
Global Education Office
Reves Center for International
Studies
The College of William & Mary



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CÁDIZ SUMMER HANDBOOK

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Visa Information and Budgeting

TRAVEL DOCUMENTS

Passport

You should apply as early as possible before departure to secure your passport through a Passport Agency (found in major cities), a local issuing office, a Federal or State Court House, or a Class I Post Office.

Start the process early so that there will be plenty of time to resolve any problems that may arise. If you will be using your current passport, make sure that it is good for six months after your return to the U.S. If it is not, you will need to renew it.

Guidelines on renewing your passport or applying for a new one can be found at:

<https://travel.state.gov/content/passports/en/passports.html>



Visa

- No visa is necessary for American citizens for a stay in Spain of less than 90 days.
- If you are asked by immigration/custom officers at the airport for your intent of visit, you must tell them you are a tourist. Because you are in classes for less than 25 hours a week, you are considered a tourist by the Spanish government.

BUDGET

- Your budget for incidental expenses will depend on your personal taste and the amount of independent travel you intend to do before or after the program. The program fee covers most of your necessary expenses: tuition, housing, meals, and transportation and entrance fees for program excursions. For basic expenditures in Cádiz, we recommend that you budget approximately \$125-\$175 per week, plus extra money for shopping and traveling. It is probably possible to live for considerably less than this, but there is a lot to do in Cádiz and you should allow yourself funds to take advantage of the city's offerings. Naturally, if you plan to do a significant amount of shopping and/or traveling, you should budget accordingly.

Traveling to Cádiz

NOTE: You are responsible for your own travel arrangements to and from Madrid, where the program officially begins and ends

AIRPORT PICK-UP

You are responsible for your flight arrangements to and from Madrid. We will meet as a group in the **Madrid Barajas airport the morning of May 22**. This means you will need to book a flight leaving from the US the night before, departing on May 21. Our program will provide shuttle transportation from the airport to the hotel. Your professor will notify you of where and what time the group will meet up in the Madrid airport; it will be a morning time. Students arriving in the afternoon will have to take a taxi to the hotel at their own expense – please notify your professor. Students must provide the Program Director with a copy of their flight schedules. We spend the night at a hotel in Madrid, and on Saturday depart together by private bus for Cádiz. (Your program fee pays for airport shuttle; hotel, dinner and breakfast in Madrid; and the roundtrip bus Madrid-Cádiz. You will only need cash to buy your lunch en route to Cádiz when our bus stops on the way at a cafetería)

Students may decide to make flight arrangements together, either through Blackboard or Facebook, depending on the city where they will depart.

REMEMBER: Please keep in mind that to be in Madrid by the morning of **May 22, you must leave the United States the evening of May 21.**

The program officially ends **June 28th** in Madrid. Transportation from Cádiz to Madrid on June 28th is provided by the program; we will travel as a group. Your hotel stay back in Madrid, with breakfast, is covered by the program. (Your dinner in Madrid on June 24th is not included). You will need to leave by that date or make arrangements for your own housing for that night and beyond. If you plan to stay in Cádiz after that date, you will be responsible for organizing and incurring all additional housing and food costs. You have no commitments, academic or otherwise, to the program after that date.

Don't forget to call or email home!

As soon as possible following your arrival, remember to call or email your family to let them know you have arrived safely. This will not only save them from worry, but will also help the Reves Center and the Centro MundoLengua from receiving panicked phone calls regarding your whereabouts.

Coursework

During your stay in Cádiz, your program will be organized by:

Centro MundoLengua
Cuesta del Rosario, 8,
41004
Sevilla, Spain
Phone: +34 954 00 42 65
Phone (US): (312) 376-8034
Fax: +34 954 08 31 77

Email: info@centromundolengua.com
<https://www.centromundolengua.com/>



Main section of the library, Universidad de Cádiz

CLASSES AT THE UNIVERSITY OF CÁDIZ

NOTE: Class materials are provided. Students should pack any materials for the research project that they know will be needed.

Excursions & Activities

OFFICIAL AND PERSONAL TRAVEL OPTIONS

Excursions include one night in Madrid, with a group dinner and a walk around the city's historic center. Other excursions include overnight trips to Sevilla and Granada.

A Cádiz-based program cultural coordinator will keep you informed about cultural events in Cádiz. Students in past years have taken flamenco dance lessons.

GUIDEBOOKS

You may decide to purchase a travel guidebook prior to leaving the United States to help you make personal travel plans. These can be purchased at bookstores like Barnes & Noble, or online. Some guidebook publishers include:

- *Eyewitness Travel Guide*
(<https://www.dk.com/us/search/?searchterm=spain&refinements=series=EYEWITNESS%20TRAVEL%20GUIDES~ref1>)
- *Fodor's* (<http://www.fodors.com>)
- *Let's Go* (<http://www.letsgo.com>)
- *Lonely Planet* (<http://www.lonelyplanet.com>)
- *Rick Steves' Books*
(http://www.ricksteves.com/books/update/update_menu.htm)

View from the Alhambra, an excursion destination



Housing and Meals

HOUSING

Students will be housed in Cádiz with Spanish families, who will provide them with breakfast, lunch and dinner. Two students are housed with each family in a shared room. We will ask you to indicate your preferences regarding smoking, pets, children, roommates, dietary restrictions, etc., and every effort will be made to find housing that suits your individual needs.

It is essential that you always let your host parents know in advance if you will miss a meal, to help them plan for purchasing food, since they will shop almost daily.

In keeping with the policy of the W&M Office of Residence Life, the Reves Center does not offer housing for the family of any students participating in W&M-sponsored study abroad programs. Also, family members or friends may not participate in any program activities or excursions. If you have family or friends who want to visit you while abroad it is recommended they do so after the completion of the program.

LIVING WITH A HOST FAMILY:

- You should respect the timetable that your host family has set for meals. Do not be late. Tell them ahead of time if you will not be at a meal.
- Try to keep the host family informed when you plan to travel or go on an excursion.
- You should always ask permission before using your host family's phone.
- Ask your host family when it is a good time for you to receive calls on their home phone, if such a need arises (with advent of cell phones, not common)
- Always ask permission to bring friends to your host family's home.
- Try to help at home as much as possible. Keep your room and bathroom tidy.
- Switch off the lights when you leave a room. Take short showers. Electricity and water are remarkably expensive in Spain.
- Do not walk around barefoot in the house. Wear flip-flops or slippers.

Communication

ONLINE

Many host families have internet access. Students also have access to free internet service at the university, and throughout the city there are plazas with free wireless access. You should be aware, however, that university hours are more limited than at W&M, and you will no doubt make some use of commercial internet facilities, which do have a charge. You'll be less "plugged-in" than at home. Be ready to adjust your expectations.

CELL PHONES

The GEO provides local cell phones for all students on William & Mary summer programs with *homestays*. Students that are not participating in a program with a homestay are responsible for researching and arranging their communication plan.

PLACING INTERNATIONAL PHONE CALLS

See the "Handy Information" section for a time zone conversion chart before you call!

Calling Cádiz from the United States:

Dial 011+ 34 + (Cádiz = 56, Madrid = 1)+ phone number.

Calling the United States from Cádiz:

Dial 001+ phone number.

Emergency Numbers

General Emergency / Police: 112

Health & Safety

IMMUNIZATION

Students are encouraged to consider updating standard immunizations against meningitis and tetanus. For current information concerning recommended protection against communicable diseases for those planning to travel abroad, you may check the Center for Disease Control's website at:

<http://wwwnc.cdc.gov/travel/destinations/spain.htm> If you prefer to talk to someone in person about the currently recommended immunizations, you can call Travel Health of Williamsburg at 757-220-9008 (located at 287 McLaws Circle), or consult with a physician in your area who has some expertise concerning immunizations for international travel.

STAYING WELL/GETTING SICK

For the duration of the program, the MundoLengua support staff is always available to assist students in obtaining medical care. Useful information on preparing for medical emergencies before you go abroad is provided at

<https://travel.state.gov/content/travel/en.html>.

If you become ill, please alert your host family, and contact the Resident Director for assistance in finding you medical care. Please remember you must pay for any medical care at the time it is received, and to keep your receipts to submit to your insurance company for reimbursement upon your return.

For routine ailments such as colds, sunburn, stomach upset, etc. the pharmacists in Spain are trained to provide appropriate advice and remedies. The pharmacies in Spain are designated with a green neon sign showing a snake on the shape of a cross. On a rotating basis, certain pharmacies (*farmacias de guardia*) are open after-hours (list of addresses of those that are open are posted on pharmacy windows). You will find that many American over the counter medications are available in Spain, but at much higher prices than in the US. By contrast, Spanish products recommended by the local pharmacist may be much less expensive than equivalents in an American pharmacy. Pack over the counter remedies that you often use at home (if you are prone to upper-respiratory infections; sore throat; stomach upset; allergies, etc: **PACK THESE ITEMS THAT YOU OFTEN USE WHEN YOU ARE AT W&M**; then you will have them with you in Cádiz if needed (they can be purchased there too, of course). For the duration of the program, the Director is always available to assist students in obtaining medical care.

Travel & Country Information

We encourage all students to research their study abroad destination. The State Department has important information available on their website. In your 1-credit course, you will read about Spanish history, culture, and current events before your arrival. Knowing as much as possible about where you are going will not only make you more comfortable during your time in the country, but will also allow you to talk more knowledgeably with your host family and new friends.

We strongly recommend that you register your travel plans with the U.S. State Department at this website:

<https://step.state.gov/step/>

This will help the State Department contact you if there is a family emergency in the U.S., or if there is a crisis where you are traveling. On this website, you can find information ranging from geographic and political descriptions of the country, to special health and safety announcements.

Contact Information

GLOBAL EDUCATION OFFICE CONTACTS

You may call the Global Education Office and its advisors at the numbers below between 8am and 5pm EDT (Virginia time), Monday through Friday. In case of an emergency that falls outside of these times, please call William & Mary Campus Police at +001 (757) 221-4596. Campus police will then forward your call to the correct person or office. Once you are in Spain, contact your Program Director, Prof. Buck, if any problem arises.

Global Education Office Advisor: Laura McDonald (lmcDonald@wm.edu); +001 (757) 221-2003

Global Education Office
Reves Center for International Studies
College of William and Mary
P. O. Box 8795
Williamsburg, VA 23187-8795
Fax – (757) 221-3597

*To call the U.S. from abroad: 001+ (Area Code) + phone number

IN SPAIN:

Centro MundoLengua

Yaye Baena
universidad@centromundolengua.com

David Hirsch
davidhirsch@centromundolengua.com

Phone: +34 954 00 42 65
Phone (US): (312) 376-8034
Fax: +34 954 08 31 77

Your contact by mail in Cádiz:

To send you mail, your family and friends should use the home address of your host family, which you will have (along with their phone number) before you leave the States.

US Embassy in Madrid

Calle Serrano 75
28006 Madrid
Telephone: (34) 91 587 2240
Email: askacs@state.gov