



*Hamilton College
Academic Year (or semester) in Spain
2019-20*

MAIN SPRING 2020 BULLETIN

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 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
www.hamilton.edu/spain
aysjyf@hamilton.edu

2019-20 Personnel:

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mghwangpo@hamilton.edu
Tel: 315-859- 4777

Ms. Gena Hasburgh, Senior Coordinator, Hamilton College International Education
ghasburgh@hamilton.edu
Tel: 315-859-4201

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

Hamilton College Academic Year in Spain
Calle Castell6, 128
28006 Madrid
Tel.: 91.535.7899
Fax: 81.052.9341

Professor Joana Sabadell-Nieto, HCAYS Resident Director
jsabadel@hamilton.edu
Cell: (+34) 679 968118

Mr. Carlos Jurado, HCAYS Coordinator of Academic Affairs
cjurado@hamilton.edu
Cell: (+34) 672 596320

Ms. Christine Jensen, HCAYS Coordinator of Housing and Student Services
cjensen@hamilton.edu
Cell: (+34) 659 577243

II. GENERAL INFORMATION

DIRECTOR-IN-RESIDENCE

We are pleased to confirm that the HCAYS Director-in-Residence for 2019-20 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 Ministries 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

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 convenience 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 two schools: IE Business School (Instituto de Empresa) and the Instituto de Estudios Económicos. We are steps away from the Museo Lázaro Galiano and the Museo Nacional de Ciencias Naturales, and also within walking distance of Museo de ArtePúblico, Museo Sorolla and Fundación Juan March.

The contact information of the HCAYS:

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. 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 cjensen@hamilton.edu with copy to aysjyf@hamilton.edu by December 15 (latest).

If you are traveling to Madrid from outside the USA, you must also plan to arrive in Madrid on the morning of **January 13**. The first meeting at the Center will be on **January 14 at 10:00 a.m.**

For yearlong & spring semester students: the day you must depart your Spanish family's home will be **May 9**.

You will receive the address of your host family in December. We encourage you to write to 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.**

Again, it is IMPERATIVE that we RECEIVE YOUR COMPLETE TRAVEL DETAILS by **December 15** at the LATEST. Please email this information to: cjensen@hamilton.edu with a copy to aysjyf@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 Off-Campus Study. 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

Hamilton College
Calle Castelló 128
28006 Madrid, Spain

IMPORTANT: PLEASE NOTE THAT YOU MUST UPLOAD YOUR PASSPORT PAGES* and REGISTER YOUR PASSPORT NUMBER, DATE OF BIRTH and COUNTRY OF ISSUE THROUGH YOUR HCAYS REG-ONLINE ACCOUNT by NOVEMBER 15 at the LATEST. If we do not receive this information by NOVEMBER 15, you will not have health insurance coverage in Spain (required for the visa application).

*Mr. CARLOS JURADO cjurado@hamilton.edu must have access to the copy of your passport **by NOVEMBER 15 (through RegOnline) IN ORDER TO PROCESS YOUR MADRID TRANSPORTATION CARD ON TIME!**

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

(Please scan the photo page of your passport before you begin the visa process.)

C. SPANISH VISA – Recent processing changes (information updated to include SPRING 20 memo).

Student visa application process

**Hamilton College Academic Year (or semester) in Spain
SPANISH VISA – processing changes**

ALL HCAYS STUDENTS MAY APPLY THROUGH THE NEW YORK CONSULATE. THE HCAYS DIRECTOR WILL PRESENT THE APPLICATIONS IN NEW YORK. STUDENTS ARE RESPONSIBLE FOR PROVIDING THEIR COMPLETE AND CORRECT APPLICATION. HCAYS CANNOT MAKE CHANGES OR ADJUSTMENTS TO THE VISA APPLICATION NOR RETURN TO THE CONSULATE TO CORRECT OR UPDATE AN APPLICATION.

Student visa application process

According to the changes made in January 2018 by the Consulate of Spain in New York to the student visa application process, there are (at least) two different procedures to follow depending on the applicant's place of residency:

A. Students with permanent residency in NY, NJ, CT, PA or DE **ONLY** (including non-Hamilton students) [PLEASE NOTE: THIS IS THE REASON THAT NON-HAMILTON COLLEGE STUDENTS MAY APPLY THROUGH NEW YORK. FOR VISA PURPOSES, ALL HCAYS STUDENTS ARE NY RESIDENTS.]

***B.** Students with permanent residency in states other than NY, NJ, CT, PA or DE

Please find below the requirements for each procedure. Please be aware that failure to have a visa prior to departure may result in the cancellation of your HCAYS program participation.

**A. Students with permanent residency in NY, NJ, CT, PA or DE
(including non-Hamilton students / ALL HCAYS STUDENTS)**

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 with the NY Consulate; this includes the visa application delivery in NY and weeks later pick-up of the visa-stamped passport. A HCAYS representative will deliver in person all the required documentation at the Consulate and also collect all the passports with the visas at the end of the process. It takes at least 2 to 4 weeks to process a student visa.

PLEASE NOTE: International students with permanent residency in the above mentioned states 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 can't apply through us.**

Important: The HCAYS will be responsible for managing with the Consulate at NYC all the complete and

accurate visa applications that we receive from students (US citizens and non-US citizens) with permanent residency in **NY, NJ, CT, PA and DE**. **However, the HCAYS does not assume responsibility for securing visas.**

In order to complete your visa process, students who apply for one semester should send to the HCAYS by mail the following documentation **before NOVEMBER 8:**

1. One [national visa application form](#) duly filled out and signed. It is very important to include applicant's email address and telephone number for any response from the Consulate. (You will want to select "multiple entries" to and from Spain. Please use the HCAYS Centro address as your primary residence since you may not have your host assignment by early November.)

2. Original passport. The passport must be valid for the intended period of your stay in Spain with at least one blank page to affix the visa.

3. 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. Glue the photo on the space provided in the application form. Please do not staple or use any other option apart from glue to attach the photo to the form. **This photograph is in addition to the three that you sent to the HCAYS Office upon enrollment.**

4. Copy of the following: US driver's license, US State ID card **AND** current Student ID. Do not include original cards or non-required documents (e.g. Social Security Card).

5. Non US-citizens: copy of Alien Residence Card (Green-Card) or residence visa valid in USA (except B1/B2).

6. Original acceptance letter to the program (provided by HCAYS).

7. Official Statement of Enrollment verifying that you are a member of our Program (provided by HCAYS).

8. Letter of Financial Guaranty acknowledging the Program's responsibility for travel, room and board expenses (provided by HCAYS).

9. Letter of Financial Guaranty in Spanish.

10. A letter indicating that you have MAPFRE Health Insurance in Spain with a minimum coverage equal to 30.000€ or its equivalent in dollars (provided by HCAYS).

11. HCAYS will provide proof of coverage (CISI) for "Emergency Evacuation and Repatriation in Case of Death" during the planning period of stay in Spain. Please see the memo included in the Appendices of the Bulletin that will be sent to you next week.

12. PLEASE NOTE THAT HAMILTON COLLEGE WILL CHARGE THE VISA FEE TO YOUR STUDENT ACCOUNT. AS OF THIS MEMO, THE COST IS \$160.00. *HCAYS WILL PURCHASE A MONEY ORDER FOR THE GROUP ON YOUR BEHALF USING YOUR PAYMENTS. See [link](#) with consular fees.

***Please note that HCAYS must submit ONE money order to the Consulate.**

***Please note that if you MUST apply through another Consulate, the following rules apply:**

**B. Students with permanent residency in all states
OTHER than NY, NJ, CT, PA or DE**

Please note that the HCAYS does not assume responsibility for securing visas.

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. Making an appointment online may be time-consuming and frustrating. Please keep trying. Important: your visa may become invalid if held for more than 90 days prior to departure for Spain.

PLEASE NOTE: International students will need to determine whether they are able to apply for the visa in their current state of residence or whether they will apply for their Spanish visas in their home countries.

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.
- 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 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.

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 spring climate is generally very mild in Madrid, but December through March can be cold. And it may be very cold during the orientation trips where you will be outside for long periods of time. 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 link (sent to students via email) 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.

F.PERSONAL TRAVEL

If you plan to travel outside of the program (during weekends and holidays) you must 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 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 €10.00.

IV.PAYMENT SCHEDULE

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

Tuition Breakdown for the
HAMILTON COLLEGE ACADEMIC YEAR
(or semester) IN SPAIN
2019-20 Academic Year:

Tuition (includes MAPFRE health care & CISI Travel Health):	42,570.00
Room & Board:	16,155.00
Total Fee Billed by the Program:	58,725.00
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
2019 Fall and 2020 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:

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

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!

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. 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 is your pre-registration process. A list of the courses that you can take at the local universities (Universidad de Nebrija or Universidad Autónoma de Madrid) will be available soon. They will also be posted in our website. Please, refer to the session SPANISH UNIVERSITY COURSES for more details.

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 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 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. 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 16 students, and some, such as Flamenco, Spain Today, and Documentary Film, 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 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. (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 voluntary fieldwork in order to allow a student to immerse him, or herself, more fully in Madrid’s cultural and social environment.

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>

Be advised that certain kinds of projects are, within the local social context, not realistic. Students will be asked to sign a separate release-of-responsibility form (in addition to the general HCAYS form).

We have partnered with EUSA, an international internship program with a distinctive experience that enhances student ability to work effectively with people from different cultures.

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 Antonio de Nebrija. 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, UAM and Nebrija offer sports facilities, choir, bookstores, cafeterias and other extra-curricular activities allowing students to be fully immersed in the Spanish language and culture

If you are interested in the possibility of taking a course at the [Universidad Nebrija](#) 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 ORIENTATION

We will send a pre-departure link to students via email.

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 **January 13 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.

During orientation, the program holds language classes in the Madrid headquarters (*nuestro Centro*), which is a good way to get used to our **Spanish-Only Rule**, as well as culture classes that will prepare students for the academic excursions during the semester. 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 Hamilton 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 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, Málaga, Córdoba

B. SPRING: Mallorca (Balearic Islands) País Vasco (San Sebastián and Bilbao)

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, and you cannot provide us with a written medical excuse, you must pay 200 euros to partially cover the expenses caused by your absence.

XI. INSURANCE INFORMATION

As HCAYS students, you will receive MAPFRE coverage, a medical insurance that will cover your doctor's expenses during your stay in Spain. **Reminder:** THROUGH REG-ONLINE (if you have not done so already), you must upload a copy of your valid PASSPORT page including the photograph and your PASSPORTNUMBER, DATE OF BIRTH, and COUNTRY OF ISSUE by NOVEMBER 15 to obtain MAPFRE 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 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.** 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 CISI Travel Health Insurance coverage 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 Consulate letter from CISI (via email) that you must include with your visa application!**

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 to 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.

Any prescription medicine that you must take, you need to bring it with you, in sufficient quantities to last for the stay. You will not be able to receive medicines by mail. Spanish customs will keep them and return them to the sender. 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.)

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. These services are not covered by MAPFRE.

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 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 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/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.

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 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 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.

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.

<http://www.bankrate.com/finance/credit-cards/will-your-credit-card-work-abroad-1.aspx>

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

You are required to have a local cellular phone number. Our staff will use it 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, but for the most part, 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.

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 received your HCAYS deposit, three, original passport photographs (not computer-generated), your Physician’s Report and Health Screening form.**

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 *family*. 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,
9. 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.
10. 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.

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, 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.** We reserve the right to expel any student who does not conform to this rule.

Technology such as e-mail, Instant Messenger, Twitter, Instagram, Skype, 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.** 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 Google document (<http://cort.as/p4GV>) that you will be required to fill with 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 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; 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 this form.

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, 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 which you should keep on your person whenever you leave your Spanish home.

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

Be aware that anyone who wishes to change from one semester to Year status must let the Resident Director know in writing. Students who wish to switch must have their request approved by the HCAYS 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 and a Mac 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. 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, and their membership fees vary. 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. Students who sign up for courses at the local universities will have full access to their sport 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 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 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, 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. 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 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

Every Wednesday 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.

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 Off-Campus Study 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.
[For Year and Fall students: 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 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

SUMMARY OF ACTION TO BE TAKEN by NOVEMBER 8:

1. Attend to the changes from the New York Consulate Visa requirements as regards students with permanent residence in NY, NJ, CT, PA and DE. (All HCAYS students!)
2. **Before you leave your home campus**, complete and return the enclosed Course Selection sheet. Have your advisor sign this form.
3. 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 MAPFRE Health Care in Spain BEFORE NOVEMBER 15.
4. If you have not already done so, please upload the photo page of your passport to your RegOnline account in order to process your Madrid Transportation Card on time.
5. Complete the Housing Information through RegOnline promptly.
6. Notify us if you wish to declare vegetarian status.
7. 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.
8. Make arrangements for remaining payments to arrive according to the outlined schedule.

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9. If appropriate, make arrangements for outside Financial Aid to reach Hamilton College.
 10. Apply for the ISIC card from STA Travel at statravel.com. You can also purchase the ISIC card in Madrid.
 11. For non-Hamilton College students, through the RegOnline Housing link, please provide specific details for where to send your HCAYS Transcript at the end of the program (i.e. your Registrar or Dean and a complete address). **Hamilton College does require this authorization to release your final HCAYS transcript to your school.**

VERY IMPORTANT: BEFORE DECEMBER 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

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

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
Oklahoma,
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,
Tennessee, Texas

Consulado General de España en Miami
2655 LeJeune, 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

ENCLOSED:

1. 2019-20 Group List
2. Address / Emergency Contact form
3. HCAYS Standards of Conduct
4. Spanish-Only Pledge
5. Tentative Course Selection

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

PLEASE RETURN SIGNED by NOVEMBER 15 (at the latest):

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

*For non-Hamilton College students, through RegOnline, please authorize the release of your HCAYS transcript to your home school.

Please return by email tocjensen@hamilton.edu & aysjyf@hamilton.edu:

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

Remember to upload your Passport pages (with photograph) and register your Passport Number, DOB, Country of Issue and Emergency Contact Information through RegOnline!

***COPIES ENCLOSED FOR YOUR VISA APPLICATION:**

(This list may not be comprehensive; you **must** check the New York Consulate website.)

1. Notarized Letter of Financial Guaranty
2. MAPFRE Health Insurance Letter (in Spanish) from Spain and CISI proof coverage of "Emergency Evacuation and Repatriation in Case of Death"
3. Statement of Enrollment (in English)
4. Statement of Enrollment (in Spanish) from the HCAYS Office in Madrid

*Please note that students applying through HCAYS and the New York Consulate will receive copies of these official documents.

Remember to include your CISI Consulate letter (sent via email) with your visa application!

PREVIOUSLY MAILED to ALL students to include with your visa application:

HCAYS Original Letter of Admission (**Please file this document carefully!**)
You will need to return 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).

SEMESTRE DE OTOÑO DE 2019

FECHA	EVENTO
26 de agosto	Entrada en el alojamiento con familia española
27 de agosto	Reunión de orientación obligatoria
28 > 30 de agosto	Clases de Orientación en HCAYS-Madrid
2 > 6 de septiembre	Viaje de Orientación a Galicia
9 de septiembre	Comienzan las clases
20 de septiembre	Actividad cultural #1
4 > 6 de octubre	Excursión académica a Málaga y Córdoba

FECHA	EVENTO
18 de octubre	Actividad cultural #2
25 de octubre	Actividad cultural #3
1 de noviembre	Festivo – Día de Todos los Santos – Centro HCAYS cerrado
8 > 10 de noviembre	Excursión académica a Barcelona
22 de noviembre	Actividad cultural #4
5 de diciembre	Último día de clases. Exhibición de trabajos gráficos de los estudiantes de HCAYS y espectáculo de flamenco
6 de diciembre	Festivo – Día de la Constitución – Centro HCAYS cerrado
9 de diciembre	Festivo – Día de la Inmaculada – Centro HCAYS cerrado

FECHA	EVENTO
10 > 12 de diciembre	Exámenes finales
12 de diciembre	Fin de curso
14 de diciembre	Salida del alojamiento con familia española

AVISO: HCAYS SE RESERVA EL DERECHO A MODIFICAR FECHAS Y VIAJES EN CASO DE NECESIDAD

SEMESTRE DE PRIMAVERA DE 2020

FECHA	EVENTO
13 de enero	Entrada en alojamiento con familia española
14 de enero	Reunión de orientación obligatoria
15 > 17 de enero	Clases de Orientación en HCAYS-Madrid

FECHA	EVENTO
20 > 24 de enero	Viaje de Orientación a Andalucía
27 de enero	Inicio de clases
7 de febrero	Actividad cultural #01
14 de febrero	Actividad cultural #02
21 > 23 de febrero	Excursión académica a Mallorca
6 de marzo	Actividad cultural #03
20 de marzo	Actividad cultural #4
27 > 29 de marzo	Excursión académica al País Vasco

FECHA	EVENTO
3 > 13 de abril	Vacaciones de primavera
14 de abril	Reinicio de clases
30 de abril	Último día de clases. Exhibición de trabajos gráficos de los estudiantes de HCAYS y espectáculo de flamenco
1 de mayo	Festivo – Día del trabajador – Centro HCAYS cerrado
4 > 7 de mayo	Exámenes finales
7 de mayo	Fin de curso
9 de mayo	Salida del alojamiento con familia española