



Hamilton

*Hamilton College
Academic Year (or semester) in Spain
Spring 2023*

MAIN BULLETIN

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

IMPORTANT: PLEASE READ AND RE-READ THE ENCLOSED INFORMATION AT LEAST 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

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

198 College Hill Road
Clinton, New York 13323

Tel: 315-859-4201

Fax: 315-859-4222

<https://www.hamilton.edu/spain>

hcays@hamilton.edu

2022-23 Personnel:

Professor Cecilia Hwangpo, HCAYS General Director

mhwangpo@hamilton.edu

Tel: 315-859- 4777

Hamilton College Office of Global Learning

Kelsey Gillett, HCAYS Coordinator

hcays@hamilton.edu

Tel: 315 859 4326

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

Hamilton College Academic Year in Spain

Calle Castelló, 128

28006 Madrid

Tel.: 91.535.7899

Fax: 81.052.9341

Professor Justin Crumbaugh, HCAYS Director-in-Residence

jcrumbaugh@hcays.es

Cell: (+34) 679 968 118

Mr. Carlos Jurado, HCAYS Coordinator of Academic Affairs

cjurado@hamilton.edu

Cell: (+34) 672 596 320

Ms. Christine Jensen, HCAYS Coordinator of Housing and Student Services

cjensen@hamilton.edu

Cell: (+34) 649 482 931

II. GENERAL INFORMATION

DIRECTOR-IN-RESIDENCE

Justin Crumbaugh is an associate professor of Spanish at Mount Holyoke College, where he has taught courses on subjects such as historical memory in Spain, fascism, the films of Pedro Almodóvar, and Latin American cinema. Professor Crumbaugh has served as the chair of the Department of Spanish, Latina/o and Latin American Studies at Mount Holyoke. He also has experience with study abroad, having taught courses for Emory University's program in Salamanca.

Professor Crumbaugh is the author of *Destination Dictatorship: The Spectacle of Spain's Tourist Boom and the Reinvention of Difference* and *Spanish Fascist Writing*, and he has published numerous articles on Spanish cultural history both in Spain and in the US.

Professor Crumbaugh has spent extended periods of time in Madrid conducting research in the city's archives and libraries. He also has deep roots in Northern Spain's Basque Country and speaks the Basque language in addition to Spanish and English.

FACILITIES: HCAYS

The program headquarters is nestled in one of the most beautiful, safe, and sought-after neighborhoods in Madrid, El Viso, in the Chamartín District. This neighborhood, built between 1933 and 1936, is part of the renowned rationalist architectural design movement. Our building was fully renovated in 2015, yet the facade remains the same, as it is protected for its historical value. Our neighborhood has all the conveniences of being near the heart of the city center, but our building is on a quiet street with trees. It has excellent transportation options, with four different metro stations nearby (lines 4, 5, 6, 7, 9, and 10). We are located only minutes from Calle Serrano, the most exclusive shopping district in Madrid. We are surrounded by many cafes and restaurants, and by local Spanish students from the IE Business School. We are steps away from the Museo Lázaro Galiano and the Museo Nacional de Ciencias Naturales, and within walking distance to Museo de Arte Público, Museo Sorolla and Fundación Juan March.

The contact information of the HCAYS Centro is:

Hamilton College
Calle Castelló, 128
28006 Madrid, Spain
Tel: (+34) 91 535 7899

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. MEETING AT THE CENTER

The first meeting at the Center will be on Tuesday, **January 17th at 10:00 a.m.**

You will receive the address and contact information of your host family in December. We encourage you to write to your host family before your arrival to introduce yourself.

PLEASE NOTE: If you have any last minute travel changes, you must contact Professor Justin Crumbaugh in Madrid to verify your arrival at: 011-34-679-968-118.

B. TRAVEL ARRANGEMENTS

TRAVEL/FLIGHTS

All students will be on a group flight (exceptions will be limited to and reserved for students who will be flying from outside the USA, with a specific release in case of evacuation).

Documents necessary for group travel will follow CDC, airlines, and Spain's regulations and may include COVID test results.

Students who test positive pre-departure may not travel or enter Spain on a separate flight.

POST ARRIVAL

You are responsible for your own travel from the airport to your homes in Madrid. You can either take a TAXI (30 Euros fixed price- reimbursable) or METRO to your new "casa española".

When you arrive at your homes, you must notify Justin Crumbaugh, Christine Jensen or Carlos Jurado by telephone or email. You may call the HCAYS office (91.535.7899) or their cell phones (listed above) to let one of them know that you arrived safe and sound in Madrid! You will have the rest of the day to rest and get to know your Spanish families a little better and have them help you with any questions or doubts you may have.

C. 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:

Hamilton College
Calle Castelló, 128
28006 Madrid, Spain

IMPORTANT: PLEASE NOTE that **if you have renewed passport since your HCAYS Via TRM application** YOU MUST UPLOAD your valid PASSPORT PAGES* and REGISTER your PASSPORT NUMBER, DATE OF BIRTH and COUNTRY OF ISSUE through your Via TRM ACCOUNT by **December 8 at the LATEST**. If you have any problems uploading your new passport, please email a copy to the Program Coordinator at hcays@hamilton.edu. If we do not receive this information by **December 8**, you will not have health insurance coverage in Spain (required for the visa application).

When you access your Via TRM account to upload your passport information, please double-check to ensure that your Emergency Contact Information is complete and accurate!

Please make sure your **passport is signed!**

D. SPANISH VISA

PLEASE NOTE that WE EXPECT ALL HCAYS STUDENTS to APPLY for the VISA THROUGH HCAYS -- INCLUDING HAMILTON COLLEGE STUDENTS and ALL SENDING SCHOOLS STUDENTS (i.e. ALL HCAYS Students).

**** There will be very few exceptions to the rule that ALL students apply through HCAYS.***

Student Visa Application process

Students can only submit the visa application through the HCAYS program. The Spanish Consulate in New York does not accept individual applications; therefore, HCAYS will manage the student visa applications at a batch appointment with the NY Consulate. Students must submit the following materials to the HCAYS office at Hamilton College by **November 18th**. Then, an HCAYS representative will deliver all the required documentation at the Consulate and collect all the passports with the visas at the end of the process. It takes at least 3 to 4 weeks to process a student visa. The Coordinator will then mail passports back to the students.

PLEASE NOTE: International students with residency in NY, NJ, CT, PA or DE will need to determine whether they are able to stay in the United States during the visa application process or whether they will apply for their Spanish visas in their home countries if they will be traveling during this period and cannot apply through HCAYS.

Important: The HCAYS does not assume responsibility for securing visas.

In order to complete your visa process, students should send the following documentation to HCAYS by mail so it arrives **NO LATER THAN November 18th.**

- **National visa application form** - Completed and signed. Please use the provided Visa Application Worksheet to help you complete this form correctly. Incorrect answers can result in your visa being denied. If you have any questions about this application, contact your HCAYS program coordinator ASAP at hcays@hamilton.edu
- **One passport size photograph** - In color, 2-2 inches (51 x 51 mm) in size, printed on matte or glossy photo quality paper, taken within the last 6 months to reflect your current appearance and in front of a plain white or off-white background. (If you already submitted 3 photos after acceptance, you are all set with this requirement.)

- **Original passport** - The passport must be valid for at least 6 months after the program end date with at least two blank pages to affix the visa. Be sure your passport is signed.
- **Color copy of the full bio-data page of the passport including the signature page**
- **Copy** of one of the following:
 - US driver's license
 - **OR**
 - US State ID card AND current Student ID.
Do not include original cards or non-required documents (e.g. Social Security Card)
- Non US-citizens only: Copy of Alien Residence Card (Green-Card) or residence visa valid in USA (except B1/B2).

The following materials are needed for the student visa application process and will be created and provided by HCAYS:

- **Proof of Acceptance** to the program
- Official **Statement of Enrollment** verifying that you are a member of our program
- **Proof of Financial Means** (Financial Guaranty Letter)
- **Health Insurance** - A letter indicating that you have MAPFRE Health Insurance in Spain with a minimum coverage equal to 30.000€ or its equivalent in dollars.
- Proof of Coverage (CISI) for "Emergency Evacuation and Repatriation in Case of Death" during the planning period of stay in Spain. **You will receive a CISI letter sent directly to your Via TRM application email address.**

HCAYS will add the Visa application fee to your student account. *

See the following website for current consulate fees:

<https://www.exteriores.gob.es/DocumentosAuxiliaresSC/Estados%20Unidos/NUEVA%20YORK%20%28C%29/Tasas%20Consulares%20NY.pdf>

See the Spanish Consulate of New York Website:

<https://www.exteriores.gob.es/Consulados/nuevayork/en/ServiciosConsulares/Paginas/Consular/Visado-de-estudios.aspx>

Students with Permanent Residency in All States OTHER than NY, NJ, CT, PA or DE

If you cannot complete the HCAYS group visa application process for a valid reason that has been approved by the HCAYS program coordinator, you must contact the Consulate responsible for your jurisdiction as soon as possible to learn the exact documentation necessary for your visa application and how you should proceed regarding the visa application process. The required documentation by your Consulate may be similar to the information required by the NYC Consulate (listed above), but please be aware that some differences may exist. **Please check NOW** whether you need to make an appointment to submit your visa application. Please note that your visa may become invalid if held for more than 90 days prior to departure for Spain.

Additional Important Visa Information

- The airlines 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.
- Your visa suffices for your one semester stay.

EU Schengen Countries

Schengen is an agreement between many European countries aimed at creating a common area without internal borders. 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 at the Madrid airport, 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 HCAYS Academic Coordinator at the Center on Orientation day.

E. 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.

F. WHAT TO PACK

Students are urged to bring plenty of warm clothing. The fall and spring climate are generally very mild in Madrid, but November through March can be cold. 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.

We recommend that students pack extra clothing for orientation in carry-on luggage, in case of delayed/lost luggage.

G. TRAVEL

Please note that depending upon the situation with the COVID-19 pandemic there will be travel restrictions. This is something out of HCAYS' control. We will try to keep everyone informed. Please be sure to consult travel alerts regularly.

H. STUDENT ID CARD

Please make sure to bring your student ID card from your home university.

I. ISIC CARD

The HCAYS suggests that you purchase an ISIC student identity card. This 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 €12. More information about the ISIC card is available at www.isic.org or www.isic.es

IV. PAYMENT SCHEDULE

<https://www.hamilton.edu/academics/offcampusstudy/spain/apply/expenses>

Tuition Breakdown for the
HAMILTON COLLEGE ACADEMIC YEAR (or semester) IN SPAIN

2022-23 Academic Year:

Tuition (includes MAPFRE health care & CISI Travel Health):	43,440.00
Room & Board:	16,490.00
Total Fee Billed by the Program:	59,930.00

Approved cultural activities reimbursed.

Not included in Program Fee:

Round-trip Airfare	Approximately	1,300.00
Books:	Approximately	300.00
Recommended expenses:	Per month	230.00

Tuition Breakdown for the
HAMILTON COLLEGE ACADEMIC YEAR (or semester) IN SPAIN

2022 Fall and 2023 Spring Semesters:

Tuition (includes MAPFRE Health Care & CISI Travel Health):	21,720.00
Room & Board:	8,245.00
Total Fee Billed by the Program:	29,965.00

Approved cultural activities reimbursed.

Not included in Program Fee:

Round-trip Airfare	Approximately	1,300.00
Books:	Approximately	150.00
Recommended expenses:	Per month	230.00

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 Business Office

198 College Hill Road
Clinton, New York 13323

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

<https://www.hamilton.edu/academics/offcampusstudy/spain/apply/expenses>

VI. PRELIMINARY COURSE SELECTION

A. GENERAL INFORMATION

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. Spanish native speakers may be exempt from this requirement by taking a course at the local university.
3. Please access the HCAYS website for the semester course listings and class schedule (www.hamilton.edu/spain). Then complete the attached **Tentative Course Selection** form and have it signed / authorized by your advisor. You will also receive a google document asking you to sign in for the classes that you are interested in taking at our Center. Once a class reaches the number of students allowed in that particular class, the class will be closed. This is your pre-registration process.

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 taking a non-Spanish-related course, 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 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. Course offerings may change after the time you fill out your tentative course selection sheet. We will keep you informed of changes in course offerings.

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. Students interested in having their HCAYS courses count toward a major or minor at their home institution should consult with the department chair prior to departure for approval.

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 12-16 students. If a course is absolutely necessary to fulfill any of your graduation requirements, please contact us immediately, and fill out the google document promptly.

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 take an Independent Study (some exceptions may apply).

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. This will help you to fully enjoy and understand the program's cultural immersion activities and frequent group excursions.

F. FIELD INTERNSHIPS

Our partnership with EUSA Internship program gives students opportunities to work in multiple areas of the local job market, which are not limited to NGOs, schools, etc. EUSA Internship requires that students work from 16-21 hours weekly and its options include positions at banks, laboratories, government organizations, businesses, among others. Please note that all internships are secured prior to the beginning of the semester. If you are interested in doing an Internship and signing for that particular class, please let us know as soon as possible.

G. SPANISH UNIVERSITY COURSES

Studying at a local Spanish university is a fundamental part of the cultural and academic experience for HCAYS students in Madrid. In addition to courses offered at the HCAYS Center, students can enroll in one course at the Universidad Autónoma de Madrid (UAM) or at the Universidad Complutense de Madrid. Both universities offer courses taught in Spanish including anthropology, economics, international relations, law, literature, political sciences, sociology and history. We help students navigate through the process of finding the course that best fits their needs and curriculum requirements. Additionally, both universities offer sports facilities, choir, bookstores, cafeterias and other extra-curricular activities allowing students to be fully immersed in the Spanish language and culture. Please be aware that due to the COVID-19 pandemic, these activities may be restricted.

If you are interested in the possibility of taking a course at the Universidad Complutense de Madrid or the Universidad Autónoma de Madrid, please indicate this interest in the HCAYS Course Selection Form, adding what kind of course / field you are interested in pursuing. Then, shortly afterwards, Carlos Jurado, the Academic Coordinator at HCAYS, will be contacting you with a preliminary list of courses that you will be able to choose from.

VII. TENTATIVE SCHEDULE

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

VIII. PRE-DEPARTURE MEETING

We will send a pre-departure Zoom meeting date and link to students.

IX. ORIENTATION

There will be an orientation at the Center where everyone will meet and all questions will be answered; students will receive a folder containing a lot of important information. This orientation starts on **Tuesday, January 17th at 10:00 a.m.** During orientation, you will take a placement exam that will place you in the appropriate language course you will take.

During orientation, the program offers language classes at the Madrid headquarters (*nuestro Centro*), which is a good way to get used to our **Spanish-Only Rule**. At the same time, HCAYS organizes activities to help students immerse themselves in the Spanish culture. Some of these activities may include tours of Madrid, outings around the city, and group lunches. Spanish students accompany the HCAYS students during some of these activities for a more complete Spanish experience. During the second week of the orientation, HCAYS takes the students on an academic excursion to a specific region of historical relevance to help them understand and adapt to the Spanish culture.

A miscellaneous note about both orientation and regular classes: We suggest that 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.

We will provide more specific information and details about the COVID-19 pandemic situation at the time of your arrival

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--Córdoba, with its unique Cathedral Mosque; Granada, the last Muslim stronghold, with its fabled Alhambra palace. In addition to the historic cities, countless whitewashed villages dot a landscape that includes endless rows of olive trees..

Both the orientation and all program excursions will include visits to sites, cathedrals, museums, and other monuments. It is 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.

Please note that depending upon the situation with the COVID-19 pandemic, there may be travel restrictions. This is something out of HCAYS's control. We will try to keep everyone informed.

X. EXCURSIONS

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

Barcelona, Málaga, Sevilla, Mallorca (Balearic Islands), País Vasco, Asturias, and other places.

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 200 Euros to cover the expenses caused by your absence.

Please note that depending upon the situation with the COVID-19 pandemic, there may be travel restrictions. This is something out of HCAYS' control. We will try to keep everyone informed.

XI. INSURANCE INFORMATION

Hamilton College requires that all students maintain their Home or School Medical Insurance. In addition, as HCAYS students, you will receive MAPFRE coverage, medical insurance that will cover your doctor's expenses during your stay 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 MAPFRE, 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 or any co-payment.** You will simply provide your HCAYS MAPFRE Medical Insurance Card.

Ultimately, of course, you will be responsible for your health needs, and for seeking the appropriate medical assistance.

HCAYS will also provide coverage (CISI) for "Emergency Evacuation and Repatriation in Case of Death" during the planning period of stay in Spain. The Consulate will require this proof of repatriation and emergency evacuation coverage. You will receive a CISI letter --to include with your visa application-- sent directly to your Via TRM application email address.

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; we recommend all standard vaccinations be updated. 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.

Please be sure to take any prescription medicines with you to cover your needs for the complete time of your stay. You will not be able to receive any medications by mail. Spanish customs will keep them and return them to the sender. You will need a written explanation from your doctor

for any prescription medications that you are planning to 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.)

We also advise you to have all necessary dental work done before leaving the USA. Bring your prescription for eyeglasses and/or an extra pair of contact lenses, just in case. These services are not covered by MAPFRE.

Getting ALL COVID-19 vaccines before traveling to Spain is **mandatory**.

Please Note:

Students with a history of emotional disorders are advised to carefully consider joining the HCAYS program. 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 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.

Prior to your departure, please be sure to consult with the following official websites about the latest information having to do with the COVID-19 pandemic:

- Spanish Ministry of Health: <https://www.mscbs.gob.es/>
- U.S. Department of State: <https://travel.state.gov/>
- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus>

- World Health Organization (WHO): <https://www.who.int/>
- Embassy of the USA in Spain: <https://es.usembassy.gov/covid-19-information/>

XIII. FOOD AND MEALS

The main purpose for participation in the HCAYS is to fully experience 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 or vegan 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 time, 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/vegan meals, you will be required to continue this status for the entire semester. Be aware that vegetarians (and vegans) 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.

You will receive an email message from Carlos Jurado including a survey of allergies and dietary restrictions. Please make sure that you complete the survey prior to your arrival in Spain.

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, CHIP-and-PIN & MISCELLANEOUS EXPENSES

As you know, the price of lodging and meals is covered by your payments. The HCAYS Program will pay for these. You should allow for a minimum of \$230 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 should have other options to get money as an alternative plan.** 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 about the fact that you will be withdrawing money from abroad for an extended period in order to avoid your account being blocked unexpectedly for security reasons.

Chip-and-PIN credit card information:

Below is a link to an article on the use of USA credit cards in Europe. Apparently, some businesses either are not informed that magnetic strip cards will work with their card readers, or they have explicitly chosen not to accept them for security reasons. Magnetic strip cards are almost never accepted at automated machines. Additionally, some American cards use a 6-digit pin, which is not recognized in Europe. You should request a chip-and-pin card from your bank prior to departure to avoid any trouble.

<https://www.bankrate.com/finance/credit-cards/will-your-credit-card-work-abroad/>

Several years ago, students had problems, but since the introduction of the chip and pin on some of the cards in the USA, these problems have been reduced.

XV. CELL PHONE

It is mandatory that you have a Spanish cellular phone number. Our staff will use this number to contact you, and you should use it to be in touch with each other. Also, be aware that 112 (the local emergency number in Spain, similar to 911 in the United States) ONLY works with a local phone number.

Once in Madrid, you can ask permission from your hosts to use the home telephone for one local call upon your arrival. After that, you will not be able to use your host family phone. 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 also may bring your own smartphone/cellphone and get 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 GSM 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.)

HCAYS does not endorse any one cell phone company, but you may ask us about advice for any particular company that you may be interested in using.

Once you have a Spanish cell phone number, please kindly send us the number.

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 Spanish SIM card at the airport, make sure that you are given a Spanish number (the country code for Spanish phone numbers is +34).

XVI. HOUSING IN SPAIN

The Housing Information that you have completed through Via TRM helps us to assign lodging suitable to your needs and desires. We appreciate your candor and reiterate that this information

will be kept strictly confidential. **Please submit this information as soon as possible. The deadline is Nov. 18.**

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 will 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 all meals. This is fundamental, and you should always let your Spanish family know if you will not be 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 and Housing Services, Christine Jensen, is key for excellent understanding.

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 over the years 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, communication, and understanding.

3. 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).
4. Most families will not have members your age, but some will. We continue to seek out families with student-age offspring; however, our main criterion is the personality and suitability of the *family*. Please keep in mind that many of our host “families” are ladies who live independently. We have retained some hosts who live alone, because of glowing, enthusiastic reports from past students.
5. You may or may not have an HCAYS housemate. All students are placed in a single room.
6. 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.
7. 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.

8. 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.
9. If for any reason you have problems with your family, please contact Christine Jensen and the Director of the program, and speak openly with them. We can only help you if we know that there is a problem and you let us know.

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

HCAYS students and families should abide by all rules and regulations about the COVID-19 pandemic at any given time.

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, 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. Only in the case of an emergency should you consider reverting to English. **Students who do not remain firm in this respect should not be in our Program.** We reserve the right to expel any student who does not conform to this rule.

Technology such as e-mail, Instant Messenger, Twitter, Instagram, Zoom, FaceTime, etc., 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 or during any official HCAYS activity.** 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:

- If leaving Madrid is a possibility, that you notify the Director-in-Residence whenever you leave your family lodging overnight. There is a Google document that you will be required to fill with your name, destination and dates before your departure.
- That you do not plan to own or drive a motor vehicle, including Vespas, 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 cannot 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; 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 academic excursions. 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 students.

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. Upon the first instance of violation of these rules, s/he will issue a written warning to the student's home institution and place the student on probation within the HCAYS program 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, s/he is not responsible for your welfare to the extent that s/he must remain by a telephone 24 hours a day. You will be given emergency, police, and medical telephone numbers that 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)

Please be aware that anyone who wishes to change from one semester to Year status must let the Resident Director know, orally or in writing. Students who wish to switch must have their request approved by the Program Committee. If you are a Fall semester student and you plan to stay for the year, you will need to apply for a visa extension while in Spain. The process for this may be time consuming and thus, you will need to let us know by no later than October 1st. During the extension period, you will not be legally permitted to travel outside Spain.

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, until the host or Center connections are re-established. Please note that Center's hours of operation follow the standard local office hours.

2. 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. Students will also have access to public libraries in Madrid.

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, and their membership fees vary. It will be up to you to search around to see what opportunities may have arisen at that particular moment. Students who sign up for courses at the local universities will have full access to their facilities.

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 and cheap public transportation system. There are monthly passes for metro and bus, which are very convenient and inexpensive for those students planning to use public transportation regularly. For more information, please visit: <https://www.crtm.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 in Madrid will include a talk about 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, if a student loses the keys to his/her Spanish family's apartment (or if they are stolen), that student is responsible for paying for the installation of new locks (estimate: 100 euros). We advise you to take this advice seriously.

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

- Make a color copy of the main information page (the one with your picture) and of the visa page in your passport, and a copy of your CDC Covid vaccine card. When going out, just carry the copies and leave your original documents in a safe place at home. Make certain your passport number is legible. Bring two extra passport photos. This will help 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 Madrid University system, 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. It will be up to you to take the initiative. 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

The first Thursday of every month, you may present receipts from extracurricular Hispanic 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. You will receive more details during the orientation in Madrid.

There may be mandatory class activities or extracurricular activities while traveling with the HCAYS program. In these cases, you will be reimbursed 100%.

XXII. COVID PROTOCOLS

The latest version of HCAYS COVID regulations and protocols will be sent to you soon.

XXIII. 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 Office of Global Learning on the Hamilton College Clinton, NY campus office hours are 8:30 a.m. to 4:00 p.m. Eastern Time. If you have questions, please contact the HCAYS program coordinator at hcays@hamilton.edu.

Feel free to contact the General Director, Professor Cecilia Hwangpo, 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,

Professor Cecilia Hwangpo, General Director
Hamilton College Academic Year (or semester) in Spain

This BULLETIN is also AVAILABLE ONLINE:

<https://www.hamilton.edu/academics/offcampusstudy/spain/about/information>

Please share this Bulletin with your families.

SUMMARY of ACTIONS to be TAKEN by November 18th:

1. If you have a renewed or new passport, please register your valid Passport Number, Date of Birth and Country of Issue through your HCAYS Via TRM account. This is a requirement for your MAPFRE Health Care in Spain.
2. Complete any remaining forms in the online VIA TRM portal.
3. Notify us if you wish to declare any allergies or dietary restrictions.
4. Make arrangements for remaining payments to arrive according to the outlined schedule.
5. If appropriate, make arrangements for outside Financial Aid to reach Hamilton College.
6. Send HCAYS the required materials for the visa process. If you have questions or concerns about any part of the visa process, contact the HCAYS program coordinator immediately at hcays@hamilton.edu
7. Complete the attached Tentative Course Selection form and email to cjurado@hamilton.edu and hcays@hamilton.edu. This is first-come first-serve as classes begin to fill up, so please complete this as soon as you can.

ATTACHED TO THIS EMAIL:

Tentative Course Selection Form - Return your *SIGNED Course Form scanned (no screenshots or photos please) by November 18th (at the latest) to: cjurado@hamilton.edu and hcays@hamilton.edu

*Tentative Course Selection **must** include the signature or authorization of your Advisor. This is first-come first-serve as classes begin to fill up, so please complete this as soon as you can.

Visa Application Worksheet

This worksheet will help you complete the National Visa Application Form. Follow it closely.

Visa Application Checklist

This checklist is meant to help keep you on track with submitting what is needed for the visa application. The information is the same as in the bulletin.

**CALENDARIO
HCAYS 2022–2023**

PRIMAVERA

Enero	16L	Entrada en alojamiento con familia española
	17M	Reunión de orientación obligatoria
	18X – 20V	Clases de Orientación en HCAYS-Madrid/Matrícula
	23L – 27V	Viaje de Orientación a Andalucía (Córdoba y Granada)
	30L	Inicio de clases
Febrero	10V	Actividad cultural #1
	24V-26D	Excursión académica a Valencia
Marzo	10V	Actividad cultural #2
	24V- 26D	Excursión académica a País Vasco
Abril	30V de marzo	
	-10L	Vacaciones de primavera
	11M	Reinicio de clases
	21V	Actividad cultural #3
Mayo	01M	Festivo – Día del/a trabajador/a
	02M	Festivo – Día de la Comunidad de Madrid
	04J	Último día de clases
	8L – 10X	Exámenes finales
	11J	Fin de curso-Despedida
	13S	Salida del alojamiento con familia española

**HCAYS se reserva el derecho a modificar fechas y viajes en caso de necesidad.*