The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, national origin, religion, sex, gender identity, pregnancy,* disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. Inquiries regarding the University’s student-related nondiscrimination policies may be directed to the campus Equal Employment Opportunity/Affirmative Action office.

*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
YOUR UCEAP NETWORK

Local UCEAP Support

Campus EAP Office
The Campus EAP Office coordinates recruitment, student selection, orientations, and academic advising; and serves as your primary contact during the application process.

UCEAP Systemwide Office
The UCEAP Systemwide Office establishes and operates programs and coordinates UCEAP administration for all UC campuses from its headquarters in Goleta, California. You will work closely with the following Systemwide Office staff:

- **Program Advisors** provide academic and operational program information to you and your campus as well as administrative support for all aspects of your participation.

- **Operations Specialists** manage the logistics of the program. They coordinate document requirements, visa application instructions, health and safety precautions, acceptance and placement by host institutions, arrival and on-site orientation, and housing arrangements.

- **Academic Specialists** advise on academic policies, review courses taken abroad for UC credit, and document your registration, grades, petitions and academic records.

- **Student Finance Accountants** assist primarily with UCEAP statements, program fee collection, and financial aid disbursements (in conjunction with your campus Financial Aid Office).

Contact Information

Program Advisor
Monica Reynolds
**Phone:** (805) 893-4268; **E-mail:** mreynolds@eap.ucop.edu

Operations Specialist
Hugo Márquez
**Phone:** (805) 893-4268; **E-mail:** hmarquez@eap.ucop.edu

Academic Specialist
Monica Rocha
**Phone:** (805) 893-2712; **E-mail:** mrocha@eap.ucop.edu

Student Finance Accountant
Diana Oropeza
**Phone:** (805) 893-2761; **E-mail:** stufinance@eap.ucop.edu

UCEAP Systemwide Office
6950 Hollister Avenue, Suite 200
Goleta, CA 93117-5823
**Phone:** (805) 893-4762; **Fax:** (805) 893-2583
UCEAP Online

Bookmark your Participants program page. This resource lists requirements and policies you need to know before you go abroad, including your Predeparture Checklist, UCEAP Guide to Study Abroad, Program Calendar, UCEAP Student Budgets, and payment instructions.

Connect with us! Join our Facebook network via the UCEAP Spain page.

Study Centers Abroad

UCEAP programs in Spain are administered by UC faculty and staff. UCEAP administers the summer Language & Culture program in Madrid in close and continual collaboration with ACCENT International, a provider of student services for a number of study abroad programs worldwide. ACCENT’s Madrid office is located next to the Instituto Internacional, where the summer courses take place. ACCENT is responsible for most of the logistics of the program.

ACCENT Offices/UC Center Madrid

ACCENT Madrid Center
Victor Gonzalez, Director
Vanessa Rodríguez García, Programs Coordinator
C/Miguel Angel, 6 bajo 9
28010 Madrid, Spain

Phone: (+34) 91 308 59 79
Fax: (+34) 91 308-6348
E-mail: madrid@accentintl.com

Courses will be held in the Instituto Internacional, next door to the ACCENT Madrid Center.

Instituto Internacional
C/ Miguel Angel, 8
28010 Madrid, Spain

The UC Study Center Director, Professor Benjamin Liu, is responsible for all UCEAP Spain programs. He will maintain an office at the Centro California/ Illinois in Barcelona and will be available to assist students with academic or personal concerns.

UCEAP Spain Study Center Director

Prof. Benjamin Liu
Centro de Estudios de las Universidades de California e Illinois
Facultad de Filología
Universidad de Barcelona
Gran Via de les Corts Catalanes, 585
08007 Barcelona, Spain

E-mail: benjamin.liu@ucr.edu

Phone Number Codes

U.S. international code .......... 011
(dial this to call from the U.S.)
Spain country code............. 34
Madrid city code ............. 91

Approximate Time Difference

Add 9 hours
**UCEAP STUDENTS SAY...**

“This experience was the beginning of my reflection on certain aspects of my own life and American society. I really enjoyed the excursions, and the staff was absolutely excellent. I liked that the program incorporated cultural events and trips outside of the standard language course and outside of Madrid. The classes were in a smaller setting so the teachers were able to accommodate our needs.”

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**ACADEMIC INFORMATION**

**Program Description**

The seven-week Madrid summer program features intensive work on both oral and written language. Students with less than one year of Spanish language receive the equivalent of two quarters or one semester of first-year Spanish instruction; students who have already completed their first year of Spanish at their home UC campus may use the program to qualify for UCEAP’s other fall and year programs in Spain. Instruction is offered at three levels:

- The first level (Spanish 32) is equivalent to the first two quarters of UC Spanish
- The second level (Spanish 33) is equivalent to the second two quarters, which would bring you up to one academic year of UC language instruction
- The third level (Spanish 34) is the equivalent of the first two quarters of second-year Spanish

There are also two required excursions outside the capital that offer a break from the academic routine and an opportunity to explore different parts of Spain.

See the Extracurricular Activities chapter of this guide for more information about the excursions.

The Madrid summer program is geared toward intensive language acquisition. Designed with UC language requirements in mind and instructed by Spanish experts trained in teaching Spanish as a second language, the program vastly accelerates the rate of Spanish acquisition. Classes are planned so that activities to enhance the four skills of listening, reading, writing, and speaking are coordinated and work together. Whenever possible, elements of the madrileño surroundings are incorporated to lend authenticity to the language instruction. In addition, materials from the culture course and excursions outside of the classroom are similarly coordinated. In effect, you will have intense instruction within the classroom and will be using Madrid as your “language lab.”

Past participants have remarked on the program’s rigorous schedule and this intensive, closely-choreographed program requires active student participation in order to maintain the pace. Students who miss classes or assignments are likely to fall behind quickly and have a difficult time keeping up during the final weeks of the program. Given that there is ample time allowed for more informal experiences of Spain, your academic studies should have your full attention during the short span of the program.
Course Information

You will receive and complete a placement test before leaving California, so the classes are already organized when you arrive in Madrid. During the first two days of the program you will also have a short interview to confirm your language placement.

Classes are held in the Instituto Internacional, a newly-refurbished, turn-of-the-century building in the engaging neighborhood of Chamberí. In addition to classrooms, the Instituto offers language labs, a library, a café, a garden, and Internet access for students with laptops. The office for ACCENT and UCEAP staff is next door to the Instituto. The city of Madrid is treated as a living language lab, and frequent visits to museums and other sites of cultural significance characterize the program.

Regular classes are held Monday through Thursday until 4 p.m. Additional activities are scheduled on some weekends.

Registration and Requirements

After you are placed in the appropriate language level, you will register your courses on your MyEAP Study List. You are required to take two courses for a total of 12 quarter units:

1. One Spanish language class (10 UC lower-division quarter units)
2. One Spanish culture and civilization class (2 UC lower-division quarter units)

The culture course is typically taught in English, but a section may be taught in Spanish depending on interest and size of the participant group.

The language class must be taken for a letter grade.

Both UCEAP and ACCENT administration consider attendance at all classes mandatory. Students are allowed a total of two absences during the program. Each absence beyond the limit will result in a deduction of 3 percent from the student’s raw total. An absence occurring on a day a quiz or exam is scheduled or an assignment is due will result in a zero for that quiz/exam or assignment. There will be no make-ups permitted.

Poor attendance and lack of participation in all required activities will have a negative impact on your final grade.

Grades

Grades for this program are usually available about a month after the program ends and may not arrive in time to accommodate a summer degree verification deadline.

For information about grades, see the Academic Information chapter of the UCEAP Guide to Study Abroad.
EXTENDING UCEAP PARTICIPATION

Planning for Back-to-Back Programs

It is occasionally possible to participate in two different UCEAP options consecutively. For example, you might choose to finish your first year of Spanish during the summer in Madrid before participating in the Córdoba Language and Culture fall semester program.

Participation in back-to-back programs requires an exceptional level of organization and maturity. You must be able to plan in advance and prepare for the second program while completing the first. Decide early if you would like to participate in a second program in order to complete necessary preparations while still at your UC campus.

To participate in a program immediately following the Madrid summer program, you must submit a separate application by the campus deadline (which may be the same as the application deadline for the Madrid summer program) and go through the regular UCEAP selection process for each program. Since personal interviews often are a part of the selection process, you must apply for both programs before leaving the U.S. for Spain. Check with your Campus EAP Office to see if they impose any other restrictions.

Once your participation in the second program has been approved, UCEAP will notify your home campus registrar, Financial Aid Office, and Campus EAP Office.

If you are planning to participate in consecutive programs:

- Contact the Operations Specialist at the UCEAP Systemwide Office in charge of the programs you will be attending; let the specialist know your plans and ask about any additional paperwork required.
- Provide both the Systemwide Office and your campus advisor with a working e-mail address and plan to check this e-mail often while abroad.
- Submit all required predeparture materials for both programs to UCEAP before leaving California.
- Anticipate your visa requirements; contact the UCEAP Systemwide Office and the Spanish consulate for visa information.
- Contact your campus financial aid officer and the UCEAP Student Finance Coordinator before leaving for Spain to ensure that your finances are in order for both programs.

Program Options & Requirements

- You must have a valid student visa in order to register for fall classes.

Visa

If you plan to attend a fall or year program, you must apply for a Spain student visa before you depart for the Madrid summer program. This is a time-consuming process and must be completed before departure, so start early. You cannot enter Spain as a tourist and obtain a student visa after arrival. Contact the Operations Specialist and the Spanish consulate for more information.
Fall & Year Program Options

Language & Culture Fall program at the University of Córdoba
Requirements at the time of application (you cannot use grades or credits earned in Madrid to qualify for this program):

- 2.5 cumulative GPA
- 2.5 language GPA
- Place into the intermediate language course at the Madrid summer program (SPAN 33) prior to departure

If you wish to continue to Córdoba after completing the Madrid summer program, you must receive endorsement by the Study Center Director. The director will evaluate your performance during the summer program to verify that you will successfully complete the first year of Spanish. You must complete a separate application to the Language & Culture fall program at the University of Córdoba by the campus deadline to be considered for this program.

Fall or Year Immersion Programs
(Includes Autonomous University of Barcelona, Complutense University of Madrid, University of Barcelona, the University of Granada, and the Hispanic Studies Program at Carlos III University of Madrid.)

Requirements at the time of application (you cannot use grades or credits earned in Madrid to qualify for these programs):

- 2.85 cumulative GPA
- 2.85 language GPA
- Place into the highest language course at the Madrid summer program (SPAN 34) and have completed three quarters or two semesters of Spanish at your home campus prior to departure

If you wish to continue to fall and year immersion programs or the Hispanic Studies program at Carlos III University after completing the Madrid summer program, you must receive endorsement by the Study Center Director. The director will evaluate your performance during the summer program to verify that you will successfully complete the second year of Spanish. You must complete a separate application to the fall and year programs by the campus deadline to be considered for these programs.

Time between Programs
The Madrid summer program ends in early August and fall programs do not begin until late August or early September. It is important that you plan for this gap between the end of the summer program and the beginning of your fall program. You will be responsible for all costs associated with daily living (housing, meals, travel, insurance, etc.) until the start of your fall program.
CULTURAL AWARENESS

Educate Yourself
Get acquainted with your new host city, country, and culture before you leave California. Travel guides and travel-related websites such as Lonely Planet or Time Out are excellent resources.

An especially valuable resource for Spain is the Spanish government website, which provides video clips and plenty of other visuals and text as context for suggested travel routes. The ACCENT website also has useful background information about the Instituto Internacional and the neighborhood in which you’ll be spending a lot of time, and the ACCENT blog includes links to local events, stores, and services.

Read about the Spanish lifestyle so you will have some idea what to expect. Keep up with current events by reading articles in newspapers, magazines, and journals that have to do with Spain. You can find many of these in English. Take a look at El País to see what is featured in Spain’s most widely distributed newspaper (in Spanish).

Local View of Alcohol
As in many countries, alcohol and other drugs are a part of Spanish youth culture, but typically there is no pressure to partake. Moderate drinking as a part of meals and social occasions is traditional in Spanish culture from a very young age; on the other hand, “binge” drinking at parties or drinking in order to get drunk tends to be much less common among Spanish university students than can be the case on U.S. college campuses. Overuse or abuse of alcohol may bring unwelcome attention and difficulties; getting drunk is not considered acceptable behavior in Spain.

Use of illicit drugs is a crime and can result in serious penalties. Student abuse of alcohol or use of illicit drugs is against UC and UCEAP policies and will not be tolerated.

Intolerance and Harassment
Past students have reported encountering behaviors that would be labeled as sexist, racist, or discriminatory in the U.S.

UC students of African-American, Asian-Pacific Islander, Latin, and Middle Eastern backgrounds in particular may frequently find themselves the objects of stares and comments, ranging from relatively innocent to occasionally hostile.

Graffiti, including anti-Semitic, anti-Islamic, and generally anti-immigrant comments, is not unusual.

Female students on UCEAP have indicated that they were stared at, approached, and harassed by men more openly and more frequently in Spain than at home. Past students have characterized these behaviors as annoying, frustrating, and initially shocking, but generally no more than that. Some have commented that there is no “political correctness” in Spain. However, do not give in to behaviors that invade your personal boundaries and that feel uncomfortable or unsafe to you. If a situation feels inappropriate or makes you uneasy, get yourself out of the situation. Never sacrifice your sense of safety to avoid offending the locals.
Coping Strategies

It is important that you do not allow such behavior to prevent you from going to, and staying in, Spain. Try physically moving away from the source of offensive behavior, as responding may simply escalate the situation. Seek help from program staff and fellow students if you experience such behavior, especially if it becomes out of control or causes you increased anxiety and anger. Female returnees indicate that harassment can occur no matter what the circumstances; however, they recommend adapting your dress, comments, and actions to blend more closely to local norms. Talking to Spanish women and observing them in their daily activities can help to accomplish this.

In most cases these incidents represent a cultural difference that causes annoyance and frustration for UC students, rather than a source of physical danger. You should read about social and political issues in Spain, think about and discuss these issues before departure, practice personal tolerance, and be mature and realistic in your expectations.
UCEAP STUDENTS SAY...

“For me, the best way to practice was to read Spanish books aloud, taking care to pronounce everything correctly. This way my tongue got used to the phonetics and I didn’t have the thick American accent that the other students had.

Relax. At first it seems like a lot to handle, but it gets a lot easier as you spend more time listening and speaking in Spanish.

Try not to speak English. Don’t be afraid to speak Spanish, or worry that you will mess up in class, because everyone is on the same level.”

Improve Your Language Skills

The more Spanish you know before leaving for Spain, the more productive your time abroad will be. Even though this program accepts students with no prior language experience, you are expected to undertake some language preparation prior to arrival. It will definitely pay off when you get to Madrid.

Prior to departure, you are expected to spend one hour per day working to acquire or improve Spanish skills. Depending on language level, some or all of the following may be helpful:

- Obtain Spanish language instruction CDs or digital audio files from a local library or bookstore. Many helpful phrases and pronunciation tips can be gained using these tools.
- Keep a journal of Spanish phrases, expressions, and whole sentences for vocabulary building.
- Use the second-language option on your television or DVD player. That way, you can hear popular movies in Spanish with English subtitles. Your ear will become more accustomed to the rhythms of spoken Spanish.
- Download free Spanish language podcasts.

If you have taken some classes in Spanish, you can also enhance your skills through the following methods:

- Read aloud (anything in Spanish) for 20 minutes at a time. Strive for correct pronunciation; read progressively faster, maintaining correct pronunciation.
- Review basic grammar terminology and definitions.
- Listen to Spanish language television regularly to improve your comprehension.
- Go to Spanish language movies.

Give your Spanish comprehension a workout; the harder you work at home, the easier your time abroad will be. Feedback on performance in all of these areas is important. It is advisable to work with others to help you recognize mistakes and improve performance.
ARRIVAL & ORIENTATION

Orientation
The official UCEAP arrival day is dedicated to student arrival and housing check-in. After arriving at the UC Center Madrid, you will receive a welcome packet and your housing assignment. You will then continue on to either your apartment or homestay. If you arrive early in the day, the staff can advise you about easy walking activities.

The day-long official UCEAP orientation takes place the day after arrival. During this orientation, you will take a tour of the UC Center Madrid and Instituto Internacional facilities. The UCEAP and ACCENT staff will introduce themselves and review all practical components of the Madrid summer program including program calendar, academics, housing, student services, computer access, health, safety, emergencies, money and banking, communication, and public transportation. You will receive a program calendar, maps, and emergency phone numbers. The orientation will also address the purpose, expectations, and goals of the program.

The orientation includes a walking tour of Madrid’s historical center. During the first week of the program there will be a welcome reception for all students.

Travel Documents
- Additional information about passports, visas, and other required documents for this program is provided in the UCEAP Guide to Study Abroad and in the UCEAP online Predeparture Checklist.

U.S. citizens must have a U.S. passport valid for at least three months beyond the intended stay. You will also need airline tickets and documents showing return or onward travel. A visa is not required for tourist stays up to 90 days. As the Madrid summer program runs for fewer than 90 days, U.S. citizens do not need a visa; enter Spain as a tourist. Keep in mind that this 90-day period begins when you enter any of the Schengen countries (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, and Sweden). If you are traveling on your own and plan to be in Spain or any combination of the above countries for more than 90 days, contact the Spanish consulate before you depart. Non-U.S. citizens should contact the Spanish consulate early for entry requirements.

- See the Extending UCEAP Participation chapter in this guide for visa requirements if you are staying in Spain to study after the summer program.

Photocopies
Photocopy all important documents, including your passport photo pages, travelers check receipts, airline tickets, driver’s license, student ID, and credit cards (front and back). It is easier to replace lost or stolen documents when you have a photocopy of the item. Leave copies of these documents at home with a parent and pack a set in various pieces of luggage. Spending a few moments copying documents now can save time and energy if something is lost or stolen.
The UCEAP Student Budget does not include funds for the purchase of clothing abroad.

UCEAP STUDENTS SAY...

“Pack super lightly! I know you’re thinking you need a bunch of clothes, but trust me, you’ll regret taking them.

Be prepared for the heat when you arrive. It was over 100°F when we arrived!

FYI: Spaniards usually don’t wear flip-flops and don’t wear shorts.

Dress like the locals. Avoid baseball caps and baggy pants. Spaniards tend to stare and a sloppy wardrobe will definitely draw attention.

Spain is more formal than the U.S. but it’s still a good idea to take comfortable clothes. And comfortable shoes are the most important.

Packing Tips

Check with your airline regarding the latest baggage allowance and other restrictions. Pack lightly. You will have to carry your own luggage, so make sure you can handle it. Long-distance buses, trains, and taxis in Spain limit luggage to one piece per passenger. If you have excess luggage you must research and find your own storage space. Your homestay host, apartment landlord, or program office will not store luggage.

Clearly identify each item of luggage on the inside and outside with your name, home address, and the UC Center Madrid address. Never leave luggage unattended. Read about the Personal Property Benefit included in the UCEAP Insurance Plan and assess if the coverage is adequate. You may decide to protect your belongings with additional insurance.

Most items available in the U.S. will also be available in Spain. If you forget something or find a need for an additional item, you can purchase it in Spain. Clothing in Spain tends to be of good quality and is reasonably priced. Wool items are of particularly good quality. Shoes are well made, but large sizes may be hard to find.

When selecting clothing to pack, keep in mind the Spanish culture; women who wear skimpy clothing need to be prepared for comments and attention that can be crude and often annoying.

Essential

- Laptop computer with wireless card or Ethernet cable
- Travel converter, transformer, and adapter plugs
- Notepaper and pens
- Prescription medication (enough to last the length of your stay; see the Health chapter of this guide for more information)
- Good pair of walking shoes
- Slippers (Spaniards do not usually go barefoot at home)
- Rain jacket/umbrella
- Day pack/backpack (to carry books around the city or to use for a weekend away)
- Spanish-only and Spanish-English dictionaries
- Spanish grammar book
- Travel alarm clock
- Digital camera
- Bath towel (if staying in an apartment)

Optional

- Gifts for foreign hosts and new friends (CDs; T-shirts with city, state, or campus logos; California postcards)
- Photos of home, family, pets

Do Not Pack

- Illegal narcotics
Official UCEAP Start Date

Even if on full financial aid, you are responsible for reserving and purchasing your airplane ticket. Your Financial Aid Office will not do this for you. You are strongly urged to purchase a changeable airline ticket. Standby tickets are not appropriate.

Flights are routinely changed or canceled. You are strongly urged to confirm your flight schedule about two weeks before your departure date. In addition, the start date of the program can change due to unforeseen circumstances. You are responsible for making modifications to your travel itinerary to accommodate such changes. UCEAP is not responsible for any unrecoverable transportation charges you may incur.

You must be in Spain by the Official UCEAP Start Date. The specific meeting time and location are provided on the Arrival Information Sheet that is included in your Madrid summer program Predeparture Checklist posted on the UCEAP website. There is no group flight for this program; you are responsible for making all flight and travel arrangements. Take a copy of the Arrival Information Sheet to Spain, as this sheet also contains all necessary emergency contact information.

As stated in the Student Agreement, students who fail to appear on the official start date are subject to dismissal from the program (Student Agreement, Section 10).

Check your e-mail daily and stay in contact with your Campus EAP Office and the UCEAP Systemwide Office in order to be kept informed of any program changes prior to departure. Update your e-mail and mailing address in MyEAP if either changes before or after departure.

When traveling, always carry your passport with visa, ticket, prescription medications, and money on your person. Never put valuables in checked luggage.

Early Arrivals

If you arrive early, you are still expected to meet the group at the designated time and place as indicated on the Arrival Information Sheet in the online Predeparture Checklist.

If you arrive before the official UCEAP start date, you are responsible for your own lodging until that date. You may not move into prearranged housing until the official start date, nor may you store items at the ACCENT or UCEAP office.

Late Arrivals

Generally, late arrivals are not acceptable; however, certain cases can warrant an exception. Late arrivals must obtain advance approval from UCEAP. You must contact the UCEAP Systemwide Office well in advance of the official start date.

Financial Aid Students

Your financial aid package is based partly on the UCEAP Student Budget for the program. The estimated round-trip airfare amount is based on the cost of a changeable student fare to Spain. If your independent travel costs are greater than the airfare estimate in the UCEAP Student Budget Worksheet, notify your financial aid counselors. Neither UCEAP nor the Financial Aid Office can guarantee that the additional cost will be funded by financial aid.
Local Transportation

Travel within Madrid

During your stay in Madrid, your primary mode of transportation will be the nearest form of public transportation, including buses and the Metro, or just walking. It is helpful to have an idea of the Madrid transit system before you depart. Maps of the Madrid transit system are readily available online and will be provided in the program materials available at orientation.

Public transportation passes, called abonos de transportes, are available to purchase once in Madrid. These all-purpose monthly passes are good for unlimited rides on the Madrid Metro, buses, and trenes de cercanías (suburban trains) within a specific number of “zones.” As of January 2012, a monthly pass covering all of central Madrid costs €30,50 for those under 23 years old and €47,60 if over 23. Costs for transportation without the abono are much higher. However, you may need to buy a ten-ride ticket (€9,30) or single tickets (€1) during your first days in Madrid until July 1 as abonos are valid monthly from the first to the final day of the month. Ten-ride and single tickets can be purchased from tobacco shops, Metro ticket booths, and bus company kiosks located throughout Madrid.

UCEAP STUDENTS SAY...

"Remember to pack a travel guide. They’re more expensive and harder to come by in Europe.

Don’t take the Metro if you have a lot of luggage. Even better, pack lightly!

For bus/Metro travel within Madrid, buy an abono transportes (a monthly pass available at most tobacco shops); they’re a great deal."
It is important that you carefully read all of the information available in the UCEAP Guide to Study Abroad and discuss it with the person who will assist you with your finances while you are abroad.

FINANCIAL INFORMATION

Understanding Your Finances
Understanding your finances before, during, and after your program is crucial to having a successful time abroad. The following list outlines just a few of the many things you will need to know before departure.

Detailed information on the following topics can be found in the Money Matters chapter of the UCEAP Guide to Study Abroad:

- Contact information for finance questions
- How to estimate the cost of your program
- Budget instructions and information
- How to and who can make payments to UCEAP
- UCEAP student account information
- Banking before and after arrival
- Fees and penalties
- Loan information
- How financial aid works while abroad (how do I get my financial aid from my home campus and how are my fees paid)
- Various forms (e.g., direct deposit, etc.)

MyEAP Student Account
Your MyEAP Student Account is similar to your UC campus financial account. It will be available as soon as you are selected for your program in MyEAP. You can make payments through this account using e-checks or credit cards (MasterCard or Discover). The fees that you owe UCEAP will be applied to your account after your program predeparture withdrawal date, which is listed in MyEAP. For the amount due to UCEAP prior to fees being posted on your account, refer to the UCEAP Student Budget Payment Vouchers. Program fees are subject to change.

UCEAP Student Budget
Carefully review your UCEAP Student Budget.

Your UCEAP Student Budget lists the fees you will pay to UCEAP and an estimate of the personal expenses you will need to plan for. It does not include the cost of recreational travel or personal entertainment. Review your UCEAP Student Budget frequently. The Payment vouchers are on the second page of the UCEAP Student Budget.

Instructions
- Download and print your UCEAP Student Budget and Payment Vouchers.
- Note the deadlines on the Payment Vouchers.
- Give the UCEAP Student Budget and Payment Vouchers to the person responsible for paying your UCEAP bills. Sign this person up for Third Party Authorization so they can make payments online.

For further information see the Money Matters chapter of the UCEAP Guide to Study Abroad and the Money Matters tab of your Participants Portal. If you are on financial aid, see also the UCEAP Financial Assistance web page.
Handling Money Abroad

- The official currency unit in Spain is the euro, abbreviated EUR or €. Prices are posted using a comma instead of a period, for example €5,75 is five euros and 75 cents.

Recommendations

- Be sure to have more than one way to access money while abroad.
- Arrive in Spain with at least 200 euros (some in small bills). Euros can be obtained from a local U.S. bank. Some banks require at least a week or two to obtain foreign currency.
- Take at least one credit card in your name (preferably two), and two ATM cards (if possible) from your home U.S. bank account. The ATM cards must have an international (four-digit) PIN in order to work in Spain.
- Traveler’s Checks are useful for large purchases, to save you from high credit card conversion rates. They are also a safe back-up to get money, in case your credit card is lost, stolen, or shut down by your bank for international use.
- Do not plan to have checks (financial aid, money from family, etc.) sent to Spain. Checks should be sent to a trusted friend or relative who can deposit the funds into your U.S. bank account.
- Assign your Power of Attorney to someone you trust.

Before Departure

- It is important that you plan your finances carefully, and that you prepare before departure in order to ensure access to your money while abroad.

Determine how to contact your bank and credit card companies from abroad, if necessary, to report a lost or stolen ATM or credit card and to obtain a replacement. E-mail yourself the contact numbers for your banks and credit card companies so that you can access them easily if you are traveling. Write down your ATM and credit card numbers and keep this information at home in Spain, to help with the replacement process in case a card is lost or stolen.

Notify your bank and credit card companies that you will be traveling overseas. This will prevent them from questioning unusual activity and possibly canceling your cards.

Check with your home bank to see if your ATM card has international access (Cirrus and Plus systems are common throughout Europe) and whether it can be used in Spain. Contact your bank to change your PIN, if necessary (keep in mind when choosing a PIN that ATMs overseas do not have letters on the keypads as they do in the U.S.).

In addition, ask your bank if there is a daily withdrawal limit (there may be European ATM withdrawal limitations) and obtain information on any fees your bank may charge for using an international ATM. The ATMs in Spain may also charge a small usage fee.
Take an ATM card linked to your checking account rather than your savings account. Students have had trouble accessing their savings accounts from Europe. Many banks and credit cards offer online services, which will allow you to check account balances and pay bills quickly while abroad. Be sure to check with your bank about online banking fees and transfer limits.

While abroad you may need to obtain a cash advance with your Visa or MasterCard from a bank offering this service, though this can be an expensive way to access cash. Before departure, find out what fees may apply for cash advances, and note that interest rates on cash advances are sometimes double that of purchases. Obtain an international PIN for your credit card in the event that you need to obtain a cash advance after hours. Your PIN is not usually required if the transaction is conducted inside the bank, but you must show your passport.

In recent years, students have had success using certain bank ATMs without extra fees. Students who have accounts with Bank of America have been able to use Barclays Bank ATMs without foreign transaction or third party fees. Students who have checking accounts with Charles Schwab have been able to use ATMs and Charles Schwab has refunded most of the fees charged by Spanish banks. Confirm these options with the banks before departure, as bank policies change frequently.

While in Madrid
Plan on using a combination of methods to handle money in case one fails (e.g., a local ATM is temporarily out of service). Do not rely solely on one form of access to currency.

You will have to cover the costs of daily transportation, books and school supplies, and personal items, among others. Many past students found that their living costs were much greater than expected and suggested that $1,000–$2,000 should be budgeted for extra spending money. The cost of living in Spain, and especially Madrid, can be high.

Cash/ATM
Using an ATM card is the easiest way to access your money overseas and the exchange rate is the most favorable. ATMs are widely available in Spain and you will receive cash in local currency (euros). Plan to have financial aid or other support funds deposited directly into your U.S. checking account by a relative or reliable friend. You can then withdraw these funds (in euros) via an ATM.

Avoid carrying large amounts of cash and do not withdraw money from an ATM at night. An ATM card can be lost or stolen, or might not work. For this reason, it is recommended that you take two ATM cards to Spain.

Credit Cards
Credit cards are useful for emergencies, travel expenses, and everyday purchases. Most stores and restaurants in Spain honor major credit cards. Visa is the most widely accepted credit card in Europe, followed by MasterCard. American Express (AmEx) is not widely accepted, but can be used to purchase travelers checks overseas. The Discover Card is not widely accepted outside the U.S. and is not worth taking to Spain.

Take at least two international credit cards and always leave one at home while in Spain; if one is lost or stolen, you will have an immediate backup. These credit cards must be in your name (not a parent’s).
Travelers Checks
Travelers checks can be useful in an emergency or as an alternate source of money should you lose your wallet, or if a card does not work. In addition, travelers checks can be replaced in case of loss or theft. If you don’t use the travelers checks in Spain, you can deposit them to your bank account upon your return to the U.S.

Purchase the checks in U.S. dollars before you depart; AmEx Travelers Checks are the most widely accepted. Be sure to make two copies of the check numbers and give one copy to a family member or friend before you leave home. Keep the other copy for yourself, separate from the actual checks. Should your checks be lost or stolen, you will need to provide these numbers and corresponding receipts in order to obtain replacements.

Travelers checks can be exchanged for euros at any bank marked Cambio or at exchange offices (oficinas de cambio) conveniently located throughout Madrid. A transaction fee will be charged and some banks may insist on exchanging a minimum amount.

Western Union
Western Union can be used to have money sent from home in a very short amount of time (sometimes within minutes). In most instances, you can receive local currency at competitive foreign exchange rates. The local telephone book should have the number and address of the nearest office or check their website.
COMMUNICATIONS ABROAD

Phone

Be sure to share the following information with your parents before departure.

Long-Distance Calls

To call or send a fax to Spain from California, dial the international access code (011), then the country code (34), then the city code (Madrid: 91), and then the telephone number. When making calls within Spain you must dial the city code, even for local calls.

Using Skype: For calling your home in the U.S., UCEAP recommends that you open a free Skype account online. It is one of the most inexpensive ways previous UCEAP students have found to keep in touch with family and friends. With your own computer and a headset or at an Internet café (locutorio), you can call other Skype users free of charge with excellent call quality. Even if you are calling a land line in the U.S., the rates are affordable at about 2.3 cents per minute. Ask your friends and family to download the program to their computers and then you will be able to talk for free.

Using a prepaid phone card: Phone cards are also a good option for calling the U.S. You can buy them from a locutorio, or you can buy them online from Cloncom. On this website you can check rates and receive your PIN and access numbers via e-mail.

You can use a prepaid card on any phone (home, cell phone, and public phones). Plan to use a toll-free access number (900 number) when you call from someone else’s phone so that they are not charged any fees for the call.

Be mindful of the following:

901 Access: This access method allows you to pay for a local call but receive more minutes for your international call. To call from a payphone, insert coins and then dial the 901 access number provided. Do not use this access number when you call from a homestay.

900 Access: By using this access method you will be making a toll-free call.

Cell Phones

Using a cell phone to call home can be expensive, although you will not be charged for incoming calls from the U.S. and there are some companies that specialize in student rates. In general, getting a cell phone is a good idea so you can call and text-message your friends in Spain.

Prepaid cell phones: With prepaid phones, you have maximum flexibility since you pay as you go. If you need more credit you simply buy recharge cards (recargas) that are widely available from El Corte Ingles, your local kiosk, or online. The minimum amount of credit that you must add is usually between €5 and €10.

Cell phone rental services: There are cell phone rental services available. For example, Apelcom is a company that has designed a convenient and easy network that allows you to rent a phone and call Spanish or international phones for the lowest rates available.

Bring your own U.S. cell phone: Spain operates on a GSM network, so check to make sure your phone operates on GSM.
Never ship laptops, cameras, or luggage abroad; shipping is expensive and subject to arbitrary customs duties. The Study Center will not store luggage.

Apartment Phone Use
Student apartments are not equipped with telephone lines, so you will need to use a cell phone or outside phone to make any calls. There are pay phones located throughout the city. For all pay phones, you will need to purchase a tarjeta telefónica (phone card) from a quiosco or estanco. The topic of tarjeta telefónica, where to buy them, and how to use them will be covered in depth at your on-site orientation in Madrid.

Homestay Phone Use
If you live in a homestay, do not expect to use a host family’s phone except in an emergency (even if you have a calling card or credit card). You will most likely need to use a cell phone or an outside pay phone to make any calls. There are pay phones located throughout the city. For all pay phones, you will need to purchase a tarjeta telefónica (phone card) from a quiosco or estanco. The topic of tarjeta telefónica, where to buy them, and how to use them will be covered in depth at your on-site orientation in Madrid.

Mail
Regardless of your accommodations (homestay or apartment), your mail and any packages should be sent to the UC Center Madrid. You will be assigned your own mailbox.

Address mail as follows:
[Your Name]
ACCENT Madrid Center
C/Miguel Angel, 6 bajo 9
28010 Madrid – Spain

Be sure to write “Airmail” on all mail sent overseas and pay the appropriate postage as surface mail can take up to three months to arrive. Past students say that airmail from the U.S. takes two to six weeks to arrive.

Receiving packages overseas can be costly. If at all possible, avoid having packages sent as they may be held in customs for a lengthy period of time and, when released, may include substantial customs charges. Customs charges are usually based on the dollar value declared when a package is sent; however, these charges are somewhat arbitrary and therefore nearly impossible to predict. Warn parents and friends that they should avoid declaring a high value on a package; in some cases the duty charged could exceed the value of the package. You will have to pay these high duty charges in order to accept the packages sent.

Fees as high as $100 or more for something as simple as a coat or care package are common. Asking friends and family to declare “Used Items for Personal Use Only/No Commercial Value” (Efectos Personales Usados/Sin Valor Comercial) on packages shipped overseas may alleviate high customs charges, but be forewarned that even inexpensive items marked in this way are not immune to customs charges or delays. Customs officials have the right to examine the contents of any package and assess its value.

In the event that a package arrives, the ACCENT staff will sign for it and keep it at the UC Center until you are able to pick it up. If a package is not addressed c/o ACCENT Madrid Center or if customs charges a fee, the staff will be unable to sign for a package. In such cases, a message will be left in your mailbox letting you know where to pick it up. It is important to remember that packages
sent to you overseas and any customs charges incurred are your direct responsibility. UCEAP cannot intervene on your behalf with the local Postal Service if there are problems receiving your packages. In addition, any packages that arrive after the program end date cannot be forwarded or returned.

If you need to receive important documents overseas, you must use private express mail (Federal Express, DHL, etc.). The item will be registered and insured and the mailing time will be less than that of the Postal Service. The express mail service offered by the U.S. Postal Service takes much longer than the private services because the package enters the regular mail system once it arrives overseas.

**Computer Access and Use**

Take a laptop to Madrid if you have one. Laptop Internet connections and WiFi access are available free of charge at the Instituto Internacional, which is where courses will be held. You can connect to the Internet at the UC Center using an Ethernet cable (plug-ins are located throughout the building) or through a wireless network (if your laptop has a wireless card). In addition, there is a printer available via the Ethernet network for use on a pay-per-page basis. Internet access is available in most homestay and apartment assignments but it may not be wireless.

**Be aware of the following:**

- Be certain your laptop is fully insured in case of loss or theft. Check the [UCEAP Insurance Plan](#) to determine if the benefits provided are sufficient.
- Do not ship your laptop overseas; it may be held for inspection by customs officials and customs fees are costly, even for older laptops.
- Be sure to carry your laptop with you at all times and never set the bag containing your computer out of reach. Laptop computers are among the most frequently stolen items from travelers.
- Make sure you have a wireless card installed in your computer in order to access the WiFi network at the Instituto Internacional.
- Take your own Ethernet cable.
- Ensure that your laptop is equipped with a built-in voltage transformer that enables it to operate on the 220-volt system used in Spain (this is a fairly common feature) and take adapter plugs.
- Install the latest anti-virus software to minimize hassle.

The majority of students also utilize Internet cafés, which are common and popular in Spain, to access the Internet and write and print papers.

If you do not take a laptop, there are just five laptops available only during ACCENT’s office hours and with a sign-up system. There may be up to 100 students on the Madrid summer program, so the wait will be significant. Plan to take your own laptop.
Housing & Meals

Housing Options
UCEAP/ACCENT-arranged housing options offer you a choice of a homestay or shared apartment. It is not possible to secure your own housing. You must live in the arranged program housing.

In a homestay you will live with a Spanish family, and in an apartment you will live with other UC or international students. One of the main differences between the two options is that a homestay includes breakfast and dinner prepared each day by your host, while in an apartment all meals will be your responsibility. The initial cost of a homestay is higher to reflect the price of the included meals but still less than the expense of cooking for yourself.

Homestay

Although each homestay varies regarding amenities and the lifestyles of the hosts, every effort will be made to place you in an environment where you can speak Spanish and observe and participate in the everyday routines of your Madrid family. If you are considering a homestay, become familiar enough with the Spanish language to participate in basic conversations. Host families are carefully pre-screened, and most families have hosted students in the past.

Homestay accommodations provide the opportunity to live with Spanish families, observe firsthand how the Spanish live, and be more fully immersed in the language and culture of Spain. Living in a homestay requires respect and sensitivity to others. Many past participants recommend a homestay over an apartment as a way to reinforce language learning and to make life a little easier.

Homes and rooms in Spain tend to be smaller than in California. Storage space tends to be limited and amenities may be different from what you are accustomed to in the U.S. (for example, many rooms do not have closets). You will be provided a single room and a place to study. Rooms will be furnished with fans. Homestays will be fully furnished; you do not need to take towels or bedding with you. You will need to take your own toiletries.

Be mindful of how common areas are used (e.g., it is probably inappropriate to study in the living room if someone wants to watch TV).

In a homestay, your host will provide one average European-sized load of laundry per week (approximately nine pounds; includes hang drying, ironing, and folding). You are expected to sort your clothes and leave them in the location designated by your host.

Keep in mind that every homestay situation is different and Spanish households come in as many varieties as U.S. households. The term “homestay” does not necessarily indicate a nuclear family that will treat you as a member of the family; hosts may be single or married, young or old, and may or may not have children living at home. All homestays consist of a host or hosts who rent out an extra room or rooms to international students in order to earn additional income. They may include you in family events or may treat you as more of a paying tenant.

Be open, observant, and aware. The homestay is intended to be a mutually convenient social arrangement, a cultural experience, and a financial agreement between you and your host family. At the same time, the home is intended to be more than just a place to stay: it is a family setting, and it is imperative

UCEAP STUDENTS SAY...

“...I lived in a homestay.
I loved my señora.
She was the best host mother; she was a great cook and was cool.
I felt completely at home and everyone was so helpful and amazing.
I loved the house I was in and the family I was with. Advice? Lots of families are frugal and you have to learn to work around it.
Choosing a homestay was one of the best decisions that I made on UCEAP.

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that you take local customs into account as the family comes to know you. Ideally, you will become part of the family, but to do so requires time, patience, sensitivity, negotiation, and understanding. Dialogue and consideration are usually the best vehicles for good results.

The primary purposes of being with a host family are to interact socially and culturally, and to improve language proficiency in Spanish. It is expected that everyone, including other guests in the home, will speak Spanish at all times. If a host family requests that you speak in English, it may be beneficial to work out a reciprocal arrangement whereby you occasionally speak in English, while remaining committed to using their help to learn Spanish.

**Apartment**

Several UC or international students will share an apartment. Because it is summer, it is unlikely that you will live with Spaniards. If you choose to live in an apartment, you will likely spend a significant amount of time with the same group of students; you will attend class each day and travel on weekend excursions with your roommates. Many students enjoy this aspect of apartment living.

Each apartment is unique and will vary in size, condition, and proximity to your classes. Keep in mind that living standards in Europe are different from those in the U.S., and apartments tend to be smaller and older.

Student apartments tend to be comfortable but simple. The rooms are furnished with a bed (including sheets, pillows, and blankets) and a closet or armoire, but minimal storage space. Keep this in mind when packing your bags. You will need to take your own towels, soap, shampoo, etc. Bathrooms are small and usually there is only one bathroom per apartment. (In apartments with seven or more students, there is a minimum of two bathrooms.) Kitchen facilities include a cooking range, a refrigerator, and basic cooking utensils shared by everyone in the apartment. Each apartment will have one or more areas for studying, which will include a table or desk. Apartments will be furnished with fans.

All apartments have a washing machine, but they will not have dryers due to the high cost of electricity in Madrid.

**Housing Details**

**Location:** Homestays and apartments are located throughout Madrid. You can expect anywhere from a 30- to 45-minute walk, Metro, or bus ride to get to class. Commuting is a regular part of the life of a madrileño.

**Living arrangements:** Homestays may accommodate a number of UC or international students (each in a single room) and are generally co-ed.

Apartments are co-ed, with single-sex bedrooms, and are shared with other UC or international students. Up to ten people may share an apartment, in a combination of double rooms and the occasional single bedroom.

**Guests:** If you live in a homestay, you must first get your host’s approval to bring a guest home, even another UCAP student.

Overnight guests in the apartments are not allowed.
UCEAP STUDENTS SAY...

“
I would do a homestay if I had a second chance. With this program in particular, you’re going to have four hours of class a day with the same people. Do you really want to spend more hours with them at home? By the end of the summer, you will not.
”

**Arrival & departure:** You will meet your host family or receive your apartment assignment once you arrive in Madrid. You will not receive any homestay or apartment information prior to departure. It is not possible to arrive early to a homestay or apartment, or to extend your housing arrangement. If you arrive early or plan to remain in Madrid after the program, you must arrange your own accommodations.

**Housing assignments:** Prior to departure, you will complete a housing questionnaire, which will be used by the ACCENT staff to help place you in a homestay or apartment suitable to your needs. It is crucial you take the questionnaire seriously and answer all the questions thoughtfully. Past students recommend you be specific and honest about your needs, even while realizing that perhaps not all of them may be met.

**Requests to change housing assignment:** If you have a problem with your housing, immediately meet with the ACCENT staff and discuss the situation. **Do not move out of a homestay or apartment without consulting ACCENT staff.** You may not make housing changes or arrangements on your own. If you do move out without consulting ACCENT staff, you will be in violation of UCEAP and ACCENT policy and risk being dismissed from the program.

**Cost:** Lodging costs are included in the program fees you pay to UCEAP, as are costs of any meals provided by the host family. Once in Spain, you will pay directly for any meals not included in the housing arrangement. Due to the included meals and laundry, a homestay arrangement carries a higher fee than an apartment arrangement. Check the UCEAP Student Budget, located in the Money Matters section of your Participants page for housing costs.

**Rules & contract:** All students will sign a housing contract, and consequences of breaking the contract range up to expulsion from the program. You will receive a set of “Family Living Guidelines” when you arrive in Madrid to help you adjust more smoothly to your accommodations. In the meantime, keep the following in mind:

**Homestay:** Remember that many Spaniards smoke, even in the house. Since you are living in a family environment, adhere to the customs established in the house for all members of the household. Be considerate as to your arrival times at night and in the early morning hours. Be aware of noise level and avoid rowdy behavior when others might be sleeping.

**Apartment:** Electricity is expensive in Madrid. Be conservative with energy use. As it states in your housing contract, you will be billed for any electricity you use over an “average” Spanish amount. The apartment buildings are home to Spanish families and others, and though there are no curfews, quiet hours are generally observed between 11 p.m. and 8 a.m. Excessive noise is prohibited by law and Spaniards are serious about this; residents have the right to call the authorities after 11 p.m. Parties are not allowed in the apartments, and students who violate these rules will be expelled.
**UCEAP STUDENTS SAY...**

Be aware that ham/pork is a big part of the local cuisine.

I love paella!

I would suggest eating at home more often to limit your expenses.

Buy groceries and when you do eat out go with people and try to get something unusual.

The hardest part about adjusting was getting used to the food. Be prepared for vats of olive oil.

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**Meals**

In a homestay, some meals are included; in an apartment, no meals are included. Check the UCEAP Student Budget in your Participants program page for meal cost estimates. More details are below.

**Homestay:** Your host will prepare breakfast and dinner each day. You are responsible for purchasing any other meals, including the midday meal, which is the main meal of the day. Outside of provided meals, you will not have access to the kitchen, and keep this in mind when budgeting for food.

**Apartment:** Shopping for food and preparing all meals will be your responsibility; however, there are many types of markets available for your grocery needs. The Spanish buy much of their groceries at family-owned specialty corner stores. You’ll find these for fruits/vegetables, seafood, pork, baked goods, and more. Prices are mid-range, and service, if you frequent them often, is personalized.

The best prices are usually found in the larger marketplaces rather than at the corner stores. The least expensive grocery store is Dia Autoservicio. You will have to take your own shopping bags (or pay for theirs) and bag your own groceries.

In addition, most neighborhoods have a large marketplace with stall after stall of products, each stall specializing in one thing: meats and cheeses, chicken and eggs, fruits and vegetables, bread, pastries, dairy products, and dry goods.

**Spanish Meal Schedule & Diet**

In Spain, breakfast is rather light, usually consisting of a roll and strong coffee (a “continental breakfast”). It is typically not considered a “meal.” Lunch, on the other hand, tends to be a very substantial meal and is seen as the main meal of the day. Lunch is typically served around 2 p.m., and Spaniards tend to linger over this main meal. The evening meal, as with breakfast, is lighter, and is served later in the evening, around 9:30 p.m.

The Spanish diet is based on eggs, bread, potatoes, chicken, pork, and fish. Pork has a prominent place in the Spanish diet. Fish and shellfish are abundant, although they are expensive in Madrid. Their quality and preparation are superb, although past students have commented that they were initially unprepared for a fish to be served intact. Vegetables and fruits are of equally high quality. Spanish foods and their preparation bear little resemblance to American or Mexican foods. Since olives are one of Spain’s primary crops, olive oil is used almost exclusively in Spanish cooking.

The amount of oil used is usually shocking to most California students, and past students have mentioned that they are not used to eating food cooked in oil such as chorizo and other tapas. “Greasy” and “oily” are two food descriptions heard often from UC students, yet many come to enjoy the food during their stay in Spain.
You will find that the waiting service in Spanish restaurants is much different from the service in the U.S. You will most likely have to catch the attention of your waiter. They will not come to you and will rarely check up on you during your meal, especially if they are busy. Special requests for substitutions are rare and there are no refills on drinks. Leaving a tip for the waiter is not expected, but much appreciated.

Vegetarians
If you are a vegetarian, you may have some trouble finding foods to eat, particularly if you do not eat fish. Most prepared foods contain some form of meat, or are cooked with chicken or meat broth. It is important to remember that vegetarianism is not as widely accepted or understood in Spain as it is in California. In some instances, vegetarian guests have been provided with a prime piece of ham, as the host may interpret “meat” only to mean beef. Refraining from eating meat for religious reasons is usually accepted. The staff at the UC Center in Madrid can provide a helpful list of restaurants that offer meatless options. When eating out, vegetarians may substitute the main dish with a salad, bread, or another vegetable, but in general, vegetarian cooking is not advanced. There are some cafeteria-bars where you can find vegetarian items, such as tortilla española, cheese portions, ensaladilla rusa, and bocadillos de queso. It is important to take an open mind and some vitamin supplements.

Eating Out
Madrid offers endless options for eating out. The UC Center staff can provide a list of cheap and chic restaurants around Madrid. Many restaurants and cafés offer fixed menus or menú del día (a whole meal for a fixed price). You will usually find these meals to be the best value, as they will include a choice of two main dishes, bread, wine or mineral water, and dessert.

There are also numerous cafés and tapas bars throughout Madrid, which are good places for a quick snack. Besides tapas, there are salad bars, which are a great option for lunch. They offer unlimited salads, pastas, soups, desserts, and beverages for approximately €8. In bars, you can also order a Spanish sandwich (bocadillo) for about €4. When eating out, it is less expensive to sit inside than it is to sit at an outside table, and even less expensive to sit at the bar.

There are many restaurants in the vicinity of the UC Center. A full fixed-price lunch, including a drink, bread, starter, main course, and dessert averages about €9 at restaurants near the UC Center. Shopping in the markets is another great way to experience Spanish cuisine.

In addition, there is a small cafeteria inside the Instituto Internacional where you can purchase sandwiches (from €2,50 to €5) and other light snacks. (Note: this cafeteria is closed in August.)
Extracurricular Activities

Excursions
The ACCENT staff arranges excursions for opportunities to travel outside Madrid. These excursions are included in the cost of the program and attendance is required. The dates and locations of the excursions will be announced closer to the start date of the program.

Shopping
Most stores in Spain are closed on Sunday, including food stores. This is especially true in smaller cities. Bars, some restaurants, and some bakeries remain open.

Travel
In Spain it is cheaper and more convenient to stay in hostels that are not affiliated with the Youth Hostel Card.

Virtually every destination of interest within Spain is served by trains, buses, or both, making weekend and break travel easy. If you are interested in traveling while abroad, you are encouraged to talk to past UCEAP Spain participants for tips and suggestions.

While you are encouraged to make the most of your experience abroad, keep in mind that UCEAP is primarily an academic program. Do not make plans to travel until after you have arrived in Madrid and received the course schedule for the summer. Repeated unexcused absences from class will be noticed and will affect your grade. Failure to regularly attend class can result in a lowered or failing grade. Do not plan to travel on class days or on days that group events have been scheduled. There will be opportunities on weekends to travel without missing classes, and the best opportunity is after the program ends in August.

Get Involved
Participating in extracurricular cultural and social activities while on UCEAP is an excellent way to meet people, improve your language skills, and integrate more fully into the community.

The ACCENT staff will have information on cultural and social events, and will organize a number of activities for the program, which will vary depending on availability and student interest. Activities might include:

- Tapas evening at a typical Spanish restaurant
- Paella restaurant dinner
- “Madrid on a Budget” walking tour will show you how to save money during your stay in Madrid
- An evening performance of flamenco, theater, or Zarzuela (Spanish operetta)
- Art of Bullfighting Conference, which covers the cultural and historical aspects of the bullfighting tradition
- A few days after the conference, attend a bullfight at Plaza de Toros de las Ventas
- Spanish Cinema Conference, followed by a Spanish movie (with subtitles in English)
- Scavenger Hunt at Retiro Park
- Day trip to the coolest swimming pool in Madrid
Health

Physical Fitness and Health
Madrid’s options for gyms are always growing. Past students who have joined local gyms have met excellent exercise or jogging companions. Jogging is usually restricted to parks.

Local Medical Service
If you have preexisting medical conditions, carry a letter from your physician describing the medical condition and adequate amounts of your prescription medications, including their generic names.

If you feel sick or have a medical emergency, seek medical attention and contact the UC Center immediately. The UC Center will help you choose a clinic, advise you on the online UCEAP medical insurance claim process, and make arrangements with your professors if extended absenteeism is expected. Please let the UC Center know of any medical services received, even if it was not an emergency.

You may ask the Study Center staff for a list of English-speaking doctors that students have used in the past. Doctors’ visits cost approximately €45 for a general doctor and €100 for a specialist, and tests are extra. It is important to keep some cash and credit cards on hand for emergencies; however, not all doctors will accept credit cards for payments. Generally, doctors and hospitals will not bill U.S. insurance companies for services rendered; be prepared to pay up front and file a claim for reimbursement of eligible costs with the UCEAP insurance company. Make sure to save all bills and receipts and keep copies of all documentation sent to the claims adjustor.

Prescription Medications
Never send medication to Spain or have it sent. Customs may not accept it or may impose very high fines. Plan to take enough prescription medication to last the length of your stay. Consult with your doctor(s) and the UCEAP insurance provider several weeks before departure to make sure that you can get enough medication. If you cannot take enough medicine to last throughout the program, take a letter from your physician describing your diagnosis and treatment, and make an appointment with a physician in Spain.

Carry your prescribed medications in their original, clearly-labeled containers. Also, be sure to take copies of all prescriptions, including the generic names for medications, and a note from the prescribing physician on letterhead stationery.

Contact Europ Assistance (UCEAP’s travel assistance provider) at (866) 451-7606 before departure to make sure any required medications are not considered illegal narcotics.

Medic Alert
If you have significant allergies or chronic medical problems, consider wearing a medical alert ID bracelet or a Medic Alert emblem. For more information, contact:

Medic Alert Foundation International
PO Box 1009
Turlock, CA 95380
Phone: (800) 633-4298
Website: www.medicalert.org
Smoking
Smoking in public places is now illegal in Spain (ley antitabaco); however, some people light up anyway and it may not be easy to find a smoke-free environment in which to eat.

Be aware that in most homes, a strict non-smoking environment is less common than in the United States. Families often smoke in their homes and even if the family does not smoke in the home, visitors may do so. If you plan to live in a homestay, prepare for these possibilities.

Mental Health
Living and studying in another country includes stressful activities that often compound or exacerbate emotional or mental health issues. Emotional distress can have an impact on academic progress, personal relationships, and a successful UCEAP experience. It is important to be able to recognize triggers and signs of emotional distress and act immediately to get help. Know the warning signs, learn some techniques and skills to manage stress, and reach out for help. The UC Center Madrid has a list of facilities available to help you, if necessary.

Students with Disabilities
As is the case in older buildings throughout Spain, accessibility at the Instituto Internacional is limited as there is only ramp access and one elevator, which is relatively small. It is common for older buildings to have stairs and no elevators. Expect to encounter uneven sidewalks, unequipped bathrooms, and narrow doors and aisles. Newer buildings are more accessible and some of the major shopping malls, cinemas, museums, bars, and restaurants are well adapted. The local newspaper, El País, lists the level of accessibility for the theaters in Madrid.

The Instituto has a scanner, screen magnification software, and cassette recorders—all available upon request. Adaptive equipment for students with visual disabilities can be obtained from ONCE (the national organization for the blind, Organización Nacional de Ciegos Españoles). Some programs have had students with learning disabilities. Advance copies of syllabi, modified deadlines, taped lectures, extra exam time, and quiet spaces for exams are available. The staff is flexible and willing to make additional accommodations upon advanced request. Follow procedures stipulated in the UCEAP Guide to Study Abroad.

UCEAP Insurance
The required UCEAP Insurance Plan is paid by UC. See the plan brochure for details.
In addition to safety measures UCEAP takes to help protect you, you should register online with the U.S. embassy through the Smart Traveler Enrollment Program (STEP), a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. All Study Center Directors are members of the U.S. embassy’s Warden Network, which allows the U.S. embassy to stay in communication with, and disseminate information to, the American community primarily in times of crisis or emergency.

**Risks**

Madrid is a major international city. As such, be aware of and concerned for your personal safety.

Safe behavior in Madrid means using the same common sense and street smarts that you would use in any big city in the United States. This includes not putting yourself into risky or threatening situations, paying attention to safety briefings during orientation, learning areas of town to avoid, and knowing emergency phone numbers.

Heavy drinking will result in carelessness and increased vulnerability to safety risks. If you must drink, do so responsibly.

In the late evening, never walk or travel alone. Arrange ahead of time to walk home with a friend and always carry enough money for cab fare home. Students, male and female, walking home alone at night have been mugged, even right outside their apartment door.

**Demonstrations and Protests**

Demonstrations, rallies, and protests are common in Madrid and are usually in reaction to labor disputes or domestic and foreign policy issues. Most demonstrations and protests are nonviolent, but violence may erupt. If you find yourself caught in the middle of a protest, seek shelter. Keep a mental note of safe havens—such as police stations, hotels, and hospitals—and mark these on a local map.

**Political Violence**

Spain faces terrorism threats from both the Basque terrorist organization ETA (Euskadi ta Askatasuna - Basque Fatherland and Liberty) and al-Qa’ida elements and cells. ETA traditionally directs its attacks against government officials (police, military, and politicians) and facilities, as well as journalists and business executives (especially those involved in bringing high-speed rail to the Basque region). While ETA operates principally in the areas of northern Spain and southwestern France, attacks do take place in other areas including Madrid, Andalusia, and Barcelona.

**Theft**

Avoid carrying your passport whenever possible (leave it in a secure place). Make a clear photocopy of the first page (the one with your photo) and carry that for identification. In case of loss or theft of your passport, immediately notify the nearest U.S. embassy or consulate, local authorities, and the ACCENT staff.

The greatest security threat is petty crime, such as pick-pocketing, mugging, and property theft. Pickpockets and thieves are active throughout Madrid, especially in and around tourist areas. While this can occur year-round, it is especially common during the summer months when tourism is at its highest.
Most petty crimes are committed by groups of young persons using distraction tactics. Pickpockets prefer tourists and tend to work in tourist and crowded areas, in addition to the Metro, airports, and train stations.

**Minimize your chance of becoming a victim of petty theft:** It is important to not appear lost, blend in, and to watch your personal belongings at all times. Always look like you know where you are going, even if you do not. Plan ahead when you are in an unfamiliar part of the city so you do not have to pull out a map on the sidewalk. Dress to blend in. College sweatshirts, sweatpants, baseball caps, flip-flops, and shorts are all associated with Americans and may make you a likely target.

**To better protect your belongings**
Always be aware of your surroundings. Thieves usually wait for or make a distraction and then make their move. This could be as simple as asking for the time so that you turn to look at your watch. Be alert and be aware.

- Never carry large amounts of cash.
- Avoid carrying a purse or wallet. You will often be in crowded areas that are prime hunting grounds for pickpockets and purse-snatchers.
- If you must carry a wallet, carry it in a front or breast pocket, or in an undercover hidden money belt and document security pouch—never in your back pocket. Wrap it with a rubber band—this creates friction, making it harder to pickpocket—or use a chain to attach your wallet to a belt loop.
- If you must carry a purse, keep it closed, place the strap over one shoulder (not around your neck), keep the purse to your front, and keep your hand on it.
- At a restaurant or on a train or bus, never put your purse, backpack, or laptop by your feet or on the seat next to you. Keep it on your lap at all times. If you have a large backpack, place it in between your feet with the straps wrapped around your legs.
- If you are using a backpack, do not store your camera or other valuables where they can be removed without notice. Do not leave your backpack out of sight or within easy reach by others.
- When in crowds or on the Metro, carry your backpack or bag in front of you, where you can see it. It’s also a good idea to keep your hand on your purse or in your wallet pocket.
- Leave anything you do not need on a particular day at your apartment or homestay in a secure place.

**Transportation and Road Safety**
Spain has an excellent network of roads and highways.

Spain’s bus system is extensive, serving cities and rural areas. The Madrid subway system is extensive and inexpensive.

Train travel is reliable, though not as fast as the bus (with the exception of the high-speed AVE or Alta Velocidad Española).
Taxis
Use only officially licensed taxis. They are governed by strict legislation and standards are higher than in unlicensed taxis. Licensed taxis are normally white with a red diagonal band on the door and will display a LIBRE (free) sign or an illuminated green light at night when they are available. Look for the taximeter inside and word TAXI painted on the outside. Asking for a receipt will deter most drivers from overcharging. Most cities have phone reservation and radio dispatch services for added security.

Emergency Contacts
What Is an Emergency?
An emergency is a serious, unexpected, and often dangerous situation requiring immediate action. The following are considered emergencies:
- Any life/death situation
- A traumatic event requiring immediate assistance
- An arrest
- Civil unrest or natural disaster in the host country

In an Emergency
Contact local emergency services first and then contact the following:

If you are in the U.S.
- During office hours (8 a.m.–5 p.m. Pacific Time): Contact your Operations Specialist at the UCEAP Systemwide Office
- After office hours: Call the 24-hour emergency phone number at (805) 893-4762

If you are abroad
- If you need immediate emergency assistance call 112 for Police, Ambulance, or Fire Department
- If necessary, call the emergency number of the U.S. Embassy in Madrid:
  **U.S. Embassy in Madrid**
  American Citizen Services (ACS) Unit
  Calle Serrano 75
  28006 Madrid
  **Business Hours:** M-F 8:30 a.m.–1 p.m.
  **Phone:** (34) 91-587-2240
  **Fax:** (34) 91-587-2303
  **After Hours Emergency Phone:** (34) 91-587-2200
  **E-mail:** askacs@state.gov
  **Website:** madrid.usembassy.gov/citizen-services/emergency-assistance.html

If you have a health, travel, or safety emergency and do not have access to local or UCEAP representative emergency information, contact the UCEAP travel assistance provider, Europ Assistance, available 24/7:
- **Call international collect:** 1+202-828-5896
- **Call within the U.S.:** 1+866-451-7606
- **E-mail:** ops@europassistance-usa.com