Hamilton College
Academic Year (or semester) in Spain
2014-15

MAIN BULLETIN
April, 2014

Welcome to the Hamilton College Academic Year (or semester) in Spain program! We are confident that your stay in Spain will prove a rich, exciting and profitable experience.

IMPORTANT: PLEASE READ AND RE-READ THE ENCLOSED INFORMATION <u>AT LEAST</u> TWICE. THIS BULLETIN CONTAINS A GREAT DEAL OF INFORMATION AND REQUIRES A CONSIDERABLE NUMBER OF ACTIONS ON YOUR PART, MANY OF WHICH MUST BE UNDERTAKEN IMMEDIATELY. CHECK THIS DOCUMENT THOROUGHLY BEFORE CALLING IN ANY QUESTIONS TO THE HCAYS OFFICE. WE HAVE TRIED TO ANTICIPATE MANY OF THESE HERE.

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I. OFFICE ADDRESSES and STAFF INFORMATION

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Hamilton College Academic Year (or semester) in Spain: Madrid Office

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II. GENERAL INFORMATION

DIRECTOR-IN-RESIDENCE

We are pleased to confirm that the HCAYS Director-in-Residence for 2014-15 is Dr. Joana Sabadell Nieto, Professor of Hispanic Studies at Hamilton College. Professor Sabadell Nieto joined the Hamilton faculty in 2011. Since then she has been the Hispanic Studies Chair and General Director, has taught several courses across the curriculum and in her area of expertise: Contemporary Spanish Literature (poetry, narrative, film. Gender and Feminist Studies.)

Professor Sabadell Nieto has authored and published several books, collections of essays and many articles: ***Differences in Common*** *(2014)*, ***Desbordamientos. Transformaciones políticas y culturales de las mujeres*** *(2011)*, ***Mujeres y Naciones*** *(2009)*, ***Cien años de poesía. 53 poemas en catalán, gallego y vasco: estructuras poéticas y pautas críticas***. (2007), ***Mosaico ibérico***. ***Ensayos sobre poesía y diversidad*** (1999) and ***Fragmentos de sentido. La identidad transgresora de Jaime Gil de Biedma***. *(1997*) among others. Her transcription of the unpublished diaries of Spanish novelist Gonzalo Torrente Ballester is almost ready for publication. Professor Sabadell Nieto is a member at the Research Center Women and Literature (University of Barcelona), where she has joined forces with other scholars in several projects funded by the Spanish Ministeries of Culture and Education. Before arriving at Hamilton, she taught at the State University of New York (Albany), where she was the Graduate Program Director, and at Dartmouth College, where she directed several programs in Spain. She has lectured in several countries in Europe, in Mexico and the USA, and earned a PhD. at the University of Pennsylvania.

FACILITIES: HCAYS CENTRO UNIVERSITARIO DE ESTUDIOS HISPANICOS

The program headquarters, the Centro Universitario de Estudios Hispánicos de Hamilton College, is located on a quiet, tree-lined location within the Madrid university area, close to the subway station "Metropolitano" (metro line number 6).

The contact information of the HCAYS Centro is:

Calle General Asensio Cabanillas, 35
28003 Madrid, Spain
Tel: (+34) 91-535-7899
Fax: (+34) 91-534- 9738

This is the address you should use to receive mail in Spain.
(Please provide this information to your friends and family.)

III. TRAVEL TO MADRID

A. TRAVEL ARRANGEMENTS

Students travel independently to and from Spain. We strongly believe that this experience fosters each student's independence. Please choose an arrival time that is neither too early in the morning nor too late in the evening, as a courtesy to your host family.

Once you have selected an itinerary and bought your ticket, please send us confirmation in writing to aysjyf@hamilton.edu with copy to cjensen@hamilton.edu.

If you are traveling to Madrid from outside the USA, you must also plan to arrive in Madrid on the morning of Thursday, August 28. **The first meeting at the Center will be on Friday, August 29 at 10:00 a.m.**

For 2014-15 yearlong & spring semester students: the day you must depart your Spanish family's home will be Saturday, May 16. **For Fall 2014 students, the day you must leave your Spanish family's home will be Saturday, December 13.**

You will receive the address of your host family by the end of June. We encourage you to write your host family before your arrival, in order to introduce yourself. **Upon arrival to your home in Madrid, you must contact one of our local staff to announce your safe arrival.**

IT IS IMPERATIVE THAT WE RECEIVE YOUR COMPLETE TRAVEL DETAILS BY JUNE 15 -- AT THE LATEST. Please email this information to: aysjyf@hamilton.edu with a copy to cjensen@hamilton.edu. Be certain to indicate your **name** along with your detailed travel itinerary.

PLEASE NOTE: If there are last minute travel changes, you must contact Professor Sabadell-Nieto in Madrid to verify your arrival at: 011-34-679-968-118.

If you need assistance with any travel details and connections, we strongly recommend Michelle Sonnenthal, who is the travel agent for Hamilton College Programs Abroad. Ms. Sonnenthal has worked with Hamilton College Programs Abroad for decades. Her business is Travel Easy. The telephone numbers for Ms. Sonnenthal are: 212-999-5578 and 212-944-2121 x2293. You may also reach her via email: msonnenthal@tzell.com.

B. PASSPORT

If you do not have a passport, you may apply through the website: **www.travel.state.gov**. The cost will be approximately $110.00. Please follow carefully the instructions contained in the passport application. For your foreign address, use:

> **Centro Universitario de Estudios Hispánicos**
> **Hamilton College Academic Year in Spain**
> **C/ General Asensio Cabanillas, 35**
> **28003 Madrid SPAIN**.

IMPORTANT: PLEASE NOTE THAT YOU MUST REGISTER YOUR PASSPORT NUMBER, DATE OF BIRTH AND COUNTRY OF ISSUE THROUGH YOUR HCAYS REG-ONLINE ACCOUNT BY MAY 15 AT THE LATEST. If we do not receive this information by May 15, you will not receive health insurance coverage.

When you access your RegOnline account to add or verify your passport information, please double-check to insure that your Emergency Contact Information is complete and accurate!!!

IN ADDITION, YOU MUST SCAN AND EMAIL THE PHOTO PAGE OF YOUR PASSPORT TO: PEDRO PEREZ LEAL at: pperezle@hamilton.edu BY MAY 15, IN ORDER TO PROCESS YOUR MADRID TRANSPORTATION CARD ON TIME! (Please scan the photo page of your passport before you begin the visa process.)

C: SPANISH VISA

You can find general information about studying in Spain at: http://www.exteriores.gob.es/Embajadas/ACCRA/en/InformacionParaExtranjeros/Pages/Estudiar.aspx Some of the visa application forms are available on the internet (for instance for the NYC Consulate:**http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewyork/Visas-New-York.aspx**). The Consulate will charge a visa processing fee of at least $160. The American Embassy in Spain charges this amount for Spaniards who wish to have a visa to visit the USA.

The Spanish authorities will insist that visas be obtained **in person** at the Spanish Consulate nearest to your home address. **You may need to make an appointment to submit your visa application**. Normally, you can apply in person 90 days prior to departure to the Consulate nearest you, where you will be asked to present the following:

1. Your valid passport
2. 4 passport-size photographs (**not** computer-generated copies)
3. Original acceptance letter to the HCAYS
4. Official Statement of Enrollment verifying that you are a member of our Program
5. Letter of Financial Guaranty acknowledging the Program's responsibility for travel, room and board expenses.
6. A Physician's letter or report (different than the form submitted with your application) certifying: your good health, that you are free of contagious diseases, that you have no drug addictions and no mental illness.
7. Statement of Good Conduct from the State Police Department where you live.
8. You will also need to provide a detailed travel itinerary. Please contact the Consulate directly to learn the exact requirements for proof of travel to and from Spain.
9. A letter indicating that you have SANITAS Health Insurance in Spain
10. Some consulates (New York, for example) may require you to prove coverage for "Emergency Evacuation and Repatriation in Case of Death." Please see the memo included in the Appendices of this bulletin.

Please note that the above list may not be comprehensive. You must contact the Consulate responsible for your jurisdiction as soon as possible to learn the exact documentation necessary for your visa application.

In some cities the visa process may take **MONTHS!** Some cities will be able to process the forms in thirty days or less, but it is essential that you contact your Consulate immediately to confirm processing time and location, since usually you must obtain your visa in person. **Failure to have a visa prior to departure may result in the cancellation of your HCAYS program participation.**

THE HCAYS WILL NOT ASSUME RESPONSIBILITY FOR SECURING VISAS.

Your visa may become invalid if held for more than 90 days prior to departure for Spain.

Additional important information regarding visas:

• The airlines now have the responsibility to check concordances between the length of stay stated on the visa and return dates on the plane tickets. If they do not match, they will not let that person get on the plane. If the airlines do not comply with this, they can be fined.

• Students that stay for the academic year need to start the process of obtaining their residency student cards in the first 30 days after entering Spain. You will be given more information about this after your arrival. If you stay for only one semester, your visa suffices for your stay. Our Coordinator of Academic Affairs will help you with the process of obtaining the residency student cards, preparing all documents, and going with you to the police station.

For Fall Semester students only: This means that you need to decide if you are going to stay for a whole academic year in the first 30 days, if you have not decided prior to your arriving to Spain. Thus the deadline for such decisions is October 1. If you change your status to year student, you will have to return to your home country to obtain a new visa from your consulate. The best time to do this is during winter break – making appropriate arrangements in advance.

If you enter Spain from one of the EU Schengen countries, and not from the US, you will have to declare your entrance into Spanish territory. This can be done in any police station or in the Dirección General Offices. You will have 72 hours to do so. For help or more information about this requirement, please ask our Academic Coordinator at the Center on Orientation day.

For additional information about Schengen countries, you may access: http://europa.eu/travel/doc/index_en.htm. Schengen is an agreement between many European countries aimed at creating a common area without internal borders.

D. GENERAL BAGGAGE INFORMATION

Please check your airline's baggage policy. Do not, **under any circumstances**, take more than **two bags** and **one small carry-on**. Please pack only essential items! Do not plan to send luggage or trunks separately. Bring only what you can carry by yourself without help.

E. WHAT TO PACK

Students are urged to bring plenty of warm clothing. The fall and spring climate is generally very mild in Madrid, but December through March can be cold, though temperatures rarely drop below 30 degrees F. Winter often brings with it a damp, penetrating chill. Be sure to pack wool socks, a heavy sweater, sturdy shoes, a raincoat and warm sleeping clothes. Do not plan to have clothing sent to you. We do not recommend bringing electrical appliances. If you must, you will need an adapter plug, which can be purchased in Madrid. Voltage varies between 220 and 115, and the cycles are 50 (as opposed to 60 in the U.S.), which can be harmful for appliances and could lead to fire. Hair dryers and other appliances are readily available in Madrid. We recommend that you purchase these items once you arrive in Spain. In our pre-departure orientation DVD we will talk further about what you need to bring. We recommend that students pack extra clothing for orientation in carry-on luggage, in case of delayed/lost luggage.

Bring along a good Spanish-English dictionary.

F. PERSONAL TRAVEL

Your travel plans for outside of the program and Spain (during weekends and holidays) should wait until you receive all of your syllabi from all of your courses, in order to plan

accordingly. Please also take into consideration mandatory extracurricular activities. The same rules apply regarding your visitors.

G. ISIC CARD

The HCAYS requires that you purchase an ISIC student identity card. This mandatory ID certifies your student status and offers you supplemental health and accident insurance and discounts on museum entrance fees. The ISIC will be your Student Identity Card while in Madrid. You can apply for the ISIC card directly from STA Travel (1-800-777-0112) or statravel.com. You can also buy it in Madrid for approximately €10.00.

IV. PAYMENT SCHEDULE

2014-15 Payments are due as follows:

Year student payments:	
Deposit: within 14 days of acceptance	500.00
By August 15:	24,725.00
By November 15:	24,725.00
	$49,950.00
Fall student payments:	
Deposit: within 14 days of acceptance	500.00
By August 15:	25,700.00
	$26,200.00
Spring student payments:	
Deposit: within 14 days of acceptance	500.00
By December 15:	25,700.00
	$26,200.00

V. FINANCIAL AID

Financial aid awards and scholarships will be subtracted from the main payment when received by the Program. (We will accept financial aid disbursements on your College's schedule, but we require this information in writing.) Consult the webpage for further details concerning what the fee covers, refunds, where to send payments, etc.

Those of you who hold transferable financial grants must notify us in writing of the amount of scholarship aid that you expect to receive this year. It is not the Program's responsibility to solicit this information from the granting institutions. You should write the proper authorities immediately, requesting that your scholarship be transferred to:

Hamilton College Academic Year (or semester) in Spain
198 College Hill Road
Clinton, New York 13323

All federal financial aid in the form of Federal Perkins Loans, Supplemental Educational Opportunity Grants or State Student Incentive Grants is transferable. Check with your financial aid office for further information.

All payments and matters of finance should be addressed to:

Hamilton College Academic Year (or semester) in Spain
In care of: Hamilton College Business Office
198 College Hill Road
Clinton, New York 13323

Please be sure that the Business Office receives your payment early or on time!

VI. PRELIMINARY COURSE SELECTION

A. GENERAL INFORMATION

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1. Please be reminded that your HCAYS acceptance was contingent upon your successful completion of coursework for the current semester. **Be certain to have a complete transcript sent to us once you have received grades for your most recent semester!**

2. All students must take four course credit units. One of them must be a language course. Even bilingual students must take a very advanced writing/composition language class.

3. Please access the HCAYS website for the semester course listings and class schedule (www.hamilton.edu/spain). Then complete the enclosed Tentative Course Selection form and have it signed by your advisor. This information will give the Director-in-Residence an idea of the courses you would like to take in Spain.

We assume that non-Spanish related courses, if required by your school or your major, can be taken after returning to the USA. If your entire participation in the Program hinges on your taking such a course (French, Mathematics, etc.), please contact us right away. In addition, it is very important that you check with your home institution to find out the minimum passing grade to receive home credit.

4. After discussing course credits and major requirements with your department, please have your academic advisor review your choices and sign the bottom of the Tentative Course Selection sheet. This process should also extend to careful planning of the courses you intend to take at your home institution when you return.

5. Credit systems vary from one academic institution to another. You are strongly urged to check carefully with your language department or school administration to verify that you will receive full credit upon your return. Hamilton College considers all of its courses taught in Spain to be 300-level courses.

6. As you complete the course selection sheet, please do not assume that the material of one course will necessarily duplicate that of another which you have taken. We can provide you with additional information to enable you to make an informed decision.

7. Be aware that our courses have a limited enrollment of 16 students, and some, such as Flamenco, Spain Today, Documentary Film, and Art Studio, have even less. If a course is absolutely necessary to fulfill any of your graduation requirements, please contact us immediately.

B. COURSE REGULATIONS

No student may drop a course after the day of mid-semester, without incurring a grade of F. There will be no pass/fail (credit/no credit) in any of our courses. If a student wishes to request an exception, s/he must request it formally in writing as a proposal to the Resident Director no later than the date stipulated by the Hamilton College academic calendar.

C. INDEPENDENT STUDY

Please note that we do not allow students to undertake an Independent Study.

D. PRIVATE LESSONS

The Madrid staff will be happy to help search for professors for private classes (music, dance, studio art, etc.), but the program does not pay for these activities.

E. UNDERSTANDING THE HISTORY OF SPAIN

It is extremely important that all students have a good understanding of Spanish history prior to their arrival. Thus we ask that all members of the group try to purchase a book about Spanish history and culture, and complete a careful reading of it before departure. (One recommendation is The New Spaniards, by John Hooper.) This will help you to fully enjoy and understand the program's cultural immersion activities and frequent group excursions.

F. FIELD INTERNSHIPS: Spain Today: Social and Professional Learning

As part of its curriculum, HCAYS has developed a course titled "Spain Today: Social and Professional Learning" which combines regular academic classes with a minimum of sixty hours of fieldwork in order to allow a student to immerse him, or herself, more fully in Madrid's cultural and social environment.

In general, an internship requires 6 to 8 hours a week on site, six group meetings, four classes with guest speakers, two sessions of PowerPoint presentations and four individual interviews with the professor. Students are required to draw up a proposal, write a minimum of 20 pages of field notes, give a PowerPoint presentation, and prepare a final research paper. The class has an upper limit of 12 students.

Public service work, including volunteering with NGOs and in public service professions such as teaching EFL, makes up the bulk of the internship options. Possibilities may include volunteering at hospitals, helping out in EFL classrooms (preschool / elementary school / secondary school / university) or editing EFL textbooks, as well as working for institutions which promote free trade or support the gay or lesbian communities of Madrid, helping developmentally delayed children and/or adults, or defending the rights of refugees. Under exceptional circumstances, a different topic of the student's own choosing may be accepted.

The official course description for "Spain Today: Social and Professional Learning" is listed with the semester course offerings at: http://www.hamilton.edu/spain/curriculum/courses

Please note that HCAYS does not arrange for internships outside the frame of this course. However, students who wish to do an internship on their own are welcome to do so and HCAYS will provide assistance whenever possible.

Be advised that certain kinds of projects are, within the local social context, not realistic. Unemployment is very high in Spain, and labor laws prohibit regular 'employment' for anyone without a work permit, even if s/he does not earn a salary. Students are asked to sign a separate release-of-responsibility form (in addition to the general HCAYS form).

G. SPANISH UNIVERSITY COURSES

HCAYS currently has an affiliation with the Universidad San Pablo-CEU, through which you may take a course with Spanish students in a variety of fields.

We want to be as clear as we can about the advantages and disadvantages of taking courses at a Spanish university. We are not able to guarantee that the academic level of these offerings will be commensurate with the standards of the Hamilton program's own courses, we do not yet know well all the professors involved, and we are still in the process of reconciling disparate class schedules and surmounting other minor, logistical problems. Sometimes final grades are delayed due to courses taken through these universities because they operate on a different academic calendar. Nevertheless, we do think that attending a class with native speakers – however large or sporadically attended by Spanish students themselves – may be of interest to most HCAYS participants as a further way to become immersed in the Spanish environment and possibly develop friendships with students your age.

If you are interested in the possibility of taking a course at the Universidad San Pablo-CEU, please list four regular HCAYS courses, and indicate this interest in the extra space provided on the HCAYS Tentative Course Selection Form, adding what kind of course / field you are interested in pursuing at the Universidad San Pablo-CEU. For more information about San Pablo-CEU's academic course offerings, please go to: http://www.uspceu.com/pages/facultades-centros.html

VII. TENTATIVE SCHEDULE

You will find a tentative 2014-15 calendar at the end of this document.

VIII. PRE-DEPARTURE ORIENTATION

We include with this Bulletin a Pre-Departure Orientation DVD. Please contact us if you have any questions after you have received and watched the HCAYS Pre-Departure DVD.

IX. ORIENTATION

After one day of rest with your Spanish family, there will be an orientation at the Center where everyone will meet, all questions will be answered, and students will be given a key to the Center and a folder with a lot of information. This meeting will take place on **Friday, August 29 at 10:00 a.m.** During orientation you will take a placement exam that will place you at the appropriate language level for the language course you will take. After a few days of orientation in Madrid, getting to know the city and taking daily culture, language, and conversation classes, students will travel to other regions of Spain.

At the beginning of each semester, HCAYS organizes an entire week of activities to help students immerse themselves in the Spanish culture. During the first days, the program holds language classes in the Madrid headquarters (*nuestro centro*), which is a good way to get used to our **Spanish-Only Rule**. At the same time, students participate in a variety of activities that include tours of Madrid, cinema outings and group lunches. Spanish students accompany the Hamilton students during these activities for a more complete Spanish experience. The rest of the week HCAYS takes the students on a trip to a specific area of historical relevance to start their knowledge of the Spanish culture.

A miscellaneous note about both Orientation and regular classes: we suggest you bring with you at least one standard size course notebook. You will need this for Orientation. In addition, you should know that it is extremely difficult to find regular lined notebook paper in Spain, since the Spanish students prefer to use graph paper for their studies.

A. FALL ORIENTATION: GALICIA

Occupying the Northwest corner of the Iberian Peninsula, Galicia gets its name from its ancient inhabitants: the Celts. However, Gaelic is not spoken here, but Gallego, one of Spain's co-official languages (closely related to Portuguese). Galicia is famous for its beaches, seafood – and yes, bagpipe music. Santiago is the cultural capital of Galicia. Santiago's cathedral claims to host the remains of Christ's apostle James and was in the Middle Ages the destination of one of Christendom's major pilgrimage routes, the Camino de Santiago. Pilgrims still arrive today from all corners of the world. Renowned for its superb seafood and quaint coastal towns, Galicia is a seafaring region and has one of Spain's prettiest coastlines, the fjord-like Rías Baixas.

B. SPRING ORIENTATION: ANDALUCÍA

Known as al-Andalus, when it was under Muslim rule, Andalucía extends across the south of Spain and is home to some of the country's most beautiful cities--Sevilla, Andalucía's capital, once the exclusive port for the trade with the New World; Córdoba, with its unique Cathedral Mosque; Granada, the last Muslim stronghold, with its fabled Alhambra palace; Neo-Classical Cádiz, known as the city of light. In addition to the historic cities, countless white washed villages dot a landscape that ranges from endless rows of olive trees, to one of Spain's most important national parks, Doñana (ranked among Europe's greatest wetlands), and a long stretch of sandy beaches known as the Costa del Sol.

Both the orientation and all program excursions will include visits to sites, cathedrals, museums, and other monuments. It is absolutely essential that all HCAYS participants understand that these activities constitute a mandatory aspect of the academic component of the program. The HCAYS excursions are more elaborate and carefully planned than those of other programs. Because of this and because of the services of our superb guides, almost all past students have found these trips to be immensely enjoyable and informative.

X. EXCURSIONS

Recent excursions that we planned during the academic year have included:

A. FALL

BARCELONA: in November
The capital of Cataluña, Barcelona is the second largest city in Spain after Madrid. Historically one of the Mediterranean's busiest commercial ports, Barcelona is a culturally vibrant metropolis, famous for, among other things, its Paseo de las Ramblas (with its sprawling food market called La Boquería), the Old Town (Ciutat Vella), and the Parc de Montjuïc (where the 1992 Olympic games were staged). In the early 20th century it was home for some of the most avant-garde artists of the period; painters like Picasso, Dalí, and Miró. Barcelona was also home to the architect Gaudí, whose Art Nouveau buildings grace the city's landscape, and whose grandiose unfinished church of the Sagrada Familia – a work in progress – has virtually become an iconic image of the city.

B. SPRING

MALLORCA (BALEARIC ISLANDS): in March
This is our opportunity to fill our eyes with the light of the Mediterranean, to explore pristine beaches, ride nineteenth century-trains, tramways and boats. We get a taste of the local food in traditional and innovative restaurants, visit medieval castles, cathedrals, old quarters, caves, among others.

PAIS VASCO (SAN SEBASTIAN Y BILBAO): in April
The Basque Country, or Euskadi in Basque, is an important industrial center, but also one of the greenest and most beautiful areas of Spain. San Sebastian, situated on a neat, shell-shaped bay, became Spain's most fashionable seaside resort during the late 19th century. It still retains the elegance of that era. The city is renowned for its international film festival, and other art festivals held during the summer months. Bilbao, on the other hand, was once the mining capital of Spain. Nowadays it attracts tourists for its visually stunning Guggenheim Museum and lively *Casco viejo* (old town).

STUDENTS MUST ATTEND ALL EXCURSIONS. Excursions are a key part of the Spanish study abroad experience. They offer the opportunity to fully immerse oneself in Spain's cultural diversity and get to know the history, customs, cuisine and art of every region of the country. Therefore, HCAYS expects all students to participate actively in our trips. If you are not able to attend one of the excursions, you must pay 100 Euros to cover the expenses caused by your absence.

XI. INSURANCE INFORMATION

As HCAYS students, you will receive SANITAS coverage, a medical insurance that will cover your doctor's expenses during your stay in Spain. **Reminder:** THROUGH REG-ONLINE, you must enter your valid PASSPORT NUMBER, DATE OF BIRTH, and COUNTRY OF ISSUE by MAY 15, to obtain SANITAS Health Insurance in Spain. **Upon your arrival in Madrid you will receive your health insurance card with all of the information regarding your coverage while you are a member of the HCAYS Program.**

Through SANITAS, you will be able to consult a doctor in Madrid (with the help of our competent HCAYS staff). **You will not need to pay out-of-pocket money for these medical visits**. You will simply provide your HCAYS SANITAS Medical Insurance Card.

Ultimately, of course, you will be responsible for your health needs, and for seeking the

appropriate medical assistance.

If you choose to purchase additional coverage, you may contact one of the following companies:

Gallagher-Koster	www.studentcare.com
HTH Worldwide	www.hthworldwide.com
International SOS	www.internationalsos.com
MEDEX Insurance Services, Inc.	www.medexassist.com

XII. MEDICAL ADVICE

American immigration authorities do not require a smallpox vaccination certificate. However, many travel authorities continue to recommend inoculation against smallpox. Your family doctor may suggest other shots, especially if you plan to travel and stay in small villages in Spain and Europe. **Students are strongly encouraged to bring with them a complete medical dossier, to make available to doctors in Spain, program hosts and administration in the case of an emergency.**

We also recommend, as a minimum, current immunization against typhoid, polio, and tetanus. We advise you to have all necessary dental work done before leaving the USA and to take any special or prescription medicines with you, in sufficient quantities to last for your stay. Bring your prescription for eyeglasses and/or an extra pair of contact lenses. You will need a doctor's written explanation for any drugs or medicines that you carry with you, as well as the composition or quantitative formula for any medicine prescribed. (This will prevent any unwarranted actions by the Spanish authorities.)

For students needing to receive medicines by mail: a) you need a letter from the doctor, declaring the composition and certifying that it is for personal use only; b) the sender must put a very low, minimum value on the package, and must not declare any commercial value at all. Many packages get held up just because someone thinks that it will be better to put a $100.00 value on the package, while in fact this only increases the probability that a customs officer will investigate.

Please Note:
Students with a history of emotional disorders are advised to consider carefully joining the HCAYS. Such challenges are inevitably aggravated by the new demands and personal responsibilities of a foreign setting. This is particularly evident in the case of a student who has had an eating disorder. Recent withdrawals from the Program for psychological reasons including breakdowns and panic attacks, attest to the fact that failure to heed this warning may lead to extremely serious complications. If you, your parents, or your physician, have not been entirely candid with us, we beg you to contact us immediately. THE DIRECTOR-IN-RESIDENCE, WITH THE APPROVAL OF HAMILTON COLLEGE, RESERVES THE RIGHT TO INSIST THAT A STUDENT RETURN TO THE UNITED STATES OR DISMISS THE STUDENT FROM THE PROGRAM. Should this occur, the student CANNOT expect any extra financial reimbursement and will naturally forfeit any academic credit for that semester in Spain.

Association of American Programs in Spain: Statement on Emotional Disorders:

"We, the Directors-in Residence and administrators of the member programs of the Association of American Programs in Spain (APUNE/AAPS), with the support and concurrence of Dr. Marcos

Broschi, Dr. Margarita Loewe, Dr. Manuel Fernández Criado and Dr. Juan Campos Avillar, and based on many years of accumulated experience, wish to remind students contemplating study in Spain that such an endeavor REQUIRES MATURITY AND EMOTIONAL STABILITY. The adjustment pressures and relative independence that accompany residence in another country are likely to EXACERBATE RATHER THAN ALLEVIATE EMOTIONAL PROBLEMS. The study abroad experience should not be thought of as therapy for those who have suffered emotional difficulties within their native environment."

Virtually all of the students who have ignored this advice in the past found that they had to return to their homes part way through the semester, losing a term of course credits and all the fees paid. PLEASE NOTE: the program will not offer a financial reimbursement to a student who must withdraw for emotional reasons and who has had psychological therapy prior to coming to Spain. Students who withdraw for emotional and psychological reasons in the middle of the semester or year must cover all costs of sending their personal belongings back to their home address.

XIII. FOOD AND MEALS

The main purpose for participation in the HCAYS is to experience fully the Spanish culture. Thus, apart from medical, moral or religious restrictions, all students are expected to accept and take part in all aspects of Spanish cuisine, which is a significant aspect of that culture. If you wish to receive vegetarian meals during group travel or activities, you must indicate this to us immediately. The restaurants which we will use during our trips, starting with the orientation, must be informed ahead of time of your requirements. “Vegetarian meals” are defined as excluding meat, fish, and poultry. If you consider yourself a “semi-vegetarian” (i.e. you can eat some, but not all, of these items), you may want to accept regular meals, at which times you can simply refrain --with a smile-- from eating what you find unacceptable. Since we will have contacted the restaurants way ahead of time, once you have chosen to have vegetarian meals, you will be required to continue this status for the entire semester. Be aware that vegetarians will have a difficult time in Spain, the cultural belief in general is that tuna or ham is part of a vegetarian diet and they may include these items in salads, for example.

Please bear in mind that you should try to adapt as much as possible to the Spanish culture, and not the other way around; that is, you should try to avoid making Spaniards (families, professors, directors, cooks, friends, etc.) live by your eating and living standards and habits, instead of opening your minds (and mouths) to theirs.

XIV. ATMs & MISCELLANEOUS EXPENSES

As you know, the price of lodging and meals is covered by your payments. The HCAYS will pay for these directly. You should allow for a minimum of $600 per month for school supplies and personal expenses (dry cleaning, tapas, extra travel, etc.).

In recent years, the primary method for securing cash has been through the omnipresent ATMs. If you have an ATM bank card from your home bank, you may withdraw funds directly from any of the many MAC / PLUS (etc.) automatic teller machines available throughout Madrid. This way you will obtain the best exchange rate. **Please note: one ATM card should not be the ONLY way to get money; you must have an alternative as well.** You may also use a credit card (if you know the PIN number), but you will be charged interest until the date of payment of your next bill. Please keep in mind that many US credit cards do not work when you try to buy tickets, make hotel reservations, etc. on the Internet. You should contact your bank before arriving to Spain to resolve in advance, this potential cause for frustration. Alert your bank to the

fact that you will be withdrawing money abroad for an extended period of time in order to avoid your account being frozen unexpectedly for security reasons.

XV. CELL PHONE

You should buy a cellular phone since this is a fundamental device nowadays. Our staff will use it to contact you, and you should use it to be in touch with each other. Once in Madrid, you can ask permission from your hosts to use the home telephone for local calls, but the cellular phone is a must. **Please respect and obey the family rules for telephone use, particularly for out-going calls.** You will receive information on cell phones at the orientation meeting in Madrid. You could also arrange for your current mobile phone account to work in Spain.

If you would like to purchase a Spanish cell phone that will be shipped to you in the US prior to your departure, you may do so via the following website: www.piccellwireless.com/hamilton. You also may bring your own smartphone/cellphone and get here a Spanish SIM card. In this case, please note it is very important that you will need an UNLOCKED GSM phone otherwise you will not be able to use your phone in Spain. (Check with your current service provider and explain that you will be traveling to Spain and you would like to use a local SIM while there. If your phone is not GMS compatible, they might offer you an upgrade to a "world phone"; and if your phone is not already factory unlocked, depending on your current provider's policy and existing contract, they will also unlock it.)

Other options include the following cellphone companies: www.alow.es and www.movistar.es HCAYS does not endorse any one cell phone company.

Should you purchase a phone to use in Spain, please kindly send us the number as soon as you know it.

Be aware! Avoid buying a cell phone or a calling card at the airport. Past students have been scammed. If you find it absolutely necessary to buy a cell phone at the airport, make sure that you are given a Spanish number.

XVI. HOUSING IN SPAIN

The Housing Information that you have completed through RegOnline enables us to assign lodging suitable to your needs and desires. We appreciate your candor and reiterate that this information will be kept strictly confidential. In order to gain access to the HCAYS Housing Information through RegOnline, we must have already received your HCAYS deposit, three, original passport photographs (not computer-generated), and your Physician's Report.

We would like to share several concepts with you concerning your lodging in Madrid:

1. Please keep in mind that, by staying with a Spanish family, you will be entering into, and participating in, another culture. You will find that Spaniards have different values and ways of life than Americans. Spaniards are frugal with water and electricity, their meal schedule may be radically different from what you are used to, etc. You must be psychologically prepared to be accommodating and courteous.

2. You need to be punctual to meals. This is fundamental, and you should always let your family know if you are not having meals at home. You have the freedom to come and go because you will be given a set of keys, but courtesy is always expected. If the keys are lost

or stolen, you will need to pay for the cost of the new set of keys. You will be treated as an adult. Clear communication with your host family and our Coordinator for Student Services Christine Jensen, is key to excellent understanding.

3. Any questions or concerns should be brought into the open immediately. A few of you may have to bend your daily habits in order not to offend your hosts. Neat attire is expected. If you are sloppy, disrespectful or unclean, your family will simply not understand it. Students in the past have benefited from the cordial relationships we have nurtured with these very special families. We expect you to be considerate and to enjoy the benefits as well. In all contacts with your family, bear in mind that cross-cultural living requires compromise and understanding.

4. A customary way of introduction to your new family is to present them with a small gift. Items that have been successful in the past include food products that are not available in Spain and other typical American products (for instance something from your hometown).

5. Most families will not have members your age. Some will. We continue to seek out families with student-age offspring; however, our main criterion is the personality and suitability of the *señora* herself. Please keep in mind that many of our host "families" are ladies who live independently. We have retained some hostesses who live alone, because of glowing, enthusiastic reports from past students.

6. You may have an HCAYS housemate, but you will not have to share a room with anyone. All students are placed in single rooms.

7. Living with another student from your home institution is generally not allowed, for at least two reasons: (a) we think that this leads to cliques within the group, with some members being left out, and (b) it makes it much more difficult to adhere, with unwavering consistency, to the Program's main directive: the constant use of Spanish. Our experience has been that, psychologically, it is much easier for students to avoid speaking English if they begin their year rooming with a person they have not known previously. If there is some overpoweringly urgent reason why you feel you must room with someone from your home school, please let us know.

8. In general, we will try to fulfill your housing needs. However, we are also obligated to accommodate the families' requests, including their preferences for men or women, one semester or year students, etc. as well as conflicting student petitions.

9. During official vacations (Winter break, Spring break) you may usually remain with your Spanish hosts if you make special arrangements with the head of the household. This entails paying one half of the lodging fee normally paid by the program when classes are in session. **However, most families will not permit students to remain in their homes if the families are away.**

10. Families will provide Internet connection at home. However, sometimes technology fails. If you are unable to connect to any form of technology for a while, either at the Center or in the home of your host, this is completely out of our control, and you will need to wait patiently, or use other resources, i.e. internet cafes, until the host or Center connections are re-established.

IMPORTANT NOTE: Submission of late Housing Information will be processed without reference to personal preferences or requests. It is to your advantage to remit this information quickly.

XVII. STANDARDS OF CONDUCT

Every organization needs some regulations in order to function effectively. The administration of the Program has tried to minimize these, since we plan to treat you as serious and mature adults who do not need a written rule for every occasion. Nevertheless, for your own protection, and to support the goals of the Program, some guidelines are necessary. We include these here so you can fully understand in advance what these regulations are:

1. **SPANISH-ONLY WILL BE SPOKEN, ALL THE TIME, ESPECIALLY WITH OTHER MEMBERS OF THE GROUP, HOUSEMATES, ETC.** This is the Program's most important regulation and constitutes the very backbone of its philosophy. This will be particularly difficult when you meet other American students from other programs who will--almost inevitably--be speaking English. We plan to do everything humanly possible to prevent you from slipping into the slipshod linguistic habits of the incredibly large percentage of American students studying in Spain. Only in the case of dire emergency should you consider reverting to English. **Students who do not remain firm in this respect should not be in our Program.** The Hamilton College Programs Abroad Committee is charged with confirming the expulsion of any student who does not conform to this rule.

Technology such as e-mail, Instant Messenger, Twitter, Facebook, and Skype have made communication with (non-Spanish speaking) family and friends more accessible than ever. We understand the need to contact your community in English; however, the **HCAYS forbids this activity at the Center**. We expect all students to obey this rule as part of our honor code.

2. STUDENTS MUST ATTEND CLASSES REGULARLY. Only a serious excuse should prevent you from completing daily preparations satisfactorily and from being present at every class. Our professors have been advised that you are an extremely hardworking group, and they will expect you to be serious, conscientious students. There are no compromises allowed to this rule. Your final grade will suffer due to absences.

3. SINCE THE PROGRAM WILL BE LEGALLY RESPONSIBLE FOR YOU, WE ASK:

- That you notify the Director-in-Residence whenever you leave your family lodging overnight. There is a list at the Center where you must write your name, destination and dates where you will be abroad, so our staff can find/contact you in case they need to.

- That you do not plan to own or drive a motor vehicle while a member of the Program. The reasons for this are many: you would need a Spanish or International Driver's License for more than a limited stay in Spain; the hazards of driving in Europe are much greater than in the USA; and since you are under 21 (in most cases) and without parents present, the economic and legal responsibility would fall on the Program in the case of a mishap.

4. ILLEGAL DRUGS AND ALCOHOL ABUSE WILL NOT BE TOLERATED.
Hamilton College reserves the right to dismiss from the Academic Year in Spain any student who violates the laws of the host country, including those relating to the use, possession or distribution of drugs or alcohol.

5. HONOR CODE: **Any form of academic dishonesty--cheating, falsification, forgery, misrepresentation, or plagiarism; using Skype at the Center in English, or breaking the**

Spanish-only rule -- is a serious offense in our academic community. In the Academic Year in Spain, such dishonesty will result in removal from the course, separation from the Program, or both. It is essential, therefore, that you understand the standards of academic honesty.
Work submitted in courses must be your own. You may consult friends or native speakers about a limited number of specific problems, but your work may not be corrected or rewritten by others. Exceptions to this rule must be made explicitly by the instructor and/or Director-in-Residence, and must apply to all students. The submission of one piece of work in more than one course without the explicit permission of the instructors and Director-in-Residence is prohibited. You are strongly encouraged as well to ascertain the format in which individual faculty members expect and will accept quotations from secondary sources.

Plagiarism is a violation of intellectual honesty. The habit of intellectual honesty is the foundation of an academic community. Effective evaluation of student work and helpful instruction can take place only in an environment where intellectual honesty is respected. Plagiarism represents a failure to acknowledge the source of ideas or phrases gained from another person and used in any paper, exercise, or project submitted in a course. In all cases, the Director-in-Residence reserves the right to suspend a student whose academic work or social conduct warrants such an action.

Be aware that “Google” or “Wikipedia” are not legitimate academic sources for your bibliographies for course work, neither at your home campus, nor in Madrid.

PLEASE BE INFORMED THAT, BESIDES THE SPANISH-ONLY RULE, the single most important regulation concerning personal behavior relates to the use of alcohol and, in particular, the consumption of alcoholic beverages in the hotel rooms while the group is on an orientation or excursion. Any student who drinks in a hotel room or otherwise abuses the use of alcohol while on such trips will be automatically expelled from the program.

While a glance at the above might suggest a rather rigid structure, we are sure that you will find, as have all of our students in the past, that you have great independence. Living abroad, in fact, requires considerable maturity and responsibility on the part of the student.

We enclose a copy of these STANDARDS OF CONDUCT. Please sign and return.

The Director-in-Residence reserves the right to suspend from the program any student who does not comply with these rules or who is physically aggressive or destructive of property, or violates the dignity or rights of others, disrupts the educational function of the Program, or is otherwise detrimental to its operation, or who demonstrates an inability to participate constructively in the Program. The Final decision concerning dismissal is made by the HCAYS General Director in consultation with the Director-in-Residence, with the support of the Hamilton College Administration.

The Director-in-Residence is responsible for disciplinary action. S/he may issue a written warning or place a student on probation if s/he judges that the circumstances do not warrant immediate dismissal. Expulsion is accompanied by notification to the student's home institution and parents.

XVIII. DIRECTOR AVAILABILITY

The Director-in-Residence will attempt to be available at all times in case of emergency. However she is not responsible for your welfare to the extent that she must remain by a

telephone 24 hours a day. You will be given emergency, police, and medical telephone numbers which you should keep on your person whenever you leave your Spanish home.

XIX. CHANGE OF STATUS (Regarding Fall to Year or Year to Fall students)

You are reminded that anyone who wishes to change from Fall to Year or Year to Fall status must let us know in writing by **October 1**. **Fall students who wish to switch must have their request approved by the Programs Abroad Committee.** Students accepted to stay through the spring semester are required to contact their Consulate to secure a visa for the spring semester.

XX. FURTHER INFORMATION CONCERNING MADRID

Finally, we would like to take a moment to clear up common misconceptions concerning Madrid and to advise you *de antemano* (beforehand) about several other potential problems.

It is very important that you realize ahead of time that you will be entering a different culture and a different social milieu; you must not expect to find all the conveniences that American universities provide their students. In particular, you must be prepared to deal with the following:

1. Computer availability. Hamilton College provides a number of PCs as well as a printer and a scanner in our center for the sole use of HCAYS students. However, all of our families have internet connections. This will help you to do research for your classes. There will be a number of outlets available for laptop connections at the Center, as well. Feel free to bring your laptop. There is WiFi at the Center. However, sometimes technology fails. Be aware that if you are unable to connect to any form of technology for a while, either at the Center or in the home of your host, this is completely out of our control, and you will need to wait patiently, or use other resources, i.e. internet cafes, until the host or Center connections are re-established.

2. E-mail or technology for personal (non-emergency) use. As explained previously, students will have access to e-mail and other forms of communication facilities, but the weekly time for this should be extremely limited in order to preserve the spirit and integrity of the Spanish-only rule. Details concerning e-mail use will be explained during the Orientation. Please be conscious of your carbon imprint! You may print at the Centro but please be considerate of the amount of paper that you use.

3. Libraries. The Center has a very small library. It has the books students will need for their classes and every year the Center buys those that the students need for their research papers. Students will also have access to public libraries in Madrid. These can be found all over and are free.

4. Professors. Our group of professors is quite extraordinary. Be aware that some of them will not be available to you outside the class to the extent that American professors are. In many cases, they are on their way to other obligations immediately following class, and student consultations must be arranged ahead of time. An email address or telephone will be provided.

5. Sports. Spanish students do not live on campus and the idea of extracurricular, intramural activities does not exist. Gyms and health clubs are available, but may be costly. Municipal sports centers are also expensive. We will do what we can to guide you, but (as with most other activities) it will be up to you to search around to see what opportunities may have arisen at that particular moment.

6. Part-time jobs. Spanish labor laws prohibit the hiring of foreign students.

7. Public transportation. Students should expect to use public transportation on a daily basis to travel to class and other activities; they should budget accordingly. It is impossible for the Program to provide most students with housing within walking distance to the Center, nor can it pay for students' daily transportation. *However, the Program will provide every student at the first orientation meeting with a free transportation card valid for the first 30 days*. Madrid has an excellent public transportation system. There are monthly passes for metro and bus, which are very convenient for those students planning to use public transportation regularly. For more information please visit www.metromadrid.es.

8. Petty Crime. While Madrid is considerably safer than many other European or American cities, there is always a number of petty thefts (purse snatching, pickpocket activity on crowded buses and subways, etc.) The initial orientations, both at or from Hamilton College and in Madrid, will include a talk on this problem, with many specific suggestions about how to minimize, if not eliminate, the chance you might fall victim to such an occurrence. Please be informed that, <u>if a student loses the keys</u> to his/her Spanish family´s apartment <u>(or if they are stolen)</u>, <u>that student is responsible for paying for the installation of new locks (estimate: $100</u>). We advise you to take this advice very seriously.

Here are two suggestions to avoid complications from lost or stolen documents:

- Make a copy of the main information page (the one with your picture) and of the visa page in your passport. When going out, just carry the copy and leave your passport in a safe place at home. Make certain your passport number is legible. Bring two extra passport photos. This will enable you to replace your passport quickly. Even before contacting your embassy or consulate for replacement, notify local police of your loss.

- If you plan to take any credit cards or a driver's license, make two copies of these. Leave one copy at home and take one with you. This will enable you to replace them or stop payment on the cards.

Spanish peers. In order to meet Spanish students --indeed, in order to truly come to know the city of Madrid-- you must be prepared to be proactive. Some families will have offspring your age who can facilitate introductions to other Spaniards. The Center will provide certain activities where you can also meet Spaniards your age.

Students can take advantage of the San Pablo-CEU University, not only by taking a course there, but also by using their facilities (library, sports and cultural centers, cafeterias, etc.) used by Spanish university students. <u>It will be up to you to take the initiative</u>. The world of the Spanish students will be just around the corner.

We are absolutely astonished by how few HCAYS students sometimes take advantage of this extraordinary opportunity. We hope that your group will be valiant!

XXI. CULTURAL REIMBURSEMENTS

Every Wednesday you may present receipts from extracurricular cultural activities for full or partial reimbursement by the HCAYS. You must present original receipts to the Coordinator of Academic Affairs (copies are not accepted) and the cultural activities must be related to some aspect of the Hispanic world. There is a maximum of 100 Euros per student/per semester.

Activities that will be at 50% reimbursed **every time**:

1. Art museums and monuments in Madrid and Spain
2. Spanish theater plays conducted in Spanish
   You may not receive reimbursement twice for the same play.
3. Hispanic films in Spanish viewed in a Spanish cinema

Activities that will be at 50% reimbursed **only once**:

1. Flamenco performances
2. Music concerts (classical, jazz, an Hispanic group)
3. Sporting events including a Spanish team
4. Any film dubbed into Spanish viewed in a Madrid cinema
5. Any theater play or musical translated into Spanish

Mandatory class activities or activities while traveling with the HCAYS will be reimbursed at 100%.

XXII. CONCLUSION

Let me end by insisting that you READ and REREAD the entire Bulletin. This concludes the information we want to share with you for the moment. Make certain to return all the required forms to us as soon as possible. Do not jeopardize your participation in our Program through procrastination. Please consult carefully the Summary which follows.

The Clinton Programs Abroad office hours are 8:30 a.m. to 4:00 p.m. Eastern Time. If you have questions, please contact Gena Hasburgh at aysjyf@hamilton.edu. Please note that Ms. Hasburgh is away from the office from mid-July through mid-August. The HCAYS office is closed during that time. Please plan accordingly.

Feel free to contact me anytime at: mhwangpo@hamilton.edu if you have questions. Because of the number of factors involved, it is extremely important that you keep in close touch with us between now and the day of departure.

Meanwhile, we send you best wishes for a successful semester.

Sincerely,

Cecilia Hwangpo, General Director 2014-15
Hamilton College Academic Year in Spain
mhwangpo@hamilton.edu

SUMMARY OF ACTIONS TO BE TAKEN BEFORE MAY 15:

1. **Before you leave your home campus**, complete and return the enclosed Course Selection sheet. Have your **advisor** also sign this form.

2. Secure your Passport, and register your Passport Number, Date of Birth and Country of Issue through your HCAYS RegOnline account. **This is a requirement for your SANITAS Health Care in Spain.**

3. Please scan and email the photo page of your passport to Pedro Pérez Leal @ pperezle@hamilton.edu, in order to process your Madrid Transportation Card on time.

4. Complete the Housing Information through RegOnline promptly.

5. Notify us if you wish to declare vegetarian status.

6. Complete and return the Address/ Emergency Contact form (as well as updating the Emergency Contact information through your HCAYS RegOnline account), the Spanish-Only Pledge, the HCAYS Standards of Conduct, and the Permission for Sending Transcript form.

7. Make arrangements for remaining payments to arrive according to the outlined schedule.

8. If appropriate, make arrangements for outside Financial Aid to reach Hamilton College.

9. Apply for the ISIC card from STA Travel at statravel.com. You can also purchase the ISIC card in Madrid.

VERY IMPORTANT: BEFORE JUNE 15:

1. **WE MUST RECEIVE COMPLETE TRAVEL DETAILS (via USA mail or email) FOR YOUR DEPARTURE INFORMATION & ARRIVAL IN MADRID.**

   Please send all travel details --including your name-- to:

   cjensen@hamilton.edu with a copy to **aysjyf@hamilton.edu**

   or

   HCAYS
   198 College Hill Road
   Clinton, NY 13323

Please check each action off the list as you complete the requirements.

HAMILTON COLLEGE ACADEMIC YEAR IN SPAIN
TENTATIVE CALENDAR 2014-15

*FALL 2014**

August

28 Thu	Arrival in Madrid (first day with Spanish family)
29 Fri	Mandatory orientation session
30 Sat - 01 Mon	Language & culture orientation classes at the HCAYS Center

September

02 Tue- 06 Sat	Orientation excursion to Galicia
08 Mon	Regular classes begin

October

03 Fri – 05 Sun	Weekend trip to Salamanca and Segovia

November

10 Mon	**Holiday** (Our Lady of Almudena) – The HCAYS Center will be closed
13 Thu – 16 Sun	Weekend trip to Barcelona

December

03 Wed	Last day of Mon/Wed classes
04 Thu	Last day of Tue/Thu classes
08 Mon	**Holiday** (Immaculate Conception) – The HCAYS Center will be closed
09 Tue - 11 Thu	Final exams
11 Thu	Farewell Dinner
12 Fri	Winter break begins
13 Sat	Students must leave their Spanish home

*HCAYS reserves the right to change these dates as well as trip destinations should the need arise

HAMILTON COLLEGE ACADEMIC YEAR IN SPAIN
TENTATIVE CALENDAR 2014-15

*SPRING 2015**

January

15 Thu	Arrival in Madrid (first day with Spanish family)
16 Fri	Mandatory orientation session
17 Sat - 19 Mon	Language & culture orientation clases at the HCAYS Center
20 Tue - 24 Sat	Orientation excursion to Andalucía
26 Mon	Regular classes begin

March

20 Fri	Spring break begins

April

6 Mon	Spring break ends
7 Tue	Classes resume

May

01 Fri	**Holiday** (Labor Day) - The HCAYS Center will be closed
05 Tue	Last day of Tue/Thu classes
06 Wed	Last day of Mon/Wed classes
11 Mon - 14 Thu	Final exams
14 Thu	Farewell dinner
15 Fri	**Holiday** (San Isidro) - The HCAYS Center will be closed
16 Sat	Students must leave their Spanish home

* Dates are subject to change (The Spanish Ministry of Labor publishes the calendar of official holidays a few months ahead of the relevant year). There will be two weekend trips (dates and destinations to be determined)

Offices of the Spanish Consulates: Provisional List

Consulado General de España en Nueva York
150 East 58TH St 30th Floor
New York NY 10155
212-355-4080; 212-644-3751 (Fax)
http://www.exteriores.gob.es/Consulados/NUEVAYORK/en/ServiciosConsulares/Pages/CSNewyork/Visas-New-York.aspx

Jurisdicción: New York, Connecticut, Delaware, Pennsylvania, New Jersey

Consulado General de España en Boston
31 St. James Ave. Suite 905
Boston MA 02116
617-536-2506/2527
617-536-8512 (Fax)
http://www.exteriores.gob.es/Consulados/BOSTON/en/ServiciosConsulares/ConsularServicesBoston/Pages/Visas.aspx

Jurisdicción: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

E-mail: cog.boston@maec.es

Consulado General de España en Chicago
180 North Michigan Ave, Suite 1500
Chicago IL 60601
312-782-4588; 312-782-1635 (Fax)
http://www.exteriores.gob.es/Consulados/CHICAGO/en/ServiciosConsulares/consularservicesinchicago/visas/Pages/inicio.aspx

Jurisdicción: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin

Consulado General de España en Houston
1800 Bering Dr, Suite 660
Houston TX 77057
713-783-6200; 713-783-6166 (Fax)
http://www.exteriores.gob.es/Consulados/HOUSTON/en/InformacionParaExtranjeros/Pages/Visas.aspx

Jurisdicción: Alabama, Arkansas, Louisiana, Mississippi, Oklahoma,

Tennessee, Texas

Consulado General de España en Miami
2655 Le Jeune, Suite 203
Coral Gables FL 33134
305-446-5511/12/13; 305-446-0585 (Fax)
http://www.exteriores.gob.es/Consulados/MIAMI/en/InformacionParaExtranjeros/Pages/Visa%20Requirements/Student-Visa.aspx

Jurisdicción: Florida, South Carolina, Georgia

Consulado General de España en Washington, DC
2375 Pennsylvania Ave NW
Washington DC 20037
202-728-2330; 202-728-2302 (Fax)
http://www.spainemb.org/

Jurisdicción: Maryland, Virginia, West Virginia, District of Columbia, North Carolina

Consulado General de España en Los Angeles
5055 Wilshire Blvd, Suite 960
Los Angeles CA 90036
323-938-0158; 323-938-0112 (Fax)
http://www.exteriores.gob.es/Consulados/LOSANGELES/en/InformacionParaExtranjeros/Pages/IF%20LA/Study-Visa.aspx

Jurisdicción: California (condados de Imperial, Inyo, Kern, LA, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara y Ventura), Arizona, Colorado, New Mexico, Utah

Consulado General de España en San Francisco
1405 Sutter St
San Francisco CA 94109
415-922-2995/96
415-931-9706 (Fax)
http://www.exteriores.gob.es/Consulados/SANFRANCISCO/en/Pages/inicio.aspx

Jurisdicción: Alaska, California (salvo parte sur), Hawaii Idaho, Montana, Nevada, Oregon, Washington, Wyoming posesiones estadounidenses en el Pacífico

Consulado General de España Puerto Rico
Edificio Mercantil Plaza, 11th floor of 1101
Av. Ponce de León s/n Hato Rey.- Puerto Rico 00918.
787-758-6090/6142/6279; 787-763-0190 (Fax)

Jurisdicción: Puerto Rico, Islas de Culebra y Vieques, Islas Virgenes

To: HCAYS Students

From: The Hamilton College Academic Year (or semester) in Spain

Subject: Important Message Regarding Additional Proof of Insurance Coverage for Visa

The Spanish Consulate in New York has announced that in order to obtain visas to go to Spain, one must prove coverage for "Emergency Evacuation and Repatriation in Case of Death." (Other consulates around the country may have the same new provision, as well.) HCAYS provides local Health Insurance coverage in Spain for all of our students through SANITAS. You have also received an official letter from SANITAS for presentation during your visa appointment. However, SANITAS does not provide coverage for evacuation or repatriation.

Therefore, you may need to prove to the Consulate that you have coverage for emergency evacuation and repatriation in case of death. Your own insurance may already have these provisions and may be able to provide proof (in letter form) to the Consulate. Please, check with your local Spanish consulate if they require this, and with your own insurance before your visa appointment.

In an effort to make this process as simple as possible, we have learned that International SOS (www.internationalsos.com) is an insurance company that specifically covers emergency evacuation and repatriation in case of death when going abroad, for a relatively low cost, in the event that you need to obtain such insurance for your visa application. However, we do not endorse any particular company.

Let us know if you have any questions.

ENCLOSED:

1. 2014-15 Group List
2. Address / Emergency Contact form
3. HCAYS Standards of Conduct
4. Permission for Sending Transcript
5. Spanish-Only Pledge
6. Tentative Course Selection
7. Pre-Departure Orientation DVD and Packet of Information

You must remit the HCAYS deposit, photographs and physician's report to gain access to the Housing Information through RegOnline.

PLEASE RETURN SIGNED BY MAY 15 (at the latest):

HCAYS Standards of Conduct
Tentative Course Selection (must include the signature of your Advisor)
Permission for Sending Transcript
Spanish-Only Pledge

Please return by email to cjensen@hamilton.edu & **aysjyf@hamilton.edu**:

Detailed Travel Itinerary: You will need to remit a copy with your visa application.

Remember to Register your Passport Number, DOB, Country of Issue and Emergency Contact Information through RegOnline!

ENCLOSED FOR YOUR VISA APPLICATION:
(This list may not be comprehensive; you **must** check with your Consulate.)

1. Notarized Letter of Financial Guaranty
2. SANITAS Health Insurance Letter (in Spanish) from Spain
3. Statement of Enrollment (in English)
4. Statement of Enrollment (in Spanish) from the HCAYS Office in Madrid

PREVIOUSLY MAILED to include with your visa application:

HCAYS Original Letter of Admission (**Please file this document carefully!)**
You will need to remit this letter with your visa application.

PLEASE NOTE: THIS BULLETIN IS ALSO AVAILABLE ONLINE AT
http://www.hamilton.edu/spain

*Parents or guardians receive Bulletins only (without enclosures).