

## **C.V. Starr-Middlebury School in Spain**

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28903 Getafe, (Madrid)

**UNIVERSIDAD DE LA RIOJA**  
*AVDA. DE LA PAZ, 93*  
26004 Logroño (La Rioja)

**UNIVERSIDAD DE CÓRDOBA**  
*FACULTAD DE FILOSOFÍA Y LETRAS*  
Plza. Cardenal Salazar, s/n  
14071 Córdoba (Córdoba)

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**Assistant to the Director:** [Lena Santillana](#)

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**Coordinator for Student Affairs and Integration:** [Carlos Jurado](#)

**Coordinator for Development and Site Programs:** [Teresa Córdoba](#)

**Getafe (UC3M) Host Institution Contact:** [Fátima Terol](#)

**Logroño (UR) Host Institution Contact:** [Marta Gil](#) or e-mail: [internacional@adm.unirioja.es](mailto:internacional@adm.unirioja.es)

**Córdoba (UCO) Host Institution Contact:** [Lourdes Morillo-Velarde](#)

### **Sede Prim Hours**

Monday – Friday: 8:30a.m. – 8:30p.m.  
(when classes are in session)

### **International Programs and Off-Campus Study**

Sunderland Language Center  
Middlebury College  
Middlebury, VT 05753  
tel. 802.443.5745  
fax. 802.443.3157  
[e-mail](#)

*Please note that information in this Handbook is subject to change.*



# Middlebury

Estimados alumnos,

Me dirijo a ustedes para darles la bienvenida al Programa de Middlebury College en España aprovechando la ocasión para explicarles los aspectos más relevantes de su estancia con Middlebury.

El programa de Middlebury College se caracteriza por el compromiso con hacer todo lo posible por **HABLAR ÚNICAMENTE EN ESPAÑOL** y por **INTEGRARSE EN LA SOCIEDAD ESPAÑOLA**. Tomamos estos principios muy en serio ya que supone para ustedes una base fundamental para perfeccionar los conocimientos de la lengua y cultura españolas. ¿Qué significa este compromiso para ustedes? Significa que deben estar 100% dispuestos/as a vivir de una determinada manera mientras están en España. Los cientos de evaluaciones de alumnos en el pasado indican que la **MEJOR** manera de aprender consiste en:

- NO vivir con ningún otro alumno anglohablante
- HABLAR español, aún cuando otros hablar en inglés
- RESISTIR la tentación de salir y viajar con otros alumnos norteamericanos
- HACER un tremendo esfuerzo por **BUSCAR OPORTUNIDADES** de hablar en español y conocer España

Dicho esto, les aseguro que el personal de la oficina en España reconoce lo difícil que es comunicarse en otra lengua y superar las barreras culturales para integrarse, por lo tanto les ayudaremos en todo lo posible a orientarles hacia esa integración respetando al mismo tiempo su independencia y voluntad propia.

Respecto a los temas académicos, quisiera dirigirles la atención a las asignaturas que se ofrecen y que pueden ver en la página web. Como verán, la oferta es amplia y abarca las áreas de lengua, literatura, cultura/civilización y preparación profesional para maestros.

Durante la primera semana en España, les acompañarán jóvenes españoles mientras buscan alojamiento para ayudarles a conocer Madrid, Córdoba o Logroño. Estos jóvenes serán sus “ángeles de la guarda” y les ayudarán a acostumbrarse en los primeros pasos.

Para integrarse mejor una vez estén en España existen diversas posibilidades de trabajar como voluntarios o hacer prácticas sin crédito. Consulten esa sección de la página web y si les interesa participar deben ponerse en contacto con Teresa Córdova cuanto antes. También Carlos Jurado organiza intercambios con jóvenes españoles para todos nuestros alumnos y les animo a mirar nuestro boletín “De Madrid al Cielo” y la página web de “[Student Life](#)” para ver las actividades en Madrid en las que participan los alumnos de Middlebury.

Otra vez reitero la bienvenida al programa y les brindo mis más sinceros deseos para un verano exitoso. Nos conoceremos pronto y hasta entonces, les manda un cordial saludo,

Kim Griffin  
Directora

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# PREDEPARTURE

## APPROXIMATE PROGRAM COSTS

The following is an estimate of program costs for full and half-year students as of March 2009. Please remember that Middlebury College only bills you for the tuition portion (and the \$1,100 per semester study abroad fee for Middlebury students); the remaining expenses will be out-of-pocket. Amounts that you will pay in the U.S. are given in dollars; expenses you will incur while in Spain are given in euros. Figures may vary depending on individual lifestyles and situations. Please note that the “personal” figure covers only some basic necessities (e.g. local transportation, personal items, cell phones, laundry, cultural activities) and does not and is not intended to include students’ discretionary spending (e.g. entertainment and travel).

N.B. Fluctuating exchange rates make advanced planning of costs challenging. We advise that you overestimate your costs to accommodate these fluctuations. Please be sure to confirm the exchange rate shortly before your departure so that you budget accordingly.

<b>Full Year</b>	<b>Sede (Madrid)</b>	<b>UR (Logroño)</b>	<b>UC3M (Getafe)</b>	<b>UCO (Córdoba)</b>
Tuition	\$20,500	\$20,500	\$20,500	\$20,500
Room/Board	€7,515	€6,655	€7,515	€6,655
Books/Supplies	€1,225	€45	€75	€45
Personal	€6,328	€3,330	€4,520	€3,330
Travel from NY	\$1,300	\$1,450	\$1,400	\$1,450
Visa	\$100	\$100	\$100	\$100

<b>Semester</b>	<b>Sede (Madrid)</b>	<b>UR (Logroño)</b>	<b>UC3M (Getafe)</b>	<b>UCO (Córdoba)</b>
Tuition	\$10,250	\$10,250	\$10,250	\$10,250
Room/Board	€3,340 (fall)/€4,175 (spring)	€3,330	€4,175	€3,330
Books/Supplies	€485	€75	€85	€75
Personal	€2,260	€1,665	€2,260	€1,665
Travel from NY	\$1,300	\$1,450	\$1,400	\$1,450
Visa	\$100	\$100	\$100	\$100

## EXPENSES

Keep in mind that the amount of money you spend ultimately depends on the lifestyle you choose. Remember to budget extra if you are planning to travel before or after your program. Plane tickets are often more expensive than in the U.S., but train and bus travel has remained relatively inexpensive. If you are a big spender in the U.S., bringing more money would be a good idea. Many students have found that they buy many books, as they are inexpensive and easy to mail home, and spend more than expected on gifts, drinks, etc. Students who plan on regularly sampling the nightlife of their cities should budget extra money for taxis.

## VISAS

A student visa gives you permission to be a student in Spain for the duration of your studies and is **required of all** students, except for citizens of EU countries. **This procedure requires that a student already have a valid passport.** Students must apply for the visa from their local consulate. Most Spanish consulates are now allowing students to apply through them if either their permanent or their home school address falls under their jurisdiction, but you should verify this with the consulate while you are researching your options. Please note that some consulates have more strict guidelines than others

and you should compare requirements of the consulate with jurisdiction over your permanent residence to the consulate with jurisdiction over your home school to determine which one has more manageable requirements given where you will be while you are applying.

**Please call or check the website of your consulate for instructions as soon as possible, and before making your travel plans.** Some consulates require visas to be applied for and picked up in person; others will process them by mail, which may take from one to eight weeks. Generally, there is a \$100 processing fee, which may be requested in cash or by cashier's check.

The Spanish consulates recommend that students going abroad for the fall semester apply for their visas in May and June. Students going for the spring semester begin the application process early in the fall semester. In advance of these dates, you should be consulting the appropriate consulate and gathering your documentation. Please note that **while your visa is being processed, your passport will be unavailable for your use.**

**If any of the documents that you need for your visa need to be "apostilled," you should contact the Secretary of State's office in the state in which the document was produced and notarized for further information.**

A letter certifying the student's acceptance to the School in Spain, including a statement that students will be housed in consultation with the School in Spain staff, will be supplied by our Vermont office well before departure. We will also enroll you for our insurance plan and send you proof of enrollment. You are responsible for collecting all other requisite documentation.

**Students who will be applying for a student visa at a Spanish Consulate outside of the U.S. must contact and International Programs and Off-Campus Study. Students who are not U.S. citizens must also contact IPOCS. These cases require more paperwork and at least several more weeks to process.**

## **SPANISH CONSULATES IN THE U.S. BY JURISDICTION**

The following list is current to the best of our knowledge at the time of printing.

### **Washington D.C.**

*For the District of Columbia and the states of Maryland, North Carolina, Virginia, and West Virginia.*

Embassy of Spain (Consulate General)

2375 Pennsylvania Avenue, N.W.

Washington, DC 20037

tel.: (202) 728.2330

fax: (202) 728.2302

[embespus@mail.mae.es](mailto:embespus@mail.mae.es)

Embassy of Spain

Consular Section

2700 15th Street, N.W.

Washington, DC 20009

tel.: (202) 452.0100

### **Boston**

*For the states of Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.*

31 St. James Ave., Suite 905

Boston, MA 02116

tel.: (617) 536.2506/-2527

fax: (617) 536.8512

[conspbos@mail.mae.es](mailto:conspbos@mail.mae.es)

### **Chicago**

*For the states of Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Ohio, and Wisconsin.*

180 N. Michigan Avenue, Suite 1500

Chicago, IL 60601

tel.: (312) 782.4588/89

fax: (312) 728.1635

[cgspain.chicago@mail.mae.es](mailto:cgspain.chicago@mail.mae.es)

### **Houston**

*For the states of New Mexico, Oklahoma, and Texas.*

1800 Bering Drive, Suite 660

Houston, TX 77057

tel.: (713) 783.6200/05/14

fax: (713) 783.6166

[spainconsulatehoust@prodigy.net](mailto:spainconsulatehoust@prodigy.net)

### **Los Angeles**

*For the states of Arizona, Colorado, California (counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura), and Utah..*

5055 Wilshire Boulevard, Suite 860

Los Angeles, CA 90036

tel.: (323) 938.0158/0166

fax: (323) 938.2502

[consplax@mail.mae.es](mailto:consplax@mail.mae.es)

### **Miami**

*For the states of Florida, Georgia, and South Carolina.*

2655 Le Jeune Rd., Suite 203

Coral Gables, FL 33134

tel.: (305) 446.5511/12/13

fax: (305) 446.0585

[cgspain.miami@mail.mae.es](mailto:cgspain.miami@mail.mae.es)

**NB: You may not apply through this consulate more than 70 days before the start of your program.**

### **New Orleans**

*For the states of Alabama, Arkansas, Louisiana, Mississippi, and Tennessee.*

2102 World Trade Center  
2 Canal Street  
New Orleans, LA 70130  
tel.: (504) 525.4951/7920  
fax: (504) 525.4955  
[conspneworleans@mail.mae.es](mailto:conspneworleans@mail.mae.es)

### **New York**

*For the states of Connecticut, Delaware, New Jersey, New York, and Pennsylvania.*

150 East 58th Street, 30<sup>th</sup> & 31<sup>st</sup> Floors  
New York, NY 10155  
tel.: (212) 355.4080/81/82/85/90  
fax: (212) 644.3751  
[spainconsulny@mail.mae.es](mailto:spainconsulny@mail.mae.es)

### **Puerto Rico**

*For Island of Culebra & Vieques, Puerto Rico, and the Virgin Islands.*

Consulado General de España  
Edificio Mercantil Plaza, 11th Floor of 1101  
Hato Rey, PR 00919  
Mailing address:  
Apartado Postal 9243  
Santurce, PR 00908  
tel.: (787) 758.6090/6142/6279  
fax: (787) 758.6948  
[cgesp.pr@correo.mae.es](mailto:cgesp.pr@correo.mae.es)

### **San Francisco**

*For the states of Alaska, California (except counties covered by Los Angeles), Hawaii, Idaho, Montana, Nevada, Oregon, Pacific Island possessions of U.S.A., Washington, and Wyoming.*

1405 Sutter St.  
San Francisco, CA 94109  
tel.: (415) 922.2995/96  
fax: (415) 931.9706  
[conspsf@mail.mae.es](mailto:conspsf@mail.mae.es)

### **More Information**

[www.spainemb.org](http://www.spainemb.org)  
[www.travel.state.gov](http://www.travel.state.gov)  
[www.apune.org](http://www.apune.org)

## **TRAVEL TO SPAIN**

### **TSA Regulations**

The [Transportation Security Administration](#) regulates what items may be carried aboard the aircraft and, as these regulations are subject to change frequently, you should consult their website close to your date of departure.

***N.B. Possessing certain items while going through security may result in fines of \$250 - \$1,500 or, in the case of firearms, may be considered a criminal offense.***

### **Airline Luggage Regulations**

Students should contact their airline to confirm exact luggage allowances. We strongly suggest you stick to these guidelines, or be prepared to pay excess baggage fees, which can be quite expensive. We also suggest that you consider insuring your luggage through a [comprehensive travel insurance policy](#).

### **Travel Arrangements**

Students are responsible for their own travel arrangements. We recommend using a student travel agency for flexibility and the best rates:

- [www.edreams.com](http://www.edreams.com)
- [www.travelcuts.com](http://www.travelcuts.com)
- [www.studentuniverse.com](http://www.studentuniverse.com)
- [www.statravel.com](http://www.statravel.com)

Consult the [School in Spain calendar](#) when planning your travel dates. In order to adjust to the time difference, as well as to the new environment, it is strongly advised that you plan to arrive a few days before the first day of orientation. **All students, regardless of study site, are required to arrive in Madrid to attend orientation.** It is especially important that you *not* plan your return to the United States nor travel to another destination before the date of the last final exam. **Exam dates will not be changed to accommodate students' travel plans. No exceptions will be made, so please don't ask.**

### **CHECKLIST OF ITEMS TO PACK**

- o Passport (and photocopy)
- o Visa – this will be affixed to your passport (and photocopy)
- o Airline ticket/itinerary (and photocopy)
- o [International Student Identity Card](#) (optional, but recommended)
- o Insurance card
- o Debit/Credit cards
- o Calling card
- o Certified copy of original birth certificate (in case your passport is lost or stolen)
- o Medications in original containers and with the corresponding doctor's prescription

### **GENERAL PACKING SUGGESTIONS**

Plan carefully what to bring, keeping in mind that you will have to carry all of your own luggage while traveling. This means TRAVEL LIGHTLY. We cannot emphasize this strongly enough! Choose each item carefully and avoid duplication.

As you pack for the flight over, also keep in mind that when you travel you will be carrying this same luggage by yourself, sometimes over great distances or on crowded trains. Take things that are easy to manage and avoid over-packing. One rule of thumb is to pack your bags and walk around the block with them three times; then re-pack.

We suggest that you insure your luggage through a travel insurance policy which you can research through the Internet. Remember to also check whether luggage accompanying you is limited **by weight or by physical dimensions**. In view of frequently-changing airline regulations, it is essential that you find out from your airline which items may be transported in checked baggage, and which may or must be hand carried. Do not pack lots of books in your luggage. You can buy them in Spain and ship them home after the term ends.

Although many U.S. brands are sold in Spain, if you cannot do without certain items or if you are not willing to experiment with local products, take a sufficient supply with you.

## **Clothing**

Winter in Spain is not severe, but it can be damp and have a penetrating chill. Indoor temperatures may be lower than those to which you are accustomed, so you will need warm woolen clothing, including a winter coat and/or a lined trench coat. You will also need sweaters, heavy socks, sturdy shoes, and warm sleeping clothes. The best idea is to bring clothing that you can layer, so, as the seasons progress, you can dress accordingly.

## **Gifts**

If you are planning to live with a host family you may wish to present them with a token gift. A guide for choosing a gift is to select something that has significance to you and is packable and light. Consider the following gifts:

- Books - with lots of photos
- Small souvenirs of the U.S. and gifts: postcards, buttons, pins, stickers, U.S. stamps, small handicrafts
- Items representative of where you are from (e.g. maple syrup, saltwater taffy)

**DON'T FORGET PHOTOS!** Your friends will be interested in where you come from: your family, town, friends, and school. Take pictures that help explain parts of your life in the U.S.

## **Bed and Bath Linens**

We do not recommend that you bring sheets, blankets, or pillows with you. They are too heavy and take up too much space in your luggage. These items are also costly to ship in advance, and can be easily purchased once you arrive in Spain. If you are going to be living with a host family, sheets and blankets will be provided. You may want to consider bringing one hand towel and one bath towel with you, which should suffice until you determine whether you will need to purchase more.

## **Electrical Appliances**

Electrical current in Europe is 220 volts/50 cycles rather than the 110/60 cycles found in the United States. You should make sure that any appliance you bring is 110/220 compatible (50/60 cycles). If not, you will need a transformer. Transformers and adapter plugs are available in Spain, or you can buy them in the U.S.

Occasionally, even though a transformer is used, an appliance may not work properly. Because of this difficulty and because of their weight and bulk, you may want to leave most electrical appliances at home and buy those that you find absolutely necessary after you arrive in Spain. Some electrical appliances can be bought in Spain inexpensively (e.g., hairdryers).

## **Computers**

Students should be advised that **computer resources in Spain may be more limited than in the U.S.** and are therefore encouraged to bring their own laptops. Consult your dealer to determine whether it has dual voltage (110/220). Most, if not all, new models are equipped with self-setting transformers (requiring no special equipment to change the voltage, just an adapter for the wall plug); printers may or may not be. Please back up anything that you have stored only on your hard drive. Previous students have recommended that you take a USB drive abroad. The Middlebury College facility in Madrid (Sede Prim) has both Macs and PCs as well as printers.

## **Toiletries**

Toiletries are readily available throughout Spain, though readily available. If you are particular about brands, you may want to pack an appropriate supply of the articles you regularly use.

### **Prescriptions**

If you are taking any prescription medication you should bring a full supply of what you will need **with you** on the plane together **with all the appropriate prescriptions**. Mailing medicines across international borders is extremely complex and often impossible. Prescription medicines should be left in the original containers, be accompanied by a doctor's prescription, and be packed in your carry-on bags. Please also note that in the event that a prescription must be replaced in Spain, you should have the **GENERIC NAME** of your medication on the prescription, in addition to the American 'brand' name.

If you are under a doctor's care for a specific condition, you may want to bring a copy of your medical history with you or sign a release of information form with your doctor in case your medical history needs to be sent to a doctor in Spain.

### **CUSTOMS**

If you plan to bring any new, non-U.S.-made articles of value, such as cameras, MP3 players, computers, bicycles, or jewelry that are **LESS THAN 6 MONTHS OLD**, you should register them with U.S. Customs and Border Protection before departure (CBP Form 4457). Alternately, you can carry your original sales receipts to prove that you purchased them in the U.S. This avoids your having to pay a duty upon your return. Customs regulations vary from country to country; there are usually limitations on liquor, cigarettes, and other goods.

### **REGISTERING AT THE U.S. EMBASSY**

In addition to securing a visa, all U.S. students are **required to register** themselves with the U.S. Embassy in Spain **before departure** from the U.S. In the event of international, political, or family emergencies, or in the event that a passport is lost or stolen, the U.S. Embassy will be much better able to assist registered students. Please visit the [Department of State's website](#) and follow the links to register.

Registration is fast and costs nothing. Please print the confirmation page after you have registered; leave one copy at home and take a copy with you. Students of other nationalities should check to see if it is possible to register with their own Embassy in Spain.

### **INTERNATIONAL STUDENTS**

If you are an international student, you should meet with the international student advising staff at your home institution as early as possible to discuss how study abroad may affect your international student status in the United States and the ways it may impact your future plans.

The U.S. Citizenship and Immigration Services (USCIS) requires re-entry documents for some foreign nationals. If you are living in the US but are a citizen of another country, check with the USCIS to determine the regulations that apply to you and be sure to obtain all necessary re-entry documents before you leave the United States.

# ARRIVAL IN SPAIN

## HOW TO GET TO DOWNTOWN MADRID FROM THE AIRPORT

The [airport](#) in Madrid, Barajas lies about 10 kilometers outside the city so you will need to take the bus, the subway, a shuttle service, or a taxi into the city. There are various city bus lines that travel between the airport and the bus station at Avenida de América. Subway Line 8 can also transport you between the airport and Madrid. However, unless you've packed very lightly and have a great deal of mobility while carrying your luggage, we do not recommend you take the subway or a bus into Madrid when you first arrive.

The Asociación de Programas Universitarios Norteamericanos en España (APUNE) recommends the shuttle service, *Aerocity*, which will take you from the airport to whatever address you give them in Madrid. Their prices vary according to the number of people being picked up and the location of your destination in the city, so it is less expensive if you share it with a group of people. But even alone it is cheaper than a taxi because they have fixed rates, not a meter that runs on distance and time. They operate a booth at the Madrid airport, and you can make a reservation through their [website](#). You might want to make reservations ahead of time with your flight number, date, time of arrival, and number of people in your group.

Another possibility is to take a taxi, which will cost **approximately** €25-40 per ride, not per person. As there may be other students arriving in Madrid at the same time, it is usually possible to find someone with whom to share a taxi. To avoid being over-charged in a taxi, ask the driver for a receipt (*recibo*), which he is required by law to provide at the customer's request, **and** make note of the license plate if you are concerned that you have been incorrectly charged.

It is suggested that you arrange to travel with another student, since arriving in pairs will facilitate getting cabs/buses, making hostel calls, and protecting luggage. Names, addresses, and phone numbers of accepted students who are interested in coordinating their travel plans will be distributed several weeks before potential travel dates. If you have difficulties at the airport, there is a tourist information center that may be able to help you.

We recommend that you do **not** arrive late at night nor go directly to the Middlebury office from the airport to begin your search for housing. Unless you have made prior arrangements with a family, take a room in a *pensión* or *hostal* and rest. Consult the list of suggested places in the Local Information section of this Handbook and make a reservation ahead of time or call from the airport to see if a room is available.

You may find it beneficial to purchase [Let's Go Spain](#), [Moon Spain](#), or [The Lonely Planet Guide to Spain](#) before you leave the U.S. They provide information on good, inexpensive food and accommodations and are updated annually by the publishers.

Once settled in your hotel room, the first thing you should do is to obtain a map of Madrid with a street index (*Callejero*) at the nearest newspaper stand, bookstore, or department store.

## ORIENTATION

Orientations will be held for ALL students at the Sede Prim in Madrid (regardless of where you will study in Spain) prior to the beginning of classes. Please consult the [School in Spain calendars](#) for dates and times.

**ORIENTATION SESSIONS ARE MANDATORY FOR ALL STUDENTS.** Students studying at sites in Spain other than Sede Prim should bring all of their belongings and check out of their hotel before meeting for orientation, as students will leave directly from Sede Prim to go to their sites. Once they arrive at the sites a staff member will assist with housing, introduce students to the local staff and begin orientation.

We urge students to read predeparture and orientation information on our [website](#).

### **TRAVEL TO CÓRDOBA & LOGROÑO**

After the initial orientation meeting in Madrid, students who will be studying in Córdoba or Logroño will travel to their respective host cities with assistance from a staff member from the School in Spain.

Students will be responsible for the cost of travel to their host city and their hotel expenses until they find permanent housing. Travel to Logroño and Córdoba is approximately €65. Temporary lodging in both cities averages €35 per night.

# ACADEMIC & ADMINISTRATIVE MATTERS

## PROGRAM SITES

### UNIVERSIDAD DE LA CÓRDOBA (UCO) - CÓRDOBA

The public Universidad de Córdoba was founded in 1972, and is the third oldest existing university in Andalucía. With over 16,000 students, the school offers 39 degrees and access to various cultural activities. UCO also maintains three sports pavilions, swimming pools, and a variety of courts, competition tracks and fields. The university offers a wide variety of academic disciplines. This site is particularly interesting for students majoring in history, art history, languages and literature, and science.

### UNIVERSIDAD CARLOS III (UC3M) - GETAFE

Located in Getafe, the *Universidad Carlos III* was founded in 1989. It is accessible by train or bus from Madrid (30-40 minute trip). The academic focus is on the social sciences, with programs in economics, European studies, journalism, law, political science, and humanities.

### UNIVERSIDAD DE LA RIOJA (UR) - LOGROÑO

Located in Logroño, the *Universidad de La Rioja* was founded in 1992. Logroño is the capital of the Autonomous Community of *La Rioja*, a region with strong historical and linguistic traditions, since it is here that the Castilian language had its origins. The well-known “*Camino de Santiago*,” a religious pilgrimage route of great historic importance, also runs through the region. The UR offers most major academic disciplines. The majority of School in Spain students enroll in classes in humanities, literature, philology or the social sciences.

### SEDE PRIM - MADRID

The Middlebury College School in Spain is housed at the Sede Prim, a very central location within short walking distance of Colón, Cibeles and Puerta del Sol, perhaps the most symbolic landmarks in the heart of the city of Madrid. At the Sede Prim, Middlebury has its main offices for Spain, classrooms, a computer lab, and a small reading library. All students studying here are from U.S. colleges and universities. The Sede Prim also houses the Middlebury M.A. program.

## ACADEMIC CALENDAR

Students studying at UC3M, UR, and UCO should consult calendar dates on the respective universities’ web pages since Spanish universities follow a different system from the U.S. and the dates may be changed after the publication of this Handbook.

**Important: ALL STUDENTS MUST REMAIN IN SPAIN UNTIL CLASSES ARE OVER AND THEY HAVE TAKEN THEIR FINAL EXAMS. STUDENTS WHO CHOOSE TO LEAVE BEFORE THE ESTABLISHED DATE FOR THE END OF THE SEMESTER MAY FORFEIT CREDIT FOR THE ENTIRE SEMESTER.** Students from universities other than Middlebury College should take careful note that the fall semester at UC3M, UR, and UCO ends in late January.

## EXAMS

Students are required to take all exams when and where they are scheduled, even if students on other study abroad/exchange programs are allowed to opt out or rearrange exam schedules. This means that you are required to sit for exams at the same time and place as students in the host country. In many of our host countries, local students have multiple options to take a final exam. Students enrolled in the Middlebury Schools Abroad are not permitted to avail themselves of this option.

## CREDIT

### All Undergraduates

Every student's academic program must be approved by the director of the School in Spain. Students are not permitted to take lighter loads, nor will they receive additional credit for heavier loads. Forms are available at the School in Spain office in Madrid to help students document all information relevant for course recognition and transfer to their home institutions.

### Middlebury Undergraduates

Middlebury College students receive four units of credit for the fall or spring semesters and five units of credit for the fall/winter or winter/spring semesters and nine units of credit for the academic year. Where J-term equivalency credit is awarded, reduced course loads result in the loss of this credit as well.

For Spanish majors from Middlebury College, when registering for your classes abroad, the Spanish Department wants you to keep in mind that the Spanish major consists of a body of courses whose content relates to Hispanic language, literature and culture. To **consider courses for the major or minor, at least half of their content has to be directly related to one or several Spanish speaking countries.** Courses in Spanish that do not follow this description will not receive Spanish credit. For instance, a course like *History of Philosophy* with no emphasis on Hispanic philosophers will not count.

To receive major credit for courses taken abroad, you need to bring the following information back with you:

- a. Course syllabi
- b. Course work
- c. Any other material you think will be useful in determining the course content

### Students From Other Colleges and Universities

Middlebury College considers a semester/ academic year abroad equivalent to a semester/academic year in the U.S. Students who transfer their credits to other institutions typically receive 16-15 credit hours per semester or 20-25 quarter units per semester for a full course load. Because an undergraduate student's home institution determines the number of credits awarded for work abroad, students are urged to consult with their advisers well ahead of time.

## ACADEMIC PROGRAMS

We suggest that students enrolling at the UC3M, UCO and UR programs review the courses available through the universities' websites before arriving in Spain.

In browsing through the website, you will see that classes are organized by *titulaciones*. Each *titulación* corresponds to a degree program such as *Humanidades*, *Economía*, *Historia del Arte*, or *Filología Hispánica* and consists of a fixed list of classes (called *plan de estudios*). *Planes de estudios* are divided according to the year of study or *Curso*, which are *Primero*, *Segundo*, *Tercero* or *Cuarto*.

Students may take any combination of three classes (*asignaturas*) from any *titulación* in addition to a language class appropriate to their level. Since Spanish students take the same classes within their

degree program (*titulación*), we recommend that Middlebury students choose classes from the same *titulación* and same *curso*, whenever possible. This way you will avoid scheduling problems and have a better opportunity to get to know your classmates.

**The actual registration for classes will take place in Spain under advisement of the Director of the School in Spain.** At that time, more detailed information about studying at a Spanish university will be given, and specific questions will be addressed.

#### **UNIVERSIDAD CARLOS III (UC3M) - GETAFE**

You will choose three *asignaturas* from any *titulación*. In addition, you will take a language class (.5 units of credit) offered by the School in Spain at the Middlebury *Sede Prim*. Coursework for this language class will also require that you register for a “curso de humanidades” At UC3M (.5 units of credit).

#### **UNIVERSIDAD DE LA RIOJA (UR) - LOGROÑO**

You will choose four courses from any *titulación* one of which should be a language course. The language course can be chosen from any degree program but may not be the “Curso de español para extranjeros.”

#### **UNIVERSIDAD DE CÓRDOBA (UCO) - CÓRDOBA**

You will choose four courses from any *titulación* one of which should be a language class appropriate to your level of Spanish. The language course may be offered for Middlebury College students at *UCO Idiomas*, or students may choose a language-related class from any degree program.

Please see our complete information on [program requirements and course offerings](#).

### **GRADE EQUIVALENCY SPANISH UNIVERSITIES**

Grades received at Spanish universities will be evaluated by the Director of the School in Spain and converted to U.S. grades. The following is an **approximate** conversion table. This may be modified according to the course taken and the work required. The conversion takes into account the difficulties inherent in studying within a different university system. Due to the late reporting of grades by the individual universities, students should understand that they will not receive their grades until a few months after the end of the semester. Students may consult their Spanish grades directly at the host university and for further clarification should attend the *revisión de exámenes* held by each professor.

<u>Spain</u>	<u>U.S.</u>
8.5 - 10	A
7.0 - 8.4	A-
6.0 - 6.9	B+
5.0 - 5.9	B
4.6 - 4.9	B-
4.0 - 4.5	C+
3.6 - 3.9	C
3.0 - 3.5	C-
2.0 - 2.9	D
0.0 - 1.9	F

## **Sede Prim - Madrid**

Single semester students enroll in four courses at the *Sede Prim*, selecting from the fields of language, literature, civilization, art history, politics, environmental studies, or history. Students enrolled in the full-year undergraduate program normally take eight courses for the academic year. In special cases and with permission from the Director, an advanced undergraduate may be allowed to take a graduate course that is not normally open to undergraduates. [Course descriptions](#) will be made available on the School in Spain website.

## **ACADEMIC RESOURCES**

### **Libraries and Bookstores**

There is a reading room located at the Sede Prim, which has limited resources available for student use, but students will also have access to public libraries. Library use is very different in Spain compared to the U.S.; therefore, the School in Spain staff will work with students in order for them to become familiar with library facilities and use. Generally, students will need to request a book from the librarian as opposed to having open stacks. Many [libraries](#) are open only during business hours.

### **Computers**

Computers are also available at all four study sites. Students should be aware that computer rooms have limited schedules and that printing may be restricted. We strongly recommend to bring a laptop and, perhaps, to buy a printer in Spain (reasonably priced printers can be purchased at many stores). Students also can print papers at the numerous *papelерías*, work centers in the city and computer labs at the host institutions.

### **Tutorials**

Tutors are available upon request through the Sede Prim office of the Middlebury College School in Spain.

## **LEARNING OUTSIDE THE CLASSROOM**

Internships, volunteer work, language exchanges, and cultural activities provide students with opportunities to deepen their social immersion in Spanish culture, enhance their language skills, and gain a better understanding of present-day Spain. For this reason, the School in Spain requires all students to take full advantage of their experience abroad by participating in learning outside the classroom.

### **Internships**

Through an internship in a host organization, students will gain in-depth knowledge and exposure to the host culture as well as the Spanish work environment. This experience will also provide students with new skills that can lead to greater opportunities in the future. Students may earn one unit of credit for the internship. Students must submit a substantial academic project at the conclusion of the internship. Interested students will find application materials in their pre-departure information and should return these to International Programs and Off-Campus Study. Students in Madrid may be requested to participate in a phone interview before leaving the U.S. and will interview with the organization once in Spain. Internships in Logroño and Córdoba are also possible.

### **Volunteer Work**

Students wishing to contribute their time and service to the community may choose to work as volunteers with organizations in the non-profit sector. The Coordinator for Development and Site Programs can assist students in finding volunteer opportunities.

### **Cultural Activities**

Other options that facilitate student immersion include language exchanges, cultural, and outdoor activities. The Coordinator for Student Affairs and Integration or the host institution contact is available

to advise students on the wide range of possibilities Spain has to offer. Spanish universities have ERASMUS international student organizations that offer activities. Information and options for cultural co-curricular activities are available on the [School in Spain website](#).

Middlebury College in Spain subsidizes participation in cultural activities through refunds up to a certain amount per semester.

# Living in Spain

## HOUSING

Middlebury College has a unique policy regarding student housing. It is based on student personal choice as well as the belief that by assuming responsibility for finding their own accommodations, students learn life skills and important information about language and culture. It is Middlebury College in Spain's role to assist students in this process. Finding housing in any large city to fit personal preferences is time consuming and requires perseverance and patience. Students should begin this process by consulting the [Housing](#) section of the web page. All students should contact the Housing Coordinator by email to let her know their housing preferences. **This process should be started EARLY, as the office in Spain is closed for most of August and for the December holidays.**

For students who choose to live in a Spanish home, it is also possible to reserve accommodations prior to going to Spain by contacting the Housing Coordinator (accessible through the web page above). The only requirement in making a reservation in advance is that you MUST stay with this family for a minimum of one month. NO EXCEPTIONS!

It is School in Spain policy that students must live in a Spanish-only environment. Exceptions to this policy may only be made by petition to the Housing Coordinator and are subject to approval by the director. Failure to adhere to this policy will result in students being required to change their residence, even when it means that students will lose rental deposits or payments.

**It is very important to always keep the School in Spain staff informed about your current housing situation and telephone number so that they can contact you in case of emergency.**

To prepare for a day of looking for housing, you should buy a map of your host city in a bookstore or at a newspaper stand. Take your time in looking at various options and several different places before deciding where to live. It is the student's responsibility to READ ALL CONTRACTS CAREFULLY AND UNDERSTAND WHAT THEY SAY. Students should not hesitate to ask for assistance if the wording in a contract is unclear. Due to the increase in the use of Web-based housing resources in Spain, we strongly encourage students to consult the Housing Coordinator before finalizing any housing arrangements.

**SEDE PRIM (MADRID)  
UC3M (GETAFE)**

Students may choose their own housing from the following options:

- 1) living in a Spanish home
- 2) living in an apartment
- 3) living in a residence hall

### **(1) Living in a Spanish “homestays”**

We have found that living in a Spanish home can be a very valuable experience. This “total immersion” can offer the student insight into Spanish culture, providing a richer vision of traditions, customs, and day-to-day life. However, it should be clearly understood by the student that for the family or the *señora*, this is a business arrangement. Any attempt to establish a more personal relationship will depend almost entirely on the student. The family may also impose rules regarding the use of appliances, meals, laundry, showers, telephone, curfew, etc. Spanish homes may be smaller than you are used to, utilities are expensive, and lifestyles are different than in the United States. Each local phone call costs money.

Courteous gestures, such as letting the *señora* know when you will not be home for a meal, respecting quiet hours, and giving two weeks' notice before moving out, as well as economizing on hot water, phone calls, and electricity, will help your relations with your hosts tremendously. It is also important to keep your room neat and clean.

If you choose this option, the Housing Coordinator will send you several addresses to choose from. If you visit these homes, and you find them already occupied or not to your liking you should contact the Housing Coordinator for more addresses. The program maintains a substantial database of families that offer housing; nevertheless, students should be aware that spaces fill quickly, and the office staff may not know immediately when an address is no longer available.

### **Approximate Costs**

- Pensión completa (room and 3 meals)  
€335/month
- Media pensión (room, breakfast & dinner)  
€180/month
- Con derecho a cocina (room only)  
€115 /month

### **(2) Renting an Apartment**

Students interested in renting an apartment should keep in mind that the process may be time-consuming (at the very minimum a week to ten days) and can be frustrating. Two bedroom apartments average around €1,000-1,100 per month, and in most cases a minimum one-year contract and a one- or two-month security deposit are required. They should also be aware of the hidden and extra monthly costs like building community funds. Utilities like water, electricity, or phone services are also more expensive in Spain than in the U.S. Students are not permitted to live with other English speakers; in most cases, therefore, it's best to try to find a Spanish student who is seeking to share.

Students should work closely with the Housing Coordinator during the search for an apartment. Students have found the following web pages useful in their search for an apartment. Some of these web sites are free of charge and others require a fee in order to provide the final information.

Free sites:	Web sites that charge a fee:
<a href="http://www.loquo.com">www.loquo.com</a>	<a href="http://www.aluni.net">www.aluni.net</a>
<a href="http://www.segundamano.es/">www.segundamano.es/</a>	<a href="http://www.salyven.net">www.salyven.net</a>
<a href="http://www.idealista.com">www.idealista.com</a>	<a href="http://www.accommadrid.com">www.accommadrid.com</a>
<a href="http://www.compartepiso.com">www.compartepiso.com</a>	<a href="http://www.madridinsider.com">www.madridinsider.com</a>
<a href="http://www.campusanuncios.com">www.campusanuncios.com</a>	
<a href="http://www.compartimos.net">www.compartimos.net</a>	
<a href="http://www.pisocompartido.com">www.pisocompartido.com</a>	

NOTE: Middlebury College has a limited database of apartments that have been rented to students previously. Depending on availability, these addresses will be sent to students upon request. Madrid is a very large city, rental apartments may be scarce, and availability changes on a daily basis. Therefore it is impossible to provide specific information prior to arrival.

### **(3) Living in a *Residencia***

Accommodations in residence halls are scarce but may be possible to arrange upon request. There are a few residence halls used by students and that come well recommended:

Serrano 40: – No web site available but the Housing Coordinator will send information upon request.

[Alvaro Residencia](#)

[Residencia Carmen de Burgos](#)  
[Residencia Vitruvio](#)  
[Residencia Arti](#)  
[Residencia Palacio de Barradas](#)  
[Residencia Easo](#)

All students wishing to stay in a residence hall should let the Housing Coordinator know about their choice, but should make arrangements themselves directly with the residence hall in order to clear all doubts and to arrange logistics regarding their stay. These arrangements should also be made in a timely manner prior to arrival.

For those students registered at the *Universidad Carlos III* we recommend looking for housing near the Atocha train station. Both the bus and the commuter train to the *Carlos III* campus leave from this area.

## UR (LOGROÑO)

**Middlebury College staff will assist students in their housing search on site, based on the information submitted on their housing questionnaires.** Logroño is an average-sized and very accessible city where students will have the following housing options:

- 1) living in a residence hall
  - 2) living in a homestay
  - 3) living in an apartment
- 1) Students living in residence halls have found it easier to make Spanish friends and get to know other students. The Residence Hall is approximately 5–10 minutes walking distance from the UR campus. Please keep in mind that these facilities may be different than the dorms that you are used to in the U.S. For example, curfews may apply.

### **Residencia Universitaria La Ribera**

Pº del Prior (esquina c/ Luis de Ulloa)

Logroño

Tel. 941.27.8400

Price: approx. €460 (single) per month and €300 (double) depending on the type of room and services included.

NOTE: The residence halls fill quickly. If you wish to reserve a room in a residence hall prior to arrival, you must contact the housing coordinator as early as possible. Preference is given to those students staying for an entire academic year; semester students will only be accommodated once the year-long students are placed.

- 2) Homestays in Logroño are scarce, but may be available upon request. Students are advised to communicate with the office in Spain well in advance.
- 3) Most students prefer to share an apartment with other students, usually European and Spanish. The university can also help find this type of housing as they have a database with available apartments. N.B.: Housing choices may be more limited for spring semester students.

Prices vary from one apartment to another, but the approximate cost is €250 - €300/month for a furnished room in a shared apartment. Utilities are usually shared among the people living in the apartment.

The *Universidad de La Rioja* maintains an excellent web page with a database for housing which students may consult prior to arrival: [www.unirioja.es](http://www.unirioja.es). Go to “*Estudiantes*”, click on “*Servicios*,” then “*Alojamiento*” for lists of *residencias* and available apartments.

## UNIVERSIDAD DE CÓRDOBA

**Middlebury College staff will assist students in their housing search on-site, based on the information submitted on their housing questionnaires.** Córdoba is an average-sized and very accessible city where students will have the following housing options:

- 1) living in a residence hall
- 2) living in a homestay
- 3) living in an apartment

1) Students living in a Residence Hall find it easier to make Spanish friends and get to know other students. Please keep in mind that these facilities may be different than the dorms that you are used to in the U.S. For example, curfews may apply.

NOTE: The residence halls fill quickly. If you wish to reserve a room in a residence hall prior to arrival, you must contact the housing coordinator as early as possible.

2) Homestays in Córdoba are scarce, but may be available upon request. Students are advised to communicate with the office in Spain well in advance.

3) Most students prefer to share an apartment with other students, usually European and Spanish. N.B.: Housing choices may be more limited for spring semester students.

Prices vary from one apartment to another, but the approximate cost is €200 - €250/month for a furnished room in a shared apartment. Utilities are usually shared among the people living in the apartment.

## MEETING THE SPANISH

One of the questions we are asked most frequently is how to go about meeting Spanish students. Those of your predecessors who have been successful in this respect would say that the best approach is to find a group activity that includes Spanish people: choral singing, hiking or sports, volunteer work, language exchanges, or internships, anything that gives you an interest or a structure in common. For the Madrid or UC3M students, the office has resources that include Spaniards interested in participating in an *intercambio* with English-speaking students. For more information contact the Coordinator for Student Affairs and Integration, [Carlos Jurado](#). You will need some courage and a good deal of initiative; results may not live up to your expectations, especially right away, but be patient. Keep in mind the strategies you would use at home to meet people you are interested in knowing: you try to be where they are, you try to share an interest or an activity that will bring you into contact with them, you get to know people who know them. It goes without saying, if you have one or two Spanish acquaintances to start, it can only make things easier. Conversely, if you speak English in public, spend much time with other Americans, or travel outside of Spain on weekends, it will make things more difficult.

## HERITAGE LEARNERS

If you are of Hispanic descent, studying in Spain may be the realization of a long held desire to learn more about your own heritage and roots and improve your language skills. It may also be an important phase in developing your understanding of yourself as a heritage learner. At the same time, be prepared for the possibility of feeling “caught between two worlds” and experiencing your own kind of culture shock.

## INTERNSHIPS & VOLUNTEER WORK

Students may find internships and volunteer work an excellent way to integrate into the local culture. There are non credit-bearing and credit-bearing internships. (Students who are not from Middlebury College should check with their home institutions regarding credit-bearing internships.) Consult with the [Coordinator for Development and Site Programs](#) at the School in Spain office in Madrid. Be sure to do this early in the year or semester so that you are able to gain fully from the experience. All internships are unpaid. (See *Academics* for more information.)

## TRAVEL WITHIN SPAIN

The books *Guía Trotamundos*, *La Guía Azul*, *Let's Go Spain* or *The Lonely Planet Guide to Spain* provide very useful information on low-budget lodging and meals, sights and places of interest, transportation, and helpful addresses such as post offices, etc. They are updated yearly and sold in the U.S.

**TRAIN:** Rail travel is a common and convenient form of transportation in Spain and Europe in general. For more information contact [RENFE](#).

- **[CARNET JOVEN](#):** This card can be purchased by students under 26 years of age at. Instructions on how to purchase the card in Madrid will be provided in the orientation packets that students receive upon arrival.

The *carnet joven* can be used to obtain significant discounts on transportation, lodging and cultural activities. There are some minor restrictions regarding eligible travel days.

**BUS:** Intercity bus transportation tends to be lower in cost than train travel, and many of the buses on the road these days are fairly spacious, have bathrooms, and show movies. Where a choice is available, check schedules and fares. Discounts may be available to students under age 26 who are in possession of the above-mentioned *Carnet Joven*. There are many different bus companies that provide services to different regions of Spain.

**PLANE:** Air travel is another possibility for travel within Spain and Europe. Some flights available through student travel agencies are priced at 1/2 to 2/3 of the regular rate. For regular flights, low-cost fares are sometimes available for students traveling round-trip to other countries, excursions within the country, etc.

**[STUDENT TRAVEL AGENCY: T.I.V.E.:](#)** Fernando el Católico, 88 tel.: 91.543.7412. web: [www.madrid.org/inforjoven](http://www.madrid.org/inforjoven) This agency issues a limited version (it does not include insurance) of the International Student I.D. Card in case a student is not able to purchase it in the United States before departure. In order to take advantage of T.I.V.E.'s multiple services, you must be the holder of an International Student I.D. Card. T.I.V.E. also provides information on hostels, student vacation resorts, ski trips, and on activities for the student population of Madrid.

**When leaving their host city overnight or longer, students must leave an itinerary and/or addresses and phone numbers where they can be reached with the School in Spain office in Madrid by e-mail: [deviaje@middlebury.edu](mailto:deviaje@middlebury.edu). This information will be kept confidential and used only in cases of emergency or urgent messages from parents. As a matter of courtesy and common sense, students living with hosts should similarly inform them when they plan to be away.**

If you plan to travel to other countries, be advised that regulations regarding necessary visas or entry and exit permits vary and may change at very short notice. Consult a travel agent or the corresponding country's consulate and/or embassy for current procedures.

Hitchhiking as a mode of transportation anywhere in Europe is strongly discouraged as a matter of policy. The practice is regarded by European security officials to be extremely unsafe and is often illegal. Buses and trains provide a low-cost, safe alternative.

### **ADDITIONAL RESOURCES**

[www.apune.org](http://www.apune.org) (Association of American Programs in Spain)

[www.multimadrid.com](http://www.multimadrid.com)

[www.geoplaneta.com](http://www.geoplaneta.com)

[www.softdoc.es](http://www.softdoc.es)

[www.rumbo.es](http://www.rumbo.es)

[www.atrapalo.com](http://www.atrapalo.com)

[www.spain.info/](http://www.spain.info/)

# ON-SITE MONEY MATTERS

## CURRENCY EXCHANGE

All estimates in this handbook are based on an exchange rate of €1=\$1.40. This is an approximate rate of exchange at the time of publication. However, the dollar may weaken further between now and when you arrive in Spain.

## MONEY AND BANKING

You should make arrangements for your travel funds early. For your initial expenses, experience suggests that you should have immediate access to approximately €1,200. This will cover your stay in a hostel or hotel upon arrival, your first month's rent, book purchases, personal expenditures, as well as allow for unanticipated expenses. We also advise you to change \$200 into Euros before arrival or at the Madrid airport.

It is a good idea to obtain a **credit card** for use in Spain. American Express is valid in most of the larger establishments within Madrid, but in smaller cities it is less known. Visa is the most widely accepted card in Spain and Europe. MasterCard is also accepted.

Throughout Spain and Europe it is possible to use credit and debit cards to get cash from a bank during business hours or from ATMs. Students should make sure their cards are valid for international cash use. **Ask your bank if you will need a valid international PIN.** Also check what the daily (and in some cases weekly) limit is for withdrawing funds, as well as the bank fee charged per withdrawal.

We have found that the following financial arrangements have also proved useful for our students:

1. Middlebury College has a special agreement with the Interchange Spain (previously American Express) office in Madrid whereby students may cash personal checks drawn on an American bank by showing a letter of endorsement from the director of the program in Madrid. Students will be charged a percentage of the amount being cashed, which may make this option quite expensive. If you use this system, **make absolutely sure that no checks will bounce.** A bounced check will jeopardize the agreement. Students may not cash checks after April 1.
2. Some students bring all of their money for the year in travelers' checks. These can be cashed in any bank with only a passport. The disadvantage is that one has to bring a great sum of money at once. We do not recommend that students in Logroño or Córdoba rely on cashing traveler's checks as they are not as common and banks charge high commissions to exchange them.
3. You may open a checking account in euros (*cuenta de no residente*) after obtaining a *Certificado de No Residencia* from the Spanish police, or you may open an account in dollars at any bank; however, U.S. bank checks may take considerable time to clear.
4. American Express moneygrams, which are wired instantly to the Amex office, can be exchanged with no problem.

Note: Each of the above options will incur charges and/or commissions.

**Please note that you should NOT have money sent to you in the form of money orders, bank drafts, or treasurers' notes. You will encounter great difficulty and delay in cashing them.**

## EMERGENCY CASH

BEFORE you leave, you should discuss with your family a plan for getting more money in an emergency situation. Check Western Union details and service fees, credit card services, and ATM availability.

## **CREDIT CARD CANCELLATION**

VISA:	900.991.124
MASTERCARD:	900.971.231
AMEX:	902.375.637
DINERS:	901.101.011
4B (Spanish bank card)	91.362.6200 902.114.400
Servi Red (Spanish bank card)	91.519.2100 902.192.100
Euro6000 (Spanish bank card)	902.206.000

## **WORKING IN SPAIN**

A foreigner may not work in Spain **without a work permit**, and ordinarily a work permit is not issued by the Spanish government in any instance when a foreigner is seeking to fill a position for which **EU citizens are qualified and available**. In view of this, students are urged **not to come to Spain with the hope of finding paid work**.

# COMMUNICATION WITH HOME & FRIENDS

## COMMUNICATION AND IMMERSION

Students who seek maximum immersion should note that regular communication with home can significantly hinder their language progress and their adjustment to the new culture. If your goal is maximum immersion, you should prepare family and friends for the reality that you may be difficult to contact and that, even when possible, frequent calling, e-mailing, and instant messaging will interfere with your language acquisition. Please remind your family that no news is good news.

## MAIL

Students may receive their mail at the addresses listed below. Students should only receive packages at their local home addresses. Customs charges and taxes may be charged for receiving packages. A package sent through the U.S. Post Office can take three to six weeks to arrive by airmail and may incur customs cost. Letters usually take 8-15 days.

### SEDE PRIM (MADRID) UC3M (GETAFE)

Your Name  
Middlebury College School in Spain  
Prim 19, Primera Planta  
28004 Madrid  
SPAIN

### UR (LOGROÑO)

Your Name  
c/o Relaciones Internacionales- Marta Gil  
*Universidad de La Rioja*  
Edificio Rectorado  
Avda. de la Paz, 93  
26004 Logroño (La Rioja)  
SPAIN

### UCO (CÓRDOBA)

Your Name  
Your home address

## INTERNET SERVICE/E-MAIL

Students with their own computers and a modem may subscribe to commercial Internet providers to gain access from their lodgings. Bills for these services are sent to the subscriber, but as there are also phone connection charges involved you will want to be sure that your landlord is in agreement if you do not have your own phone line. There is also the option of purchasing a USB modem which most internet service providers offer. Specific information will be provided in the orientation packets that students receive upon arrival. The Sede Prim and all of our host institutions have computing facilities with

internet/email access; however, due to restrictions on access, scheduling, and numbers, we recommend that whenever possible students bring their own laptops.

### **TELEPHONE**

The telephone at the School in Spain office in Madrid is for the use of the staff only. Students may not make nor receive telephone calls through this office, except in cases of emergency.

International calls can be made from any telephone booth (the country code for the U.S. is 001). However, there are several telephone centers, *locutorios*, that offer privacy when making your call. It is also possible to dial direct and the connections are generally excellent. Some students will not have access to a telephone in the housing option that they have chosen. Pre-paid phone cards and reduced rate phone services are also easily available.

### **CELL PHONES**

The use of cell phones in Spain is common, and they are easily obtainable. The options are numerous, the prices vary, and more information will be provided in the orientation packets that students receive upon arrival.

### **FAX/XEROX**

The fax and photocopier at the School's offices in Madrid are for staff use only.

# LOCAL INFORMATION

## INFORMATION FOR THE CITY OF MADRID

### Emergency Numbers & Addresses

Students will receive a *Carnet de Urgencias* during the on-site orientation, which they should carry on their person at all times. In addition, students should memorize the following emergency numbers:

<b>General Emergency</b>	<b>112 (memorize this number as the Spanish version of 911)</b>
<b>Police</b>	<b>091</b>
<b>Fire</b>	<b>080</b>
<b>Ambulances</b>	<b>092</b>

### U.S. Embassy

**Serrano, 75, Madrid**

**tel.: 91-587-2200**

(Open for citizen services from 8:30a.m.-1:00 p.m. Monday through Friday)

### Hospitals and Medical Services in Madrid

#### Unidad Médica

C/Conde de Aranda, 1, 1 Izq

(Metros - Retiro/Serrano)

tel.: 91.435.1823

During business hours, 9:00a.m.-8:00p.m., you can reach English-speaking doctors, many specialties available. Payment for services received may be made in cash or by credit card. The receipt can be sent to your insurance for reimbursement. Appointments may be made through the Middlebury in Spain office or by calling directly during office hours. When calling Unidad Médica, explain that you are in Madrid with the Middlebury program.

#### **Interclinic**

Claudio Coello 117, Bajo Dcha

tel.: 91.576.9901/02

Hours: 9:00a.m.-6:30p.m.

This clinic also has an English-speaking staff. Payment for services received may be made in cash only.

### Intracity Travel

Students in Madrid may purchase the monthly *Abono de Transporte* which gives them a discount on the city's public transportation. This monthly pass saves you money if you take the metro or bus at least four times a day on weekdays. If you travel less you can buy *Metrobus* tickets, each of which allows you to take the metro or bus a total of ten times. Ask for information regarding special tickets or passes in the School in Spain office.

Maps from bookstores, kiosks, and the National Tourist Offices can prove invaluable. Please do not hesitate to ask if you have questions.

### Travel Information

IBERIA info 902.400.500

TRAIN info (RENFE) 902.240.202

BUS info (EMT) 91.406.8800

METRO 902.444.403  
AIRPORT (AENA) 902.353.570

## **STUDENT TRAVEL AGENCIES**

### EUROJOVEN

Gran Vía 69  
tel.: 91.559.5958

### T.I.V.E.

Fernando el Católico, 88  
tel.: 91.543.7412  
hours, 9:00 a.m. – 2:00 p.m.

## **OTHER USEFUL ADDRESSES**

Interchange Spain S.A.U.  
Calle Mayor, 15  
Tel. 91.369.7200

### Official Municipal Office of Madrid

Plaza Mayor  
tel.: 91.588.1636

### Madrid Tourism

## **Hostels and Hotels**

Please note: Prices may have changed since the publication of this Handbook, may vary depending on whether the room has a bathroom/toilet/shower, and a 7% tax may or may not be included in the price quoted (so ask before making your reservation).

### Hostal **RUBIO**

c/Conde de Romanones, 8, 5º Izda.  
Metro Tirso de Molina  
tel.: 91.369.3042  
**Single** €30  
**Double** €40

### Hostal **CORUÑA**

Paseo del Prado, 12, 3º Dcha  
Metro Atocha  
tel.: 91.429.2543  
**Single** €25  
**Double** €38  
**Triple** €50

### Hostal **CERVANTES**

c/Cervantes, 34, 2ª  
Metro Sevilla  
tel.: 91.429.2745  
**Single** €45  
**Double** €55

Hostal **ASTORIA**

Carrera de San Jerónimo, 30 OR 32, 5º

Metro Sevilla / Sol

tel.: 91.429.6780

**Single** €45

**Double** €65

**Triple** €77

Hostal **MACARENA**

Cava de San Miguel, 8

Metro Sol

tel.: 91.365.9221

**Single** €61

**Double** €79

**Triple** €110

**Cuadruple** €116

Hostal **MARTIN**

Atocha, 43, 3º Izda.

Metro Antón Martín

tel.: 91.429.9579

**Single** €45

**Double** €62

**Triple** €73

Hostal **LISBOA**

c/Ventura de la Vega, 17

Metro Sevilla, Sol

tel.: 91.429.4676

**Single** €40

**Double** €50

**Triple** €75

Hostal **SIL**

c/Fuencarral 95

Metro Bilbao

tel.: 91.448.8972

**Single** €57

**Double** €74

**Triple** €95

Hostal **PRIM** (next to the *Sede Prim*, discounts available for Middlebury students, identify yourself as such when making reservations)

c/Prim, 15

Metro Chueca, Banco de España, Colón

Tel.: 91.521.5495

Single €47

Double €58

Next to the Sede Prim.

Hostal **MADHOSTEL**

c/ de la Cabeza, 24

Metro Antón Martín

tel: 91.506.4840

Hostal **CATS**

c/ Cañizares 6  
Metro Antón Martín  
tel. 91.369.2807

Hotels near the Sede Prim

Hotel **REGINA**

c/ Alcalá 19  
Metro Sevilla, Sol  
tel.: 91.521.4725  
Single €90  
Double €150

Hotel **FRANCISCO I**

c/ Arenal 15  
Metro Sol  
tel.: 91.548.4314  
Single €70  
Double €118  
Triple €150

Hotel **LUSSO INFANTAS** (discounts available for Middlebury students, identify yourself as such when making reservations)

c/ Infantas 29  
Metro Gran Vía  
tel.: 91.521.2828  
Double €108 (for Middlebury students)

Hotel AC Recoletos (discounts available for Middlebury students, identify yourself as such when making reservations)

Calle Recoletos 18  
Tel. 902.292.293  
Single €191  
Double €220

## **Shopping**

Store hours vary slightly according to the season and the type of store, but in general they are open from 10:00a.m. until 1:30-2:00p.m., close for lunch, and reopen from 5:00-8:00 p.m.

## **Libraries & Bookstores**

Students will receive library and bookstore information upon arrival in Madrid. Information is also available on the [School in Spain webpage](#).

## **Department Stores**

[El Corte Inglés](#) (everything under the sun, fairly high prices, but good quality and money-back guarantee)

Preciados, 1-3  
Goya, 76 & 85  
R. Fernández Villaverde, 79  
Plaza de Callao, 1  
Serrano, 47, 52  
Princesa 41, 47 & 56  
Pza Callao 2  
Castellana 71 & 85

### **Credit Card Cancellation**

VISA	900.991.124
MASTERCARD	900.971.231
AMEX	902.375.637
DINERS	901.101.011
4B (Spanish bank card)	91.362.6200
	902.114.400
Servi Red (Spanish bank card)	
	91.519.2100
	902.192.100

### **Calling Card Access Numbers**

AT&T	900.990.011
SPRINT	900.990.013
MCI (call collect)	1.800.888.8000

### **Other Services**

Radio Taxi	91.447.3232
	91.405.5500

Municipal Lost and Found	91.527.9590
Western Union	900.633.633

NOTE: Resources for Health and Wellness in Spain can be requested from staff members and can also be found on the School in Spain website.

## **INFORMATION FOR THE CITY OF LOGROÑO**

### **Emergency Numbers**

Students will receive a *Carnet de Urgencias* during the on-site orientation in Madrid, which they should carry on their person at all times. In addition, students should memorize the following emergency numbers:

<b>General Emergencies</b>	<b>112</b>
<b>Police</b>	<b>091</b>
<b>Fire</b>	<b>080 or</b> <b>941.22.5959</b>
<b>Ambulance</b>	<b>061</b>

Students may also contact the *Oficina de Relaciones Internacionales* at the Universidad de La Rioja for further local information.

### **Hospitals and Medical Services in Logroño**

Hospital San Pedro-Barrio de la Estrella  
Piqueras 8  
tel.: 941.29.75.00

Centro de Salud Espartero  
PIO XII, 12 BIS  
941 260101

NOTE: This center offers medical assistance after 10:00pm. For major medical emergencies students should go to the emergency room at the Hospital San Pedro.

### **Travel Information**

Estación de Autobuses 941.23.5983  
RENFE 902.240.202  
Tourist Information 941.29.1260

Ayuntamiento de Logroño  
[www.logro-o.org](http://www.logro-o.org)

## **INFORMATION FOR THE CITY OF CÓRDOBA**

### **Emergency Numbers**

Students will receive a *Carnet de Urgencias* during the on-site orientation in Madrid, which they should carry on their person at all times. In addition, students should memorize the following emergency numbers:

<b>General Emergencies</b>	<b>112</b>
<b>Police</b>	<b>091</b>
<b>Fire</b>	<b>080</b>
<b>Ambulance</b>	<b>061</b>

### **Hospital in Córdoba**

Hospital Reina Sofía  
Avda. Menéndez Pidal s/n  
Tel. 902-505-061 (for emergencies)

### **Clínica EMUCOR**

c/ Conquistador Benito de Baños, 10  
(Zona Cañero, Avda de Libia)  
tel. 957-250-108

### **TRAVEL INFORMATION**

RENFE 902.240.202  
Punto de información turística de Córdoba  
902.201.774

### **Turismo de Córdoba**

Hostal Albergue de la Juventud  
Pza Juda Levi s/n  
Tel. 957-35-5040  
Single €24 (breakfast included)  
Double €32 (breakfast included)

## CÓRDOBA (UCO) CALENDAR

Please consult this calendar for important information. Some dates may undergo changes, so the webpage will be updated frequently. Special note: Please be aware that the office in Madrid will be closed during the following dates and the office staff may not be available for answering phones or email: 14-31 August 2009 and 18 December 2009 - 7 January 2010.

**The 2009-2010 official calendar will not be published by UCO until after the publication of this Handbook (in September 2009). Therefore, some of the dates may be very different from what is shown here. Please consult the university web page frequently for updates. Spanish university calendars are undergoing major modifications in accordance with the Bologna Process. The [School in Spain web calendar](#) will be updated as soon as more information becomes available.**

### FALL SEMESTER (APPROXIMATE DATES)

#### **SEPTEMBER**

Mid-September

(Arrival in Madrid)  
First meeting and welcome breakfast at Sede Prim, Prim 19,  
Primera Planta. **Mandatory attendance.**  
Travel to Córdoba: Housing, and Orientation

#### **OCTOBER**

Beginning of October  
12  
Mid-October

First day of classes  
Holiday - Feast of Patron Saint Pilar  
Registration confirmation

#### **DECEMBER**

8

Holiday - Feast of the Immaculate Conception

#### **JANUARY**

End of January  
End of January to mid-February

Last day of classes - first semester  
FIRST SEMESTER FINAL EXAMS

### SPRING SEMESTER (APPROXIMATE DATES)

#### **JANUARY**

End of January

(Arrival in Madrid before this date).  
First meeting and welcome breakfast at Sede Prim, Prim 19,  
Primera Planta. **Mandatory attendance.**  
Travel to Córdoba: Housing, and Orientation

#### **FEBRUARY**

Beginning of February

First day of classes - second semester

#### **MARCH**

Beginning of March

Registration confirmation

#### **SPRING BREAK**

(See Host Institution Calendar, available by September 2009)

#### **JUNE**

Beginning of June  
Mid-June

Last day of classes - second semester  
SECOND SEMESTER FINAL EXAMS

**NOTE:** ALL DATES MENTIONED ABOVE ARE SUBJECT TO CHANGE. PLEASE CONSULT THE [UCO WEB PAGE](#) PERIODICALLY FOR OFFICIAL DATES.:

*DO NOT BOOK RETURN FLIGHT RESERVATIONS FOR PRIOR TO LAST DAY OF FINAL EXAMS*

## GETAFE (UC3M) CALENDAR

Please consult this calendar for important information. Some dates may undergo changes, so the webpage will be updated frequently. Special note: Please be aware that the office in Madrid will be closed during the following dates, and the office staff may not be available for answering phones or email: 14-31 August 2009 and 18 December 2009 - 7 January 2010.

The 2009-2010 official calendar will not be published by the Universidad Carlos III until after the publication of this Handbook (in September 2009). Therefore, some of these dates may be very different from what is shown here. Please consult the University web page frequently for updates. Spanish university calendars are undergoing major modifications in accordance with the Bologna Process. The [School in Spain web calendar](#) will be updated as soon as more information becomes available.

### FALL SEMESTER (APPROXIMATE DATES)

#### SEPTEMBER

Beginning of September (Arrival in Madrid) First meeting & welcome breakfast at Sede Prim, Prim 19, Primera Planta. **Mandatory attendance.**

Orientation, Housing and Course Registration  
First day of classes

#### OCTOBER

12 Holiday - Feast of Patron Saint Pilar

#### DECEMBER

8 Holiday - Feast of the Immaculate Conception

#### JANUARY

Mid- January Last day of classes - first semester  
FIRST SEMESTER FINAL EXAMS

### SPRING SEMESTER (APPROXIMATE DATES)

#### JANUARY

Mid- January (Arrival in Madrid) First meeting and welcome breakfast at Sede Prim, Prim 19, Primera Planta. **Mandatory attendance.**

Orientation, Housing and Course Registration  
First day of classes

#### SPRING BREAK

(See Host Institution Calendar)  
Mid-May Last day of classes - second semester  
Mid-May to Early June SECOND SEMESTER FINAL EXAMS

**NOTE: ALL DATES MENTIONED ABOVE ARE SUBJECT TO CHANGE. PLEASE CONSULT THE [UC3M WEB PAGE](#) PERIODICALLY FOR OFFICIAL DATES.**  
*DO NOT BOOK RETURN FLIGHT RESERVATIONS FOR PRIOR TO LAST DAY OF FINAL EXAMS*

## LOGROÑO (UR) CALENDAR

Please consult this calendar for important information. Some dates may undergo changes, so the webpage will be updated frequently. Special note: Please be aware that the office in Madrid will be closed during the following dates and the office staff may not be available for answering phones or email: 14-31 August 2009 and 18 December 2009 - 7 January 2010.

The 2009-2010 official calendar will be published by the Universidad de La Rioja after the publication of this Handbook (in September 2009). Therefore, some of the dates may be very different from what is shown here. Spanish university calendars are undergoing major modifications in accordance with the Bologna Process. The [School in Spain web calendar](#) will be updated as soon as more information becomes available.

### FALL SEMESTER (APPROXIMATE DATES)

#### SEPTEMBER

Mid-September (Arrival in Madrid) First meeting and welcome breakfast at Sede Prim, Prim 19, Primera Planta. **Mandatory attendance.**  
Travel to Logroño (La Rioja)  
Housing, Orientation and Language course

#### OCTOBER

Beginning of October First day of classes  
12 Holiday - Feast of the Patron Saint Pilar  
Mid-October Registration confirmation

#### NOVEMBER

1 Holiday - All Saints Day

#### DECEMBER

8 Holiday - Feast of the Immaculate Conception

#### JANUARY

End of January Last day of classes - first semester  
End of Jan to Mid-Feb FIRST SEMESTER FINAL EXAMS

### SPRING SEMESTER (APPROXIMATE DATES)

#### JANUARY

End of January (Arrival in Madrid) First meeting and welcome breakfast at Sede Prim, Prim 19, Primera Planta. **Mandatory attendance.**  
Travel to Logroño  
Housing, Orientation and Language course

#### FEBRUARY

Mid-February First day of classes - second semester

#### MARCH

Beginning of March Registration confirmation

**SPRING BREAK** (See Host Institution Calendar)

#### JUNE

Mid-June Last day of classes - second semester  
Mid-June to early July SECOND SEMESTER FINAL EXAMS

#### **NOTE:**

ALL DATES MENTIONED ABOVE ARE SUBJECT TO CHANGE. PLEASE CONSULT THE [UNIVERSIDAD DE LA RIOJA WEB PAGE](#) PERIODICALLY FOR up to date information.

*DO NOT BOOK RETURN FLIGHT RESERVATIONS FOR PRIOR TO LAST DAY OF FINAL EXAMS*

## SEDE PRIM (MADRID) CALENDAR

Please consult this calendar for important information. Some dates may undergo changes, so the webpage will be updated frequently. Special note: Please be aware that the office in Madrid will be closed during the following dates and the office staff may not be available for answering phones or email: 14-31 August 2009 and 18 December 2009 - 7 January 2010.

### FALL SEMESTER

#### **SEPTEMBER**

Monday, 7	Middlebury in Spain office opens First meeting and welcome breakfast (10:30 a.m.). Mandatory attendance.
Tuesday, 8	Orientation
Wednesday, 9	<b>MANDATORY LANGUAGE EXAM and</b> Orientation
Thursday, 10	Orientation
Friday, 11	Excursion, time and place to be announced on the Orientation schedule.
Monday, 14	First day of classes
Thursday, 17	Opening ceremony and reception for ALL students 7:30 p.m., Aula Magna and La Tertulia
Friday, 18	Final registration. Last day to add a class.

#### **OCTOBER**

Monday 12	HOLIDAY – Feast of Pilar
Friday 16	Monday/Wednesday classes held
Mon. 19 – Thur 22	Midterm exams (approx. dates)
Thursday, 29	Last day to drop a class.

#### **NOVEMBER**

Monday 9	HOLIDAY – Feast of Almudena
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#### **DECEMBER**

Monday, 7	HOLIDAY – long holiday weekend
Tuesday, 8	HOLIDAY – Feast of the Immaculate Conception
Thursday, 10	Last day of classes
Mon, 14 – Thu. 17	Final Exams
Friday, 18	Office closes until January 7, 2010

#### Notes:

- 1.) **DO NOT BOOK RETURN FLIGHT RESERVATIONS FOR PRIOR TO FRIDAY, DECEMBER 18.**
- 2.) **ALL DATES MENTIONED ABOVE ARE SUBJECT TO CHANGE.**

## SPRING SEMESTER

### **JANUARY**

Thursday, 7	Middlebury in Spain office opens
Monday, 11	First meeting and welcome breakfast (10:30a.m.). MANDATORY attendance
Tuesday, 12	Orientation
Wednesday, 13	MANDATORY LANGUAGE EXAM for new students and Orientation
Thursday, 14	Orientation
Friday, 15	Excursion, time and place to be announced on the Orientation schedule.
Monday, 18	First day of classes
Thursday, 21	Opening ceremony and reception for ALL students 7:00 p.m. La Tertulia
Friday, 22	Final registration. Last day to add a class.

### **MARCH**

Mon 1 <sup>st</sup> – Thu 4 <sup>th</sup>	Midterm exams (approx. dates)
Thursday, 5	Last day to drop a class,
Sat. 20 – Sun April 4	HOLY WEEK / SPRING BREAK

### **APRIL**

<b>Monday, 5</b>	<b>Classes resume</b>
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### **MAY**

Thursday, 6	Last day of classes
Mon 10 - Thu 13	Final Exams

#### Notes:

- 1.) **DO NOT BOOK RETURN FLIGHT RESERVATIONS FOR PRIOR TO FRIDAY, MAY 14.**
- 2.) **ALL DATES MENTIONED ABOVE ARE SUBJECT TO CHANGE.**