statement

The mission of SSA 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, SSA 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.

After Acceptance

Before You Buy a Plane Ticket

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

Online Account

All students studying with SSA 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 SSA

In order to finalize your acceptance in a SSA program, you must submit the following items via your online account as soon as possible. All pre-departure items will be due within 2 weeks of the application deadline.

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

Passport and Visa

To travel to Spain you need a valid passport. For U.S. citizens, the most convenient place to apply for a passport is at your local post office. If you do not yet have a passport, apply for one immediately! It can take between 4-8 weeks to receive your passport. If the start of your program is less than 90 days away and you have not yet applied for your visa (see below), you will have to pay for expedited service of your passport. Expedited service still takes about 2-3 weeks. The U.S. Department of State's website provides details on passports and current processing times [here](#). 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 6 months after the SSA program concludes. If it is not, you must renew your passport. To ensure that the passport is valid, it must also be signed on the page that is beside the page with your picture and personal information.

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

Student Visa

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

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

Semester Student Visa Process

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

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

Please consult our [Visa Handbook](#) for further guidelines. Some semester students do not require a student visa if their program is less than 90 days. Consulates typically will not accept an application submitted more than 3 months before the program start date. Please check with your consulate for individual rules and restrictions.

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

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

Academic Year Student Visa Process

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

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

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

a) The Department of Justice of the State where you have lived in the past 5 years. It must be legalized with the Apostille of the Hague Convention from the corresponding Secretary of the State. **(*Please note that local police background checks will not be accepted!)**

- OR -

b) FBI Records for International purposes issued by the U.S. Department of Justice – Federal Bureau of Investigation and must be legalized with the Apostille of the Hague Convention from the U.S. Department of State (in this case the Apostille must be from the Department of State and **not** from the Secretary of State).

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

Short Term Program Students

U.S. citizens attending a January, May, or Summer Term program do not need a visa. **Non-U.S. citizens may be required to apply for a visa, even for short term programs in Spain.** Again, if you are not a citizen of the U.S., you should check immediately with the appropriate Spanish embassy for your home country to learn about what requirements you must complete for a student visa.

Legal Matters

Income Taxes

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

Power of Attorney

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

Absentee Voting

If you are a U.S. citizen and will be abroad during an election, SSA urges you to vote via absentee ballot. **You should apply to do this at least 2 weeks before you leave home.** U.S. citizens can get more information, as well as the forms needed to apply for the absentee ballot, by visiting the Federal Voting Assistance Program website at www.fvap.gov. Be sure to also call the local city clerk’s office of the city where you are registered to vote.



Social Media

Facebook

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

Instagram

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

Pre-Departure Orientation

Students accepted to SSA in Seville are invited to participate in an online Pre-Departure Orientation. During this session, students will be able to ask Student Services staff and the on-site Seville staff specific questions about study abroad in Seville. Dates and information on how to join the meeting will be sent via email closer to the session date.

Departure Newsletter

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

Financial Information

Billing

SSA is affiliated with over 100 colleges and universities. For most affiliated schools, payment is made to SSA directly by the school. However, billing arrangements vary between institutions, so we ask that you pay close attention to the information received in your admissions decision 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 SSA, you should ask your college or university to discuss this with SSA directly.

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

Payment must be received by the U.S. office of SSA 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 SSA 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 SSA regarding the necessary paperwork to defer your final program payment due date.

Financial Aid

You must speak with the financial aid office at your home institution 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 SSA Financial Aid Deferment Form should be submitted to your home institution's financial aid office to be completed and returned to the U.S. office of SSA before your program final payment due date. You will also need

to make sure that the financial office is able to coordinate with SSA regarding any forms that they need completed by SSA to transfer financial aid, such as a Consortium Agreement.

Possible Additional Fees

Early or Special Final Examination Fees

Final examinations must be taken as scheduled. Under certain special circumstances (such as a wedding, graduation, etc.), students may petition SSA before the start of the program to have their final exams administered early. We ask students to make sure that post-program travel plans do not begin until the day after final exams end, as noted in your program calendar. If, after arriving in Seville, a student finds that s/he needs to leave the program before the last final examination due to an unforeseen emergency, the student may petition the Resident Director to take special final examinations in Seville or at the home college under the proctorship of a professor, after returning to the United States. **There may be a fee for taking early or special final exams.**

Transcript Fees

Students whose home institution requires a transcript from a U.S. degree-granting institution may obtain academic institutional credit and a transcript from our School of Record, Heidelberg University in Tiffin, Ohio; an additional fee 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 SSA acceptance packet and must be returned to SSA before the start of the program. In order to facilitate the issuing of the transcript, the student may be billed by SSA on behalf of Heidelberg University for the additional fee. SSA will then pay Heidelberg University for issuing the transcript.

Note: This fee can be paid through the student's portal.

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. Housing between terms is included in the program costs.

Housing Changes

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

Refunds

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

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

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

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

If you decide to switch programs once in the host country, you are responsible for paying the difference in program costs. There will be no reimbursement for any portion of the program (tuition, housing), if your new program is less expensive.

Scholarships

SSA Scholarship Program

The SSA Scholarship Program is open to all students enrolled in all of our programs. We offer scholarships for \$1,500 for semester programs, and scholarships for \$500 for short-term programs. Students may apply for only one of the two scholarship options: The SSA Merit-Based Scholarship or the SSA 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 SSA 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 Alicante and is not used toward payment of program fees at SSA.

Go Again Alumni Scholarship Fund

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

- Semester/Academic Year: \$1,500
- Short-Term: \$500

Outside Scholarship Opportunities

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

Getting to Seville

Travel Information

Booking Your Flight

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

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

Once you have your flight itinerary, you must submit the information via your online account, or email it to info@spanishstudies.org. If you have any delays or last-minute changes in your flight itinerary, please inform our U.S. and Spain office at info@spanishstudies.org and your parents or guardians.

Arrival

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

SSA staff will be at the airport on the program start date, typically between 9 am and 1 pm, in order to assist you in getting a taxi to your homestay or student residence. If you arrive outside of that time, please take a taxi directly to your host



family's address or student residence address. Please look for the SSA signs and staff members once you get your luggage at the Seville airport. We will WEAR black SSA t-shirts as shown in the picture to the right.

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

A taxi from the airport to downtown Seville takes around 25 minutes and charges a flat fee (around 25 Euros) on weekdays from 7 am to 9 pm. This fee can be slightly higher on weeknights, weekends, and holidays. We recommend that you ask the taxi driver for a receipt. We advise students to exchange at least \$100 USD to Euros before departing for Spain, or upon arrival at the Madrid airport.

If you lose your luggage, you must file a claim at the "lost luggage," or "*equipajes perdidos*" desk in the luggage area of the airport. In the case of luggage delay, you are responsible for claiming your own luggage. You can either have them send it to **Centro Norteamericano, Calle Harinas 18, 41001, Sevilla, España** or to your homestay address in Spain.

Please inform the SSA staff if your luggage is lost.

Note: The Center is closed on weekends, therefore listing only the Center's address could cause further delay.

Orientation

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

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

Packing Suggestions

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

Weather in Seville

Fall

When you first arrive in Seville for the Fall Semester, it will be hot. The summer heat will likely linger through the end of September, with temperatures as high as 30 or 40°C (86 or 106°F). By October and November, it will begin to cool down and it will likely rain more. At this point in the fall, it will be cool enough for a light jacket at night and on some rainy days.

Winter

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

Spring

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

Summer

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

Fashion and Clothing

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

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

Running sneakers and exercise clothes (including sweatpants, yoga pants, and leggings) are usually only worn when exercising, and pajamas are not worn at school.

When going out at night, the dress is often formal at clubs or *discotecas* while smaller bars may be more casual.

Items to Consider Packing

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

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

Other Items

- Beach towel
- Washcloths, if desired
- Backpack (or bookbag)
- Any cosmetics/products you use
- Medicines for cold and upset stomach
- Vitamins
- **Prescription medications**, if needed*
- Sunscreen (SPF 25 and higher - It's sunny!)
- Umbrella

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

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

Note: If you require specific products for curly or coily hair, you will want to bring enough of these products with you for your entire program, as they are difficult to find in Spain.

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

Securing Your Luggage

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

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

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

Plug-In Appliances

The general rule is don't bring them. The electrical current in Spain, 220V, is not the same as the current in North America. Appliances like hair dryers, curling irons, or electric shavers will be ruined if you plug them in without a converter. We highly recommend that if you can fit it in your budget and absolutely need your hair styling tools, purchase them in Spain to avoid any issues with electricity. If you need a hair dryer, you'd be better off using an inexpensive one in Seville rather than risk 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 if your device will operate at 220V. If the company makes special plug adapters (i.e. as Apple does for its Macbooks), we recommend that you purchase and use those instead of plugging into a separate converter or adapter. In the case of a power surge, you may risk the destruction of your laptop. Voltage in Spain is generally 220V, while it is 110V in the U.S.

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

While You're There

The Center

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



What to Expect

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



On-Site Faculty and Staff

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

Emergencies and Emergency Contact Information

In the U.S.

SSA
433 West Street
Amherst, Massachusetts 01002-2936
tel: (413) 25- 0011
After-hours emergency line: (413) 687-7069
info@spanishstudies.org

In Seville, Spain

Centro Norteamericano
Calle Harinas 18
41001 Sevilla, Spain
tel: (011-34) 954-224-107
fax: (011-34) 954-229-204
After-hours emergency line: (011-34) 699-306-451

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

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

Seville is open Monday through Thursday from 8 am - 10 pm, and Friday from 8 am - 3 pm local time. The U.S. office is open Monday through Friday from 9 am - 5 pm EST.

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

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

Emergency Numbers Within Spain

General Emergency – 112

Ambulance – 061

U.S. Consular Agency in Seville

Address: Plaza Nueva, 8-8, 2ª planta. E2, Nº 4

Phone No.: 954-218-751

After hours emergency line: (+34) 915-872-200

Email: sevillecons@state.gov

Website: es.usembassy.gov

U.S. Embassy in Madrid (24-hour service)

Address: Calle Serrano, nº 75

Phone No.: (+34) 915-872-200

Website: www.madrid.usembassy.gov

Full list of embassies and consulates in Spain:

<https://es.usembassy.gov/services/conserv-info/>

Health and Wellness

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

Health Insurance and Medical Help

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

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

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

If you are an academic year student, you will automatically be covered by CISI during the break between fall and spring.

If you are under medical or psychological treatment at home, you should speak with your doctor about the possible effects of study abroad and cultural change on your condition. If you have any pre-existing medical or psychological conditions, you should bring a copy of your medical records, in case you need treatment in Spain. CISI has an arrangement with a local psychologist who speaks English, and our Seville staff is readily available to assist you with setting up appointments.

We request that all students make us aware of any previous or current medical conditions, including eating disorders, via their Health Statement in their SSA account. Refusal to do so could create a substantial risk of harm. Information is treated confidentially and used in circumstances judged by the Seville Resident Director to be essential to your wellbeing. Withholding medical information could result in your dismissal from the program.

Emergency Medical Help

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

You have several choices if you become ill:

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

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

Illness and Emergency Procedures

Mental Health Needs

If you are a student dealing with a mental health issue, you probably have a number of questions and concerns. We understand that studying abroad is not always an easy experience. In fact, sometimes it can be stressful. You are important to us, and staff members are always available if you need to talk.

Please do not hesitate to ask us for advice or assistance from a professional counselor, we can give you all the information that you may need. It's easy to get the appropriate treatment needed for your condition and get back to your normal life.

SSA Seville works with both English and Spanish speaking psychologists who can assist you. The main psychologist we recommend is:

Dr. Magdalena Arcia Prieto

Address: Calle Pedro Pérez Fernández portal 7, piso 5ºC

Phone No.: (+34) 691-010-796

Email: marciaprieto@hotmail.com

More information: Bilingual. Need to call to make an appointment.

More Specialized Care Doctor Appointments

SSA can make an appointment for you if you need to see a specialist (dermatologist, gynecologist, podiatrist, etc.). If you would like someone to accompany you, please let us know. We can also provide you with options for sexual and reproductive health, safety, prevention, testing, and treatment. Keep in mind that if you need to visit a specialist, you should inform us as soon as possible. It can take up to 4 weeks to get an appointment.

Recommended Hospitals or Clinics

These hospitals are pre-approved by our Health Insurance (CISI). This means that you don't have to pay for the visit. You only need to bring a copy of your CISI identification card and passport.

Centro Médico Arenal (nearest to our Center)

Address: Calle Pastor y Landero nº 9-13.

Timetable: 9 am - 12:30 pm. From Monday to Friday.

More information: Appointments needed.

Specialists: Gynecology, allergy, dermatology, orthopedics, clinical analysis laboratory, AIDS and STDs tests.

Hospital Infanta Luisa (24-hour service - In case an emergency go directly here)

Address: Calle San Jacinto nº87

Phone No.: (34) 954-330-100

More information: Need to call to make an appointment with any doctor.

Policlínica Los Remedios.

Address: Calle Virgen de Luján, nº31

Timetable: 9 am - 2 pm / 5 - 6 pm. From Monday to Friday.

Specialists: Endocrinology, orthopedics, podiatry, gynecology, allergy and immunology, dermatology.

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

Prescriptions and Injections

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

Refill Your Medicines or Treatments

If you are taking any mental or physical treatments and you are going to continue taking it in Seville, you must inform us. One of the most important things for the wellbeing of students is to have enough medicine during their stay. As a medical procedure we need to go to the doctor to ask for the prescription of any medicine. Sometimes medicines are illegal and we need to find the most similar one. If you need to refill your medicines for any treatment, we need to know as soon as possible.

Your U.S. doctor needs to send us a signed document with the following information:

- What is the treatment?: Name of the medicine and its ingredients
- What is the treatment for?: Reason why you are taking this medicine
- How are you taking it?: Quantity and times

Medicines must be in their original containers: that is, labeled with your name and the name of the prescription drug. In the case that you are unable to acquire enough for the entire stay, or just in case your medication is lost, you should take a written prescription for replacement of the drugs. The prescription should bear the generic name (chemical composition) of the drug, NOT the brand name, since medicines purchased in other countries usually have different brand names; though this prescription may not be enough at pharmacies, it will help a Spanish doctor make a valid prescription.

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

Injections

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

- Directions on how to administer the injection

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

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

Health Information

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

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

Fitness

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

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

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

Academics with SSA, Universidad de Sevilla (USEV) and Universidad Pablo de Olavide (UPO)

Courses at the Center

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

Intensive Period

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

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

Continuation Period

Students who are part of the Spanish Studies Program will take their remaining courses through our Center in Seville, alongside other SSA students. Students who are part of the Integrated Studies Program will begin their combination of SSA courses at the Center, as well as courses at the *Universidad de Sevilla* (USEV). Students partaking in the Internship or Service Learning Semester will go on to begin their field work at this time.

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

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

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

Course Registration

The preliminary Course Selection 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 indicates a need for a change
- If two or more of the courses you selected have schedule conflicts

If you would like to make changes to your course pre-registration once your Course Selection has been submitted in your SSA online account, you must send an email to info@spanishstudies.org after you consult with your home institution academic advisor. Once in Seville, there will be a short Add/Drop period during which you may change your schedule on a space-available basis.

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

SSA Programming is Academically Rigorous

You can expect 1 to 2 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 institution. At the beginning, what will be especially challenging is that most, if not all, of your classes are taught in Spanish. The first week or so of class will probably be the most frustrating in that respect; just stick with it and remember that most of the other students in your classes feel the same way you do. Before you know it, you'll be following your classes without any trouble at all.

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

International and Integrated Studies Course Registration

Students in the International Studies Program and Integrated Studies Program must register for their courses 3 months prior to the start of the program. Fall applicants must complete enrollment in June and Spring applicants in November. Seville staff will be in touch through email with the accepted students in these programs to help them finalize their course selection if there are any conflicts in scheduling. University courses are only confirmed after the beginning of the program.

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

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

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

Spanish-Only Policy

When you submit your Pre-Departure materials, you sign a Spanish-only contract, promising to speak only Spanish while you are on the program. We take our Spanish-Only Policy very seriously and you should too. Let's be perfectly honest: it's a waste of time and money if you go to Spain and speak English with your friends on the program. Make an effort, not just in class, but in the street, in your home, in bars and clubs—everywhere you go in Spain. It's the only way to make your SSA 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.**

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

Course Withdrawal Policy

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

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

Program Transfer Policy

Please be aware that students who transfer programs (i.e. from Integrated Studies Program to Spanish Studies Program) for any reason, must follow the calendar of their new program. Regardless of the original program that a student chose, housing through SSA 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 who switch from the Integrated Studies Program to any other program will not receive a reimbursement. Students that have transferred to a different program must depart on the new program's established end date.

Academic Honesty

SSA 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.**

Language Support Center

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

Final Examinations

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

Cultural Visits and Study Trips

Intensive Programs:

Visits to the Cathedral, Royal Palace, and Roman Ruins of Itálica and the day trip to the city of Córdoba and/or Ronda form part of the intensive language/content course taken during the program. Student attendance is absolutely mandatory. **If a student does not attend a visit during class time, five points will be automatically deducted from the 3-credit language course's participation grade.** Medical excuses need to be documented.

Semester Programs:

Mandatory study trips to Córdoba, Mérida, Cáceres and/or Granada, that take place during the Continuation Period, also form part of the study abroad program. **Students that miss study trips have to make travel arrangements to go on their own. A written report about the trip needs to be handed in to the Resident Director. Guidelines on how to write the report will be given on site.** Students that miss the trips on the scheduled dates will not be considered for the Spanish Only Policy awards. Medical excuses need to be documented.

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

Transcripts

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

Note: Transcripts for International Studies Program and Integrated Studies Program courses will be delayed due to the USEV and UPO academic schedule. This usually takes months after the program has ended, which is very different from how U.S. universities operate. If you have an outstanding balance on your account, your transcript will be held until the balance is paid.

SSA transcripts show course numbers and titles, the number of contact hours and credits, and the grades for all coursework undertaken on the program, including internships completed through SSA, Independent Research

Projects (IRPs), and course work completed at the University of Seville or the University Pablo de Olavide. Grades and credits are reported according to the semester-hour system.

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

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

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

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

Experiential Learning Opportunities

SSA semester or academic year students with an advanced level of Spanish are strongly encouraged to pursue one of our Experiential Learning Opportunities. These include completing an internship, a service learning project, volunteering, or conducting an independent research study. In some cases, students who are participating in both summer terms may also have time to take advantage of one of these opportunities, such as volunteering. If you have any questions, please contact the SSA office in the U.S.

Internship and Service Learning Course Options

Qualified students enrolled in summer, semester, or academic year programs have the opportunity to pursue an unpaid internship or service learning experience in Seville. Internships and service learning are available in local businesses, educational institutions, and nonprofit organizations. A high level of Spanish is required for the internship or service learning course option.

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

Your performance will be evaluated in the following ways:

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

Internship and Service Learning Deadlines

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

The application for an internship or service learning course option is located on the SSA website. **Please note that these applications require the written approval of your academic advisor at your home institution.**

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

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

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

If you are interested in making your internship or service learning project the main focus of your SSA program, we encourage you to contact the SSA U.S. office for more information.

Independent Research Projects

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

Living the Culture (LTC) Courses

In addition to the core academic courses offered in the Seville programs, you have the opportunity to take Living the Culture courses and activities. These courses typically carry 1 credit and, depending on the term, include Spanish cooking, regional folk dance, and paddle surfing. These courses are reported as Pass/Fail. Please note that LTC courses may include additional fees. To find out more, visit our website.

Volunteer Opportunities

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

Group Meetings and Activities

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

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

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

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

Speaking Partners Program

In order to provide a deeper immersion experience and connect students with locals, SSA 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, SSA will also host group activities throughout the semester.

SSA staff will be available for students whenever they need advice and, if requested, will assign new or multiple speaking partners.

Housing

The best advice we can give you to make the most out of your housing situation is to communicate.

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

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

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. Housing between terms is included in the program costs.



Homestays

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

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

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

We encourage students to bring gifts for their host families. You should know that we, in the U.S. office of SSA, 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.

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

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

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

If you change programs once the semester has started, you will be responsible for paying the difference in housing fees if your new program has a different end date from your original one. Also, you will not be reimbursed any portion of the housing fee if your new program has less days than your original one.

Note: SSA guarantees internet access in all our homestays. If for any unexpected reason the student has problems accessing the internet, please contact the SSA staff immediately.

Student Residences (*Residencias*)

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

SSA students also have the option of living in a student residence alongside Spanish university students. This is a unique opportunity for students to live and make friends with Spanish-speakers their own age. Our students live in one of the following *residencias*:

- La Central: located on Calle Miguel Cid, is 15 minutes walking distance of the Center. For more information about student residence La Central, visit www.lacentralsevilla.com.
- Liv: 29 minutes walking distance to the Center, is located on Calle Camilo Jose Cela 5. For more information about Liv, please visit [Liv Residence](#). This student residence is ideal for students taking courses at the University Pablo de Olavide since it is located right next to the metro station where these students take the metro to go to their university.

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

Students can stay in a double or single room. If students are interested in a double room, we do our best to pair two of our students as roommates. However, if we have an odd number of students interested in double rooms, your roommate may be an international or Spanish student.

All rooms have a private bathroom, air conditioner, and heater. Each student is provided with a bed, a desk, a lamp, and a place to put your clothes. Bedding and bath towels will be provided for you. The room will be cleaned and linens changed once a week. Students will not know who their roommate is until they check in on the first day of the program. Since the student residences are privately operated, they are unable to share roommate information with our staff.

Residences have free WiFi and a common area which includes a TV room, dining room, a refrigerator, a microwave, and self-service laundry facility. Please note that from 9 pm onwards WiFi speed is slower due to overcrowding. Students are responsible for doing and paying for their own laundry at the student residences.

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

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

Note: There are a limited number of spaces, so placement cannot be guaranteed.

Homestay Norms

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

Your Bedroom Will Have:

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

The Bathroom Will Have:

- A clean toilet with a cover.
- Hot water.
- A shower curtain.
- Toilet paper.
- A clean towel to be used only by the student. This towel is only for use in the house. Students are 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 am and 10 pm), limiting his/her time in the bathroom and not using hot water for more than 8 minutes.
- The student must tidy up the bathroom after use.

Laundry:

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

Meals:

- Students will be served three meals per day: breakfast, lunch and dinner. They will eat with the family when it is possible or, if living in a *residencia*, with the other guests. Students should never have to eat alone except when they are not able to arrive in time for the meal.
- Students should respect the eating hours in the home; a day when they will not eat or sleep at home they should communicate this to the host family in a timely fashion.
- If students want to use the refrigerator, they must ask the host family for permission, who in turn will authorize this or not.
- Bottled water, milk with meals, between-meal snacks, fruit juices, beer, and wine are not included in the housing fee.
- The meals that the host family will prepare for the student are:
 - A typical breakfast consists of toast with butter or something similar, with coffee, tea, hot chocolate or milk.
 - Lunch and dinner consist of a variety of traditional Mediterranean dishes (fish, meat, legumes, vegetables, eggs, etc). Each includes a main dish and dessert (fresh fruit).
 - 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 majority of the students finish their classes at 2 pm and arrive at their home 30 or 45 minutes later.
- The student may request, 24 hours in advance, that a cold lunch be prepared for him/her to take on field trips.
- The student must help to clear the table.
- The student must respect the house schedule.

Doctor:

- If students don't feel well and need a doctor or medication, they should call the Center. The Center's staff will make an appointment at the medical clinic and accompany the students. The host family will not give any medication to the students.
- If students miss class due to medical reasons, they or the host family should contact the Center which, in turn, will inform the students' professors.
- Please see the Emergency Medical Help section on page 13 of this handbook for more information on pre-approved doctors and hospitals students can visit.

Housing Changes:

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

Miscellaneous:

- It is absolutely forbidden to drink or have alcohol at home.
- The student's room may not be rented out during weekends, holidays or school breaks, even if the student is not present in Seville during these times.
- The host family will not discuss financial matters related to housing, as this is very uncomfortable for everyone and causes uneasiness.

- If the host family finds it necessary to be absent overnight or on a weekend for any reason they must inform SSA. Both SSA and the students must agree to this.
- There should be a pleasant environment in the house, where the students feel comfortable and welcome.
- The host family may not have guests who are not family staying overnight.
- Should the student not leave the home on the program end date, SSA is not responsible for paying the host family for extra day(s).
- Students may not take their friends to the home without previous permission from the host family.
- Student must inform the family of their schedule and absences in advance
- If the students' house keys get lost or stolen, for fear that the missing keys may be used to rob the home, the host family may ask the student to pay for a new lock. A new lock costs between \$30 and \$300. Students are advised to carry their house keys in a safe place, perhaps on a lanyard in pockets and not in a separate bag, in case of theft.
- The house may not have a charcoal, coal-dust, gas, or similar type of heater.

Student Residence Norms

Medical Care:

- If the students need a doctor or medicine, they should call SSA to make an appointment or go directly to the Clínica Arenal: Calle Pastor y Landero 13, Telephone: 954-229-293
- If students miss class for medical reasons, they should contact SSA.
- Please see the Emergency Medical Help section on page 13 of this handbook for more information on pre-approved doctors and hospitals students can visit.

Residencia La Central

Basic Norms:

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

Bedrooms:

- Rooms have air conditioning and heat.
- Students are provided with a bed, a desk, a lamp, and a place to put their clothes.
- Bedding and bath towels will be provided.

- Students may not plug additional electronics like coffee-makers, space heaters, TVs, etc. into the outlets. Exceptions are made for a small fridge and/or items such as an electronic piano for conservatory students. All additional electronic devices must be approved by student residence staff ahead of time.
- Students may not store perishable food items or alcohol in their bedroom.
- Students will pay a 10€ to 20€ deposit for their room key which will be returned to them upon their departure from the *residencia*.

Meals:

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

Residencia Liv

Basic Norms:

- 24 Hour onsite staff. This student residence is open 24 hours a days 7 days a week, including holidays
- Rooms are cleaned once a week. Students must keep their bedrooms orderly; otherwise their room cannot be cleaned by the housekeeping service.
- As part of the cleaning service, the housekeeping service will replace the bed linen and the towel once a week.
- Common areas include a TV room, video games, swimming pool, study room, solarium, and WiFi.
- Visitors are allowed from 11 am to 1:30 pm and 5 to 8 pm.
- No overnight guests are allowed. The staff of the residence can inspect the rooms at any time whether the student is present or not, but the staff will not enter a room without good reason. Otherwise the staff only enters a student’s room on the day it is to be cleaned or to make a repair.
- There is no smoking or alcohol allowed on the premises.
- Parties or large gatherings are not permitted in the rooms.
- For help, damage or any information related to the property, send an email to sevilla@livstudent.com. In case of emergency you can contact them at 0034 679 01 32 01
- On your arrival, you have to provide them with your passport and download the Openow app to receive your keys.

Bedrooms:

- Rooms with baths, TV, air conditioning, and heat.
- Students are provided with a bed, a desk, a lamp, and a place to put their clothes.
- Bedding and bath towels will be provided.
- No modification in the arrangement of the furniture or fixtures of the Equipment is permitted.
- Students will be informed, through the residence staff, of any repairs to be made to the Unit and Equipment, and the cost of repair or replacement of items to be repaired or replaced through the Resident's fault shall be borne by the Resident.

Meals:

- Special diets can be accommodated.
- Three meals per day:
 - Breakfast from Monday to Friday: 7 – 9 am
 - Lunch from Monday to Friday: 1 – 4 pm
 - Dinner from Monday to Friday: 8 – 10 pm
 - Weekends: Brunch from 1 to 4 pm and dinner from 8 to 10 pm.
- We can provide students with kitchen supplies to cook at the residence. The students have to pay a deposit (20€). In case any of the supplies are broken, students have to pay for them.

Eating Abroad

Mealtimes and Food

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

Desayuno

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

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

Comida

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

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

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

Cena

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

What You Might Expect From Spanish Food

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

- **You can expect** to have bread with every meal. Many of the foods you will eat are fried in olive oil, and olive oil is used as a topping for bread or toast as well. Spanish food will probably seem strange to you at first. You’ve probably never eaten fried eggs and hot dogs together in your life, let alone for lunch. Your salads may be made of just iceberg lettuce with olive oil and vinegar. Trust us: it will grow on you. Sooner than you know, you’ll be back home and pining away for a *bocadillo de jamón serrano* or a few *churros*.
- **You can’t expect** to get the same things you’d have at home. Your host mother won’t provide you with soda, juice, milk, or beer and wine at mealtimes. Most Spanish families drink water at lunch and

dinner—usually tap water, which may have been chilled in the refrigerator. If there is yogurt in the refrigerator, it's probably for dessert at lunch or dinner, so don't take it for a snack without asking first! In fact, always ask your host mother's permission before taking anything for a snack.

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

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



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

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

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

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

Special Dietary Needs

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

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

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

You must let SSA know about any dietary restrictions or food allergies including this information on your housing and health forms, by emailing info@spanishstudies.org or calling (413) 256-0011. Please send us a list/description of what you can eat so that we can meet with the host family and prepare for your arrival.

Note: Dietary accommodations require an additional fee.

Being a North American Abroad

Before you travel abroad to a new and unknown place, it is helpful to be aware of the different stereotypes and predispositions that Spaniards may have about you as a North American. North Americans and other foreigners in general may have a bad reputation in parts of the world. They can be perceived as demanding, noisy, not speaking the local language and expecting everyone else to speak theirs—and that doesn't even begin to cover whether people in other nations agree with your home government's policies and actions. It is important to recognize that these stereotypes exist, but it is also your job to represent your country in a positive light and try to demonstrate that not every North American fits the above stereotypes. Below are some helpful tips to think about before you go abroad so that you can come across as knowledgeable and culturally aware.

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

Culture Shock

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

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

that affect the country you've grown to love. You will miss your daily life in Spain and worry that you're talking too much about your experiences abroad.

6. **Reintegration Phase:** You will get comfortable at home again soon; you'll be happy to see your family and friends, and you'll always remember your time in Seville. You'll be able to express to people what was so meaningful about your experience and will be able to take the lessons you've learned abroad with you as you go on in life. You'll find that you are a changed person, more mature, more experienced, and with great memories of Spain.

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

Gender Relations

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

Catcalling, or the Piropo

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

Things to remember when it comes to *piropos*:

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

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

LGBTQIA+ Students Abroad

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

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

When talking with others about your sexuality, it is up to you to decide whom to tell and when to tell them. The Resident Director, as well as our staff in both Spain and the United States, is always available to answer your

questions and concerns, so you can feel comfortable speaking with them on this subject. The SSA Center in Seville is a safe space in which diversity is respected. Whether or not you identify as LGBTQIA+, recognize that there may be gay, lesbian, bisexual, or transgender students on your SSA program and in your classes in Seville. It is important to be respectful and to approach this reality with an open mind.

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

Religious Diversity

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

If you are observing religious traditions different from Roman Catholicism, it is important to explain to your host family and Spanish friends what the tradition means to you. Keep an open mind about people's reactions to your religious beliefs; it is possible that they've never met someone with of your religious persuasion before. If you are respectful of other people's spirituality, they will be respectful of yours. Communities of religious minorities can be found in metropolitan centers. It is possible to become involved in any religious community while studying abroad, just ask our staff and they'll point you in the right direction! Follow [this link](#) for one student's take on religion in Spain.

Race and Ethnicity

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

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

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

Comments from African-American Students:

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

- "Compared to the United States, some cities in Spain are not as culturally diverse. You might receive stares or certain looks from people, perhaps out of curiosity because of physical appearance. Whatever the case may be, don't let these things hinder you. In the beginning, you may be annoyed, but try to turn

the situation around by speaking to them, or just ignore it.” *Erecka Matthews, Xavier University-New Orleans.*

- “While in Alicante there were several instances when locals spoke to me in Arabic or French on the street. Many people from northern Africa settle in Alicante and I thought that it was interesting to blend in as a local. Although you may encounter negative stereotypes for these groups of people living in Spain, it can also enrich your cultural awareness during your time abroad.” *Holley Quisenberry, Heidelberg University*
- “Remember to purchase all of your hair care and hygiene products before you come to Spain. Although there are different varieties, not all of them are offered here.” *Felicia Jamison, Mercer University.*
- “For the males: If you want a good haircut, go to a *peluquería*. Since these are professionals, I believe they have the training and equipment to cut hair, including a tape up, no matter what nationality one may be. If you go to a small barbershop and/or a shop with one man and one chair, you may not receive the same results as those from a *peluquería*. There is a *peluquería* named *Koupas* on Calle Bailén.” *Carlos M. Parker, Clemson University.*

Everyday Safety

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

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

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

Personal Safety

Seville is one of the most charming and safest cities in Spain and Europe. However, crime exists but it’s almost non-existent. The common crimes seem to be robberies (never with a gun), purse snatchings and cell phone theft. These common crimes are mostly committed late at night, in crowded places or festivities that involve a large group of people together. Sadly, foreigners are often the target.

Here are some recommendations for your own personal safety:

- **Make a lost document kit.** Make photocopies of your passport, credit cards, ATM card, driver’s license, student ID, and/or other valuable documents. Put these photocopies in an envelope and leave it at your home. If your documents are lost or stolen, having these photocopies will make the process of getting replacements much easier.
- **Drink responsibly.** Students are very easy targets when they get drunk. Cases of excessive drinking that have kept students from remembering what happened during an incident make it difficult to file an accurate police report or receive adequate help.

- **Do not resist.** If you are robbed, give up your valuables. Documents and belongings can be replaced, your physical safety is much more important.
- **Don't walk alone at night.** Particularly if you are a woman. We recommend going out in groups and never going out alone with a man you have recently met. Never walk alone after dark on solitary streets. Take taxis home after midnight and ask the driver to wait until you enter your building.
- **Do not wear expensive jewelry.**
- **Within Spain, carry a copy of your passport or your resident permit,** not the original. Keep the originals safe in your home.
- **Carry in your wallet or purse only what you need.** Unless you are going out to shop, carry only a little more money than you think you will be spending. Carry your house keys in a pocket, not a purse or backpack.
- **Keep your personal belongings with you at all times.**
- **Do not hitch-hike or accept rides (car or motorbikes) from strangers** You don't know them and you don't know if they can be under the influence of alcohol or drugs
- **Always wear the seatbelt.** Besides your own safety, police will fine you for not wearing a seatbelt.

How to Handle Money in Seville

Budgeting for Your Trip

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

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

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

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

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

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

Spending Money Abroad

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

Credit Cards*

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

Chip cards are common in Europe, but if your card does not have a chip, you will still be able to use your card without issues.

ATM/Debit Cards*

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

In addition to any transaction fees that your home bank may charge, Spanish ATMs can charge fees as well, so be sure to pay attention. In the past, students have found that there are a few banks that don't charge fees for money withdrawals with foreign debit cards at ATMs

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

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

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

Tipping

Spaniards typically don't do it. Sometimes people will leave some change to round to the nearest Euro at a restaurant, but that's about it.

Keeping in Touch with Family and Friends

Mail

Mail should always be sent to the SSA office. Your mailing address will be:

Your Name
Centro Norteamericano
Calle Harinas 18
41001 – Sevilla, Spain

Mail service is generally reliable in Spain. One can expect airmail letters to take between 7 and 15 days to be delivered. For urgent letters, it is best to use Express Mail or Global Priority services (3-7 working days), or a delivery service such as UPS, DHL, or FedEx (3-5 working days).

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

Information on Packages

We strongly recommend that you and your family **do not** send any packages to Spain unless in the case of an emergency. Receiving packages in Spain is a very lengthy and costly process. It can take approximately 3 months, a lot of paperwork, and additional taxes and fees in order to receive a package from the United States, a very stressful and frustrating process for the student. There are American food stores and other stores in Seville where you can buy everything you need.

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

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

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

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

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

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

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

Cell Phones

You have a few options when it comes to cell phones in Spain:

- You may activate an international plan through your cell phone carrier in the U.S.
- You can purchase a Spanish SIM card once in Seville to use in your U.S. cell phone. If you choose this option, please contact your U.S. cell phone carrier so they can unlock your cell phone (this will enable your cell phone to work with any SIM card regardless of the carrier).
- You can purchase a Spanish cell phone once in Seville. These phones work just like a prepaid calling card; when your *saldo* (balance) runs out, you can purchase more.

Messaging service:

WhatsApp is the most common messaging service used in Spain. We recommend you download WhatsApp before your arrival if you do not have it, in order to communicate with your host family.

iMessage:

If you are planning on bringing an iPhone, iMessage will usually continue to work over WiFi. In Spain, iMessage isn't free, so you have to activate the airplane mode and connect to WiFi if you decide to use it with a Spanish SIM card.

Making Phone Calls

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

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

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

Landlines

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

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

Area Code	Phone Number
95	xxx-xxxx

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

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

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

Mobile Numbers

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

This is what a mobile phone number will look like:

Mobile Code	Phone Number
6xx	xxx-xxx

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

Calling North America

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

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

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

Computers and Internet Access

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

SSA has a computer lab with more than 20 computers (PCs). The computers are available during the Center's regular hours, Monday through Friday. There is a laser printer available for printing documents from the Center's computers.

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

Travel and Public Transportation

Getting Around Seville

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

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

Getting Around Spain

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

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

Getting Around Europe

Since all of Europe is only about half the size of the continental U.S., it is very easy to see many different places during your time in Spain. The train is always a popular option since they often have overnight options for longer trips as well as discounts for those under 26. Train stations are generally located in the city center making travel easy once you have arrived at your destination. Trains also serve smaller cities and towns that may not be easily accessed by planes.

Seville is served by a major airport. You will find that airlines like Ryanair, Vueling, and EasyJet provide very inexpensive direct flights to many destinations around Europe. Keep in mind that they may charge for bags and other things that may not be included.

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

Visits From Family and Friends

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

SSA classes are held Monday through Thursday during the Continuation Period of semester programs. There are no classes on most Fridays unless there is a makeup class after a holiday. This means that you have plenty of time to plan trips and weekend outings and will not need to miss any of your scheduled classes. Because of the 3-day weekends almost every week, any missed class will affect your final grade. **Please note that students taking courses at the University of Seville or the University Pablo de Olavide may have regularly-scheduled class on Fridays.**

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

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

- The *Semana Santa* holiday in Seville is an attraction for tourists throughout the world, and is the most spectacular Holy Week celebration in Christendom. Between Palm Sunday and Easter Sunday, the streets of Seville overflow with *sevillanos* and visitors who are out to witness the traditional processions.
- *Feria* is Seville's week-long celebration of the city; people dress in traditional flamenco dress, and *casetas* (tents where friends and family get together) are set up on the fairgrounds in the barrio of *Los Remedios*. The staff at the Center can inform you of the public *casetas* open during this event.

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

These vacations are a great chance to travel to places that may be hard to get to on a three-day weekend. You may want to take this opportunity to travel around Spain and become acquainted with other regions of the country. You may prefer to travel to other countries if time permits. Refer to the program calendar in your

acceptance packet for vacation dates. If you, or your family, plan to purchase a Eurail Pass for travel between semesters or programs, be sure to purchase it before leaving home. Certain passes can be purchased at some European train stations, but will be much more expensive.

SSA Students have the obligation to provide the Seville staff with complete information about their independent trips on weekends, breaks, holidays and festivities while enrolled in the SSA program in Seville.

Independent Trips Procedure

1. The student must fill out our "Independent Travel Form" located at the Student Services Desk in the SSA Seville office.
2. This form must be submitted before 2 pm on every Thursday during their stay.
3. Each student must fill out their own form.

Consequences of Not Submitting this Form

The student who doesn't submit this form before the deadline will take full responsibility for any injury, loss, damage of any kind that may be caused to him/her/its (physically and mentally) and their belongings.

Places to Stay in Seville

Hostels

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

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

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

Hotels

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

Two and Three-Star Hotels

Hotel Europa
Calle Jimios, 5
www.hoteleuropasevilla.com

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

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

Three and Four-Star Hotels

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

Hotel Inglaterra
Plaza Nueva, 7
www.hotelinglaterra.es

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

Five-Star Hotels

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

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

Studio Apartments

Apartments are located in various areas of the city for prices ranging between 46 € and 120 € per night, most require a minimum of 3 nights. This is a good option if there are more than two people in your party. Hotel rooms in Spain are much smaller than American hotel rooms, so most families are much more comfortable renting an apartment.

Sevilla5.com
www.sevilla5.com

Veo Apartments
www.veoapartment.com

Living Sevilla
www.living-sevilla.com

Seville Centro
www.sevillacentro.es

After the Program Ends

Alumni



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

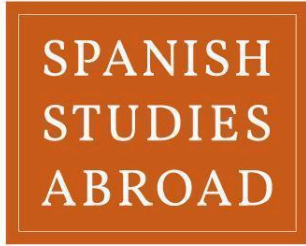
Our website also has many important resources for alumni, such as information on reverse culture shock, re-entry conferences, and our Alumni Ambassador Program.

Additional Transcript Requests

After the program ends you will receive an official transcript sent to the designated recipient on your Home School Approval Form and you will be emailed a student copy. Please see the section called "Transcripts" on page 18 of this handbook.

If you need an official transcript in the future, please visit our [website](http://www.sevillacentro.es) for detailed information.

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](http://www.sevillacentro.es) for information on how to request a transcript and for information about associated fees.



The Center for Cross-Cultural Study

Program Conditions and Release Statement

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

As a program participant, I authorize SSA/CC-CS to share details of my program with my family, my home school, and my host school, as needed. I also authorize SSA/CC-CS to share details of my academic record, such as my home school transcript, with my host school abroad. Furthermore, I authorize SSA/CC-CS to provide my home school with a transcript of the coursework I complete as an SSA/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 SSA/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 SSA/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 SSA/CC-CS programs at any time, either prior to or after departure, for violating the Academic Pledge and other published SSA/CC-CS policies.

In the event that program participants become incompetent for any reason, including (but not limited to) injury, accident, mental illness, disease, or loss of consciousness, they appoint SSA/CC-CS as their guardian, and authorize SSA/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 them to their home country.

Student's Name: _____

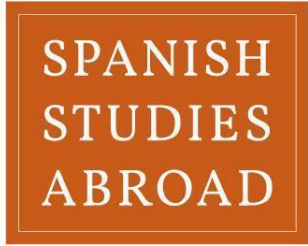
Student's Signature: _____ Date: _____

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

I, the undersigned [father] [mother] [guardian] of _____
_____, a minor, do hereby consent to their participation in the SSA/CC-CS program and do forever release, acquit, discharge, and covenant to hold harmless Spanish Studies Abroad/The Center for Cross-Cultural Study, Inc. and The Center for Cross-Cultural Study, S.L. and its officers, agents and employees from any and all actions, causes of action, and claims on account of, or in any way growing out of, directly or indirectly, all known and unknown personal injuries or property damage which I may now or hereafter have as the parent or guardian of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after they have reached their majority resulting from participation in any SSA/CC-CS programs.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _ Date: _____



The Center for Cross-Cultural Study

Academic Pledge

SSA Code of Conduct

Studying abroad requires a significant commitment to personal responsibility. While on an SSA 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 SSA, 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 SSA property, professors and staff.
5. General personal and academic practices in line with those outlined by your home institution.

Spanish-Only Language Policy (Applicable to students in the Spanish Studies Program and the Integrated Studies Program only)

The Spanish-Only Language Policy is fundamental to the educational philosophy of SSA. 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 Spanish culture. The benefits of adhering to the Spanish-Only Language 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 SSA program. You may find that speaking only in Spanish is awkward and even somewhat isolating at first, but years of experience have proven that it is the best

way to improve your language ability. While each student makes an individual commitment to using only Spanish, this is also a collective effort that contributes to the progress of every student. To help you get the most out of your experience, you and all of your fellow students attending programs with SSA are required to adhere to the Spanish-Only Language Policy.

Students are expected to use Spanish in all written and verbal communications while abroad. Students are NOT expected to speak in Spanish when they are faced with an emergency, when speaking with family members, and on occasions when it is absolutely necessary to use English. However, speaking English in the presence of other SSA students is considered a violation of the policy and must be avoided at all times.

Academic Pledge

1. In signing this Language Pledge, I agree to use Spanish as my sole language of communication while participating in SSA programs. I understand that failure to comply with this Pledge will result in a five-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 Academic Pledge and agree to the conditions.

Student's name: _____

Student's signature: _____ Date: _____