

**Clemson International Spanish
Program and Internships in
Sevilla**

COWA - EUSA

Programa de Orientación

Otoño 2019



EUSA

**C/ Isabela 1 y 3
41013 Sevilla, ESPAÑA
954 23 12 70**

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ACADEMIC CALENDAR

CLEMSON INTERNATIONAL SPANISH PROGRAM AND INTERNSHIPS IN SEVILLA FALL 2019

Wednesday, August 28	Students arrive in Sevilla
Thursday, August 29	Move in to homestays
Friday, August 30	Orientation
Monday, September 2	First day of class
Saturday-Monday, October 26-28	Trip to Córdoba and Granada
Friday, November 1	Holiday: All Saints Day (Todos los Santos)
Thursday-Saturday, November 14-16	Trip to Madrid and Segovia
Thursday, December 5	Last day of classes
Friday, December 6	Holiday: Constitution Day (Día de la Constitución)
Sunday-Monday, December 8-9	Holiday: Immaculate Conception and Long Weekend (Inmaculada Concepción)
Tuesday-Friday, December 10-13	Fall semester final exams
Saturday, December 14	End of fall semester



¡Bienvenidos a España! In this orientation booklet, you can find your class schedule, program calendar and other important information. Our first meeting will be the afternoon of August 28th, but until then, here are a few pointers and suggestions for your first days in Sevilla:

- (1) Telephone cards and stamps can be purchased in any tobacco shop (*estanco*), or newspaper stand (*quiosco*).
- (2) Keep in mind that you are in a city where petty theft is common. Leave your passport, credit cards, etc., in your hotel room when you are not going to need them. Do not carry more cash than necessary. Use common sense and be aware of the people around you, especially in crowded areas like department stores and buses. Do not leave your backpacks, computers or purses sitting casually in an empty chair or on the table, as they could be stolen.
- (3) When going shopping, keep in mind that in Spain many stores close for the siesta. Most stores tend to open from 10-2 and 5-8, but some will close earlier and open later. There are some exceptions to the rule. For example, the department store El Corte Inglés, located in the Plaza del Duque, is open 10 a.m.–10 p.m.
- (4) If you need to exchange money, banks are open weekdays from 8:30 to 2:00 p.m., and several are located near the hotel where you'll spend your first night. There are also "exchange houses" around Sevilla, but the rate of exchange will be less favorable than at a bank. If you have an ATM card, you can take out money at most Spanish ATMs (*cajeros automáticos*). In general, most Spanish banks will not charge you, but your own bank will likely charge a fee for withdrawing money. The rates given at the ATMs are good. When you are changing money you should take into account the commission as well as the rate. Remember that you will be paying for your own lunch the first day as well as a taxi to your host families.
- (5) If you would like to use e-mail and have brought your laptop, the hotel has wireless access everywhere. You will need to ask for the password at the front desk.

Please be punctual for all meetings and visits!

FACILITIES

The Clemson in Sevilla program is based at EUSA (Escuela Universitaria Superior de Andalucía), which is located just on the border between the *barrios El Porvenir* and *La huerta de la salud* on C/ Isabela 1 y 3. Program staff will be available on site most mornings Monday through Friday 9:00 AM - 2:00 PM and some evenings 5:00 PM - 8:00 PM. Additional meetings and appointments with staff can be made for academic and personal counseling at any time. The EUSA building is normally open from 9:00 AM to 9:00 PM.

All LSCS courses starting on Sept. 2 will be held at the “Universidad Internacional Menéndez Pelayo” (UIMP- Menéndez Pelayo International University) and the Fundación Pública Andaluza, both located at the “[Patio de Banderas](#)”, in the heart of Seville’s Historic District and just 20 mins walking distance from EUSA. There is also a tram stop (“Archivo de Indias” stop) which is just 2 minutes walking distance from the UIMP.

All combined SAS/LSCS courses starting on Sept. 23 will be held at the “[Centro Internacional de la Universidad de Sevilla](#)” (University of Seville’s International Center) located just 20 mins walking distance from EUSA. There is also a subway stop at [the Gran Plaza](#), which is just 2 minutes walking distance from the International Center.



PHONE NUMBERS

EMERGENCIES: 911 Equivalent: **112**

***COWA's Director and Coordinators are on call 24/7
for emergencies***

Carlos Valencia: COWA Director

665 33 44 51

carlos@cowa.es

Lauren Groffsky: On-site Coordinator

653 843 328

lauren@cowa.es

Rocío Rodríguez: Housing Coordinator

616 936 614

rocio.rodriguez@cowa.es

Antonio Barneto: Internship & CBL Supervisor

670 660 917

antonio.barneto@cowa.es

Irene Ramos Arbolí: Student Life Coordinator

663 879 810

irene@cowa.es



PROGRAMA DE ORIENTACIÓN

CLEMSON INTERNATIONAL SPANISH PROGRAM AND INTERNSHIPS IN SEVILLA

OTOÑO 2019

28 de agosto miércoles	Llegada a Sevilla: Hotel NH Collection. Avda. Diego Martínez Barrio, 8 Telef: 954 54 85 00
	20:00 Bienvenida y cena
29 de agosto jueves	10:00-12:00 Mini reuniones de alojamiento y traslado a las casas
30 de agosto viernes	9:00-11:00 Reunión (EUSA Aula 40): Alojamiento, Seguridad, Seguro Médico, Información Práctica
	12:30-13:00 Reunión (EUSA Aula 40): Temas académicos
31 de agosto sábado	Paseo en coche de caballos por Sevilla
2 de septiembre lunes	Primer día de clases <i>Reuniones (EUSA Aula 40)</i> 17:00-18:00 Reunión de prácticas LIT 18:00-19:00 Reunión de prácticas LIH

EXCURSIONES Y VISITAS

CLEMSON INTERNATIONAL SPANISH PROGRAM AND INTERNSHIPS IN SEVILLA

OTOÑO 2019

VISITAS CULTURALES

Las visitas son obligatorias para todos los alumnos:

11 de septiembre miércoles	Catedral de Sevilla	A las 15:00 de la tarde
14 de septiembre sábado	Mercado de la Encarnación y Metropol Parasol	A las 11:00 de la mañana
18 de septiembre miércoles	Reales Alcázares de Sevilla	A las 15:00 de la tarde
21 de septiembre sábado	Itálica y la playa	A las 9:00 de la mañana
26-28 de octubre sábado-lunes	Viaje a Córdoba y Granada	Hora TBD
14-16 de noviembre jueves-sábado	Viaje a Madrid y Segovia	Hora TBD

CLEMSON HORARIO DE CLASES — OTOÑO 2019

CLASES (2 de septiembre a 14 de diciembre): La asistencia a clases es obligatoria para todos los alumnos, y cada alumno ha de entender que las ausencias excesivas pueden influir tanto su nota en la asignatura como su matrícula en el programa.

Horario 2 de septiembre 14 de diciembre ***Intermediate Courses: All these courses will take place at the [Patio de Banderas](#). Please click on the Google Map link for more information about the location.

	AULA	LUNES	MARTES	MIÉRCOLES	JUEVES
09:30-10:45	AULA 2	SEVI 390 /4180		SEVI 390/4180	
11:00-12:15	AULA 1	SEVI 321/4150		SEVI 321/4150	
11:15-12:30	AULA 2		SEVI 341/3070		SEVI 341/3070
12:45-14:00	AULA 1	SEVI 303/4190	SEVI 301/3040	SEVI 303/4190	SEVI 301/3040
17:00-18:15	AULA 1		SEVI 302/3160		SEVI 302/3160

Horario: 23 de septiembre-14 de diciembre ***These courses will be taught at the [Centro Internacional de la Universidad de Sevilla](#). Please click on the Google Map link for more information about the location.

	AULA	LUNES	MARTES	MIÉRCOLES	JUEVES
09:15-10:45	AULA 1	SEVI 361/4070		SEVI 361/4070	
13:00-14:30	AULA 1	SEVI 343/4160		SEVI 343/4160	
13:30- 15:00	AULA 1		SEVI 371/4010		SEVI 371/4010
17:00-20:00	AULA 1			SEVI 332/4350	

CLEMSON LISTADO DE CLASES – OTOÑO 2019

Asignaturas LSCS	
<u>SEVI 301/SPAN 3040</u>	Introduction to Literary and Cultural Analysis / Introducción a la literatura y al análisis cultural
<u>SEVI 302/SPAN 3160</u>	Spanish for Business / Español para los negocios
<u>SEVI 303/SPAN 4190</u>	Health and the Hispanic Community / Salud y la comunidad hispana
<u>SEVI 321/SPAN 4150</u>	Spanish for Health Professionals / Español para profesionales de la salud
<u>SEVI 341/SPAN 3070</u>	Spanish Art and Culture / Arte y Cultura de España
<u>SEVI 390/SPAN 4180</u>	Hospital Administration / Administración Hospitalaria
Asignaturas combinadas LSCS y SAS	
<u>SEVI 332/SPAN 4350</u>	Spain Today / España inmediata
<u>SEVI 343/SPAN 4160</u>	The European Union / La Unión europea
<u>SEVI 361/SPAN 4070</u>	History and Analysis of Spanish Film / Historia y análisis del cine español
<u>SPAN 371/SPAN 4010</u>	Studies in Spanish Literature / Análisis de la literatura española

DÍAS FESTIVOS Y PUENTES		EXÁMENES FINALES
sábado, 12 de octubre	Día de Hispanidad (no afectan las clases)	martes, 10 de diciembre-viernes, 13 de diciembre
viernes, 1 de noviembre	Todos los Santos	
viernes-lunes, 6-9 de diciembre	Puente de la Constitución y la Inmaculada	
VIAJES CON EL GRUPO		
sábado-lunes, 26-28 de octubre	Viaje a Córdoba y Granada	
jueves-sábado, 14-16 de noviembre	Viaje a Madrid y Segovia	

CLEMSON ATTENDANCE POLICY



ATTENDANCE POLICY

Students should attend all classes and included program excursions. Instructors will take roll at every class. Excused absences are those for which students present:

1. in the case of medical absences, a medical excuse (to be given to the instructor the day they return to class), signed by a physician, and indicating that a medical condition has prevented them from attending class;
2. or other appropriate documentation verifying any of the excusable reasons for absences listed below. Instructors are expected to excuse absences for reasons including:
 1. A medical complication (pregnancy/childbirth-related, physical injury, illness, etc.) too severe or contagious for the student to attend class and/or program-related excursions, when certified by an attending physician. Physicians and staff may not provide written excuses; however, students should retain paperwork of medical visits affirming date and time. Whenever possible, students should visit a physician as outpatients without missing class. An absence for a non-acute medical service does not constitute an excused absence. Instructors may, at their discretion, require documentation of medical absences.
 2. Death, serious illness, or emergency in a student's immediate family (instructors may require documentation).
 3. Religious observances and practices which prevent the student from being present during a class period (advanced consultation/approval by the instructor is necessary).
 4. Participation in court-imposed legal proceedings.

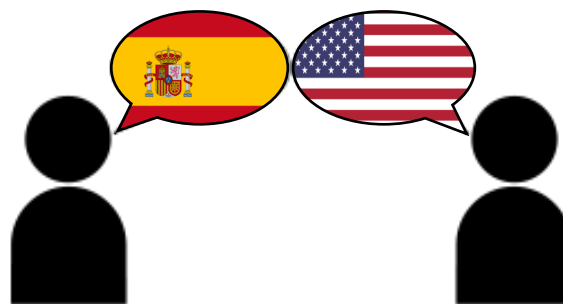
Excessive unexcused absences: If a student misses, unexcused, more than two weeks of classes (e.g., 6 classes for classes that meet three days a week), will be considered excessive and the instructor may remove the student from the class. Three late arrivals, without documentation of an excuse as indicated above, will constitute one unexcused absence.

MAKE UP POLICY

Make-ups are allowed ONLY in the case of excused absences (see above under Attendance Policy for what constitutes an excused absence). If students know in advance that they must miss graded work, they must arrange with the instructor to complete it before the scheduled date or they must arrange to make it up as soon as possible after returning to class, provided they have the proper documentation as indicated. In the case of an unanticipated excused absence, students must make up the work as soon as possible after returning to class (but no later than four days after returning). Any work that is missed because of unexcused absences or any other reason (e.g., lack of preparation, failure to read instructions, etc.) cannot be made up and will receive a grade of 0%.

INTERCAMBIOS LINGÜÍSTICOS

Want to meet Spaniards? Wishing you could practice your Spanish more? Hoping to make friends on campus? Take advantage of our Intercambio Program in collaboration with EUSA 's International Office



This is an exciting opportunity that the program offers to practice your Spanish. The Intercambio is a language and cultural exchange in which all of international students are put in touch with Spanish students who are studying English at EUSA.

To maximize your time in Sevilla, each of you can be matched up with an intercambio. If you choose to participate in the program, you will receive the contact information for your intercambio approximately one month after your arrival in Sevilla. You should then email or phone your intercambio as soon as possible to set up a time to meet! Please keep in mind that email is not the primary way of communicating in Spain and therefore you should also send a Whatsapp message to your intercambio, or even call if you feel comfortable enough to do so. Each student is responsible for meeting with their intercambio. How you want to meet your intercambio is up to you; some students choose to meet their intercambio twice a week for one hour, others once a week for two hours.

If your intercambio does not respond or if you are having trouble meeting, please let us know right away so we can find you a new intercambio! Also, remember that weekends are the time when students often meet their intercambio to take small excursions around Sevilla and participate in cultural activities, so keep this in mind as you are making any travel plans for the semester.

The intercambio program is a fantastic way to make the most out of your time in Spain. In the past, students have enjoyed the intercambio as a way to share a coffee or a meal with a Spaniard, go to the movies, and learn about Spanish culture. We hope you enjoy the program and that it enriches your study abroad experience in Sevilla!

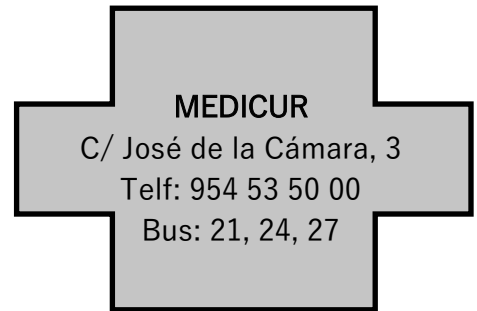


LAS CLÍNICAS Y HOSPITALES QUE UTILIZA COWA

[Medicur](#) should be your 1st stop for medical concerns that are NOT life or death emergencies and can be dealt with from 8:30 AM-1:30 PM and from 4:30-8:30 PM Monday-Friday

These hospitals should be your 2nd stop for medical concerns that are NOT life or death emergencies and must be dealt with after hours. Both [Sagrado Corazón](#) and [Fátima](#) are private hospitals which are better equipped than Medicur and more personal than the public hospital, but not as well prepared for life-threatening emergencies or intensive surgeries. Both, Sagrado Corazón and Fátima Hospitals have emergency rooms and are open 24 hours.

The [Virgen del Rocío Hospital](#) should be your 3rd stop and has all the pros of a public hospital: resources, specialized staff, and the cons: long lines, less personal environment. This hospital should be used in the case of a life-threatening emergency.



*****You should always contact a COWA staff member before going to the doctor. We do not want you to go to the doctor by yourself unless is a life threatening emergency and you have no time to notify us*****

SUGGESTIONS FOR YOUR STAY IN A SPANISH HOME

1. The student will have keys to the home (the actual apartment as well as the building), just like the other member of the family. It will be the students' responsibility to replace the keys and/or locks if the keys are lost or stolen. The student is also responsible for any damage or destruction of property in the homestay that is a result of negligence or incorrect use by the student.
2. In your homestays you will be given common household necessities such as: sheets, towels, toilet paper, light bulbs, etc. Although toilet paper is not usually a costly item, if you use it excessively, it could become a problem for the host family and be considered an undue expense.
3. Breakfast, lunch, and dinner will be provided daily. The student may ask for permission to keep food in the refrigerator, but, normally, will not be allowed to cook anything (in many homes, the kitchen is considered the personal territory of the mother of the house). Spaniards do not tend to eat between meals, so taking food from the kitchen may be a problem. It is best to not take any food unless it is offered by the host mother.
4. When the student goes on a trip, s/he may ask the host mother to prepare sandwiches for the trip. It is advisable that you ask a couple of days in advance so that the host mother will have time to make the sandwiches.
5. The host mother will wash the student's clothes once a week. In order to assist this process it is a good idea to reach an agreement with her about what day is best. Normally a load of whites and another of colors is done each week.
6. The student should observe energy saving practices, just like everyone else living in the household (e.g. Turn off the lights when you leave your room, the bathroom, etc.). In the past few years water has become a very scarce resource in Andalucía, so it is important that you take short showers (not more than 10 minutes) and turn off the faucets when not using the water.
7. Telephone charges in Spain are very expensive and, due to this, you will not be able to use the house phone to make phone calls. Students should purchase a Spanish cell phone in order to be able to contact each other and the program personnel.
8. Receiving visitors at home is not very frequent in Andalucía. Friends tend to meet outside the home and have a coffee or a drink. In the majority of homestays you are not allowed to receive members of the opposite sex (remember that you are in the south of Spain and there are certain conservative moral concepts). Receiving a visit from a classmate to study may be possible in some homestays, but be sure to ask permission from your host family first.
9. Finally, if you are planning to travel during your time in Sevilla it is very important that you inform your host family and the program directors (using our online [Travel Form](#)). If you will return from your trip later than planned, please contact your host family to let them know.

These are general suggestions based on experiences from previous years. Each homestay is different and your living experience will also be unique.

CELL PHONE INFORMATION

For safety reasons, you are required to have a working Spanish cell phone while abroad. Having a working cell phone may prove vital in the case of an emergency, and can help you stay connected with the program office, peers and local acquaintances, as well as family back home.

You will be given a week after arrival to obtain a Spanish phone and provide the on-site staff with that phone number.



How to get a Spanish cell phone

There are four major national cell phone companies from which you can purchase a SIM card and a prepaid “prepago” plan or unlocked “libre” phone: Movistar, Vodafone, Orange, and Yoigo. Because you are a non-resident, a pre-paid plan is the only type of phone plan that you will be able to get.

To get a working Spanish cell phone, you have two options:

1. Unlock Your American Cell Phone

If you have an American cell phone with a SIM card, you can unlock your phone and simply purchase a Spanish SIM card and get a Spanish phone number. If you have questions about unlocking your U.S. phone, please contact your current provider.

2. Get a Spanish “Libre” or “Prepago” Cell Phone

If you don't have an American phone with a SIM card, you can purchase a basic (non-smartphone) phone, for approximately 20-30 euros (\$25-\$35), for calls and texts. For a basic smartphone with internet capabilities expect to pay 60 euros (\$65) and up.

Next step, sign up for your “Prepago” Plan

After you unlock your phone, or at the same time you purchase a Spanish cell phone, you will buy a SIM card and sign up for a prepaid plan or “prepago”. Part of the amount paid for your phone or SIM card will usually include money towards making calls. Pre-paid plans expire on a monthly basis. In order to maintain your phone number, you have to put more money on your card (recharge) or “recargar” before the end of the billing month. In most cases, you are able to recharge your phone card online or in many stores. Plans vary depending on price per minute for phone calls and/or the internet data you want, but “prepago” plans typically range from 10 to 20 euros in price per month.

All the cell phone companies mentioned above have stores near the school or near your homes. There is also a store called PhoneHouse that carries plans from all the major providers and is a good place to go to compare plans and phones. Offers vary constantly but are very competitive, so the difference in companies is really not that great. It is, however, important to keep in mind that normally calls within the same company are a bit cheaper than calls that go to another company. So, if you are shopping with a group of fellow classmates it would be wise to consider buying from the same company.

Please be sure to check all the details before purchasing a phone. Remember to ask the salesperson about the possibility of making international calls and roaming fees when traveling abroad. As of this summer, European phone companies are not allowed to charge roaming fees when traveling to other countries in the EU. So when you are traveling, you should be able to use your Spanish cell phone as if you were in Spain. That means your calls to Spanish phones will be treated as in Spain, but your calls to numbers outside of Spain, even if you are in that country, will still be considered international calls.

All phones are able to receive international calls but, not all have the capability to make them. However, you will probably not want to make calls to the US directly from your cell phone as it is usually very expensive.

NOTE: If you contracted an international data plan from your American cell phone, make sure the plan allows you to make phone calls and use data from Spain. Keep in mind that calling an international number is expensive from a Spanish phone and could result in conflicts keeping in touch with your Spanish host family or program director, particularly in the case of any emergency. Most Spaniards use Whatsapp to communicate and being able to use that app, even if you don't have Wi-fi, will be important.

Finally, some students going abroad choose to keep their US phone, without unlocking it, and use it for photos and access to apps, etc. through Wi-fi. In this case, they also purchase a second low cost "disposable" Spanish phone with SIM card for emergency contact through calls and text. The drawback of this option is that you will have to keep up with two different phones. You should look into all of the options and decide which works best for your needs.



GETTING AROUND SEVILLA

Walking will be your main method of getting from place to place, so wear (or buy) comfortable shoes. Always be on the lookout for blisters or other foot problems and deal with them before they become debilitating. As a pedestrian, always watch for cyclists and people on scooters especially when walking on or near bike paths.

All of you will receive a transportation card during your orientation. Please use it only for your trips to and from your classes and/or internship sites. You should not use your program transportation card any other time you move around the city for personal reasons. However, you are certainly welcome to purchase your own transportation card for personal use. Here are the main options you will have:

Public Transportation within Sevilla — TUSSAM

The bus and tram are operated by the municipal transportation company TUSSAM (www.tussam.es). They are also in charge of the operation of the airport bus.

***There is a very useful app that you can download to your phone if you will be taking the bus often.

BUS AND TRAM FARE

In order to use the bus or tram, you may either pay separately for each trip, currently 1.40€, or purchase a *Bonobús* (transport card).

Single-ride tickets for buses are purchased from the driver when you get on the bus.

A single-ride tram ticket **MUST** be purchased from the machines located at the tram stop. It cannot be purchased from the driver. **Traveling without a valid ticket could result in a fine of 100€.**

BONOBÚS (REFILLABLE TUSSAM BUS CARD)

The refillable TUSSAM transport card, or Bonobús, can be acquired at most newsstands or tobacco shops (*estancos*) for 7€. It functions on the buses and tram, but not the metro. The advantage of the Bonobús is that each swipe will cost you about half the amount of a single-ride ticket purchased directly from the bus driver or at the tram machine. You may purchase a Bonobús *con transbordo* (with transfers) or *sin transbordo* (without transfers). The card with transfers deducts slightly more per swipe from your balance, but allows you to change bus lines as many times as you need to within an hour at the cost of only one ride. You may use the Bonobús for more than one person. Just swipe the card again for each additional person.



To use these contact cards, simply place them on the card reader when boarding and the amount will automatically be deducted from your available balance. The amount deducted as well as the balance remaining will appear on the screen. You can recharge the card at the same places where the card can be purchased. You may also recharge these cards at machines located at the tram (*tranvía*) stops. The machines do not take bills larger than 10€. You can use this card on the airport bus.

TARJETA DE TRANSPORTE (REFILLABLE BUS AND METRO CARD)



The *Consorcio de Transportes de Andalucía*'s green transport card allows you to use one refillable card on the buses, metro, and tram (*tranvía*). You may purchase this card at newsstands or tobacco shops for 1.50€ and simultaneously add credit to it. The 1.50€ becomes a deposit that can later be used if your balance runs out. A minimum of 5€ must be added to your transport card with every recharge, or 10€ if using a machine in any metro station. This card may not be used for the airport bus.

****NOTE:** Be careful not to confuse this card with the “metro only” card, which is also green.

BUS

Buses normally run between 6 am and midnight, every day including holidays. TUSAM has integrated its bus schedules directly into Google Maps. When at the bus stop, raise your hand as the bus approaches to let your driver know you wish to ride.

TRAM (TRANVÍA)

The tram runs between Plaza Nueva near the Cathedral to San Bernardo (1-2 blocks from the school). It is a good option if you need to get to the historic center (*casco antiguo*) from Nervión. Tram tickets cannot be purchased from the driver. They **MUST** be purchased from the machines found at any tram stop. The machines do not take bills larger than 20€. Bonobús is also accepted. During the ride, a conductor may ask to see your ticket or Bonobús to verify you have paid. You may also recharge a Bonobús at machines located at the tram (*tranvía*) stops.

AIRPORT BUS (EA LINE)

The airport bus service is the most affordable way to travel to and from the airport. The service currently costs 4€ per trip regardless of how you pay. The service schedule and location of the bus stops can be found on the TUSAM website.

Other Forms of Public Transportation Within Sevilla

SEVICI — SEVILLA'S BIKE-RENTAL SERVICE

Website: <http://www.sevici.es/>

The SEVICI system is a very convenient way to get around the city because there are so many bike lanes (*carriles bici*) and pick up/drop off points (*puntos de recogida*) throughout the city.

There are two types of passes that can be purchased in order to use the SEVICI system, the **Long Term Pass** or the **Short Term Pass**.

LONG TERM PASS (ABONO DE LARGA DURACIÓN)



With the Long Term Pass (Abono de Larga Duración), you have access to an unlimited number of journeys for a year.

The year-long pass costs 33.33€. You will sign up and pay for the pass on the SEVICI website (<http://www.sevici.es>). You must have a debit or credit card. You will be billed immediately for the membership and you will receive a confirmation email with your membership number.

The membership card (see image on left) will be sent to you in the mail.

***NOTE: The Long Term Pass can take 2-3 weeks to arrive. For this reason, it is better suited for semester and year students. Short term passes are more suitable for summer students.

SHORT TERM PASS (ABONO DE CORTA DURACIÓN)

With the Short Term Pass (Abono de Corta Duración), you will be able to enjoy an unlimited number of possible journeys for 7 consecutive days.

This week-long pass costs 13.33€, which will be charged to your bank or credit card used to pay at the SEVICI stand. Upon receiving the Short Duration pass, 150.00€ will be “authorized” on your bank/credit card as a security deposit. This quantity will be released once the Short Duration pass expires, assuming the bicycle(s) used have not suffered any damages.

To purchase the Short Term Pass, approach any SEVICI stand in the city and follow the on-screen instructions. Note that you will need your debit or credit card at that time. You will receive a ticket that looks like the one on the right. It will contain your member number. You will use the same member number and PIN for the entire week of your membership.

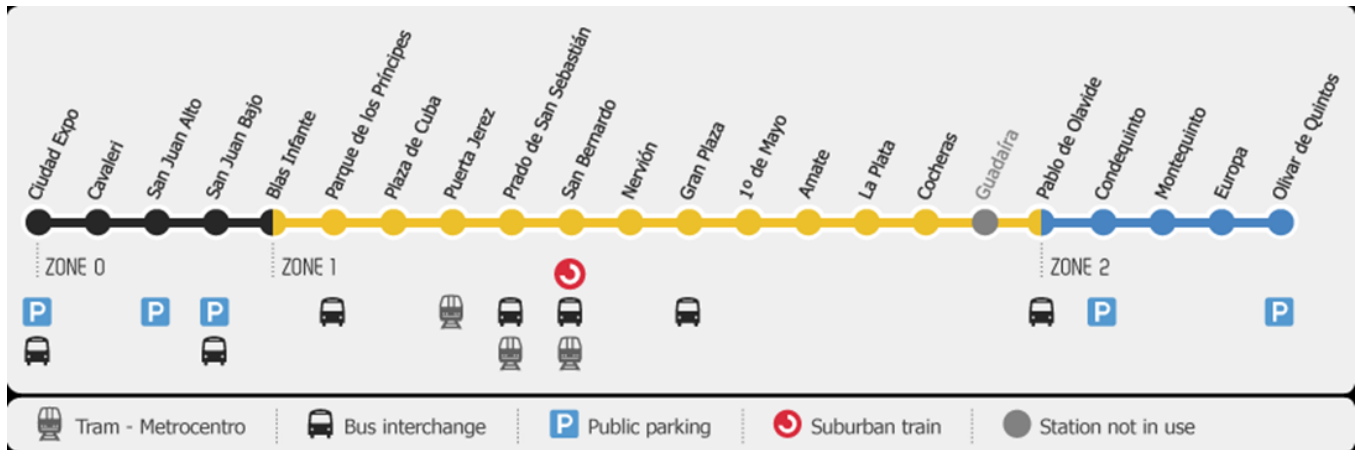


With either pass, the first 30 minutes of each trip are always free at no additional cost. If you happen to go over your allotted 30 minutes, the next hour has a cost of 1.03€ and subsequent hours a cost of 2€. Note that you can return the bike at any station before going over the 30-minute limit and simply re-check it out to regain another 30 minutes of free usage.



FOR YOUR SAFETY: Remember that you are sharing the city with cars, motorcycles, and pedestrians. You should be aware of your surroundings and exercise caution when riding the bikes, and obey all traffic signs and signals. As a pedestrian, always watch for cyclists, especially when walking on or near bike paths.

METRO



Sevilla's metro system is a work in progress and not nearly as extensive as those of Madrid, Barcelona and other large cities. It currently provides one line that cuts across the city. It may be an option to consider if you live near a metro stop.

Other practical information

Oficina de Turismo (Tourist Information):

You can find several tourist information offices throughout the city. These offices can provide you with suggestions for social and cultural activities that are happening in Sevilla. There is a large office located on Avenida de la Constitución, near the Archivo de Indias tram stop.



Propinas (Tips):

Tipping in Spain is very different from in the United States. It is not necessary, as the price you pay for your meal or when you take a cab already includes the tip. It is an optional act. You may leave a tip if you have received good service at a bar or restaurant. You usually round up to the nearest euro or add a euro or two, depending on the service and the overall bill.

Mandar cartas y paquetes (Sending letters and packages):

For sending letters or postcards, you need to buy stamps at the *estanco* (Tabacos shop) and at the post office. You will drop them in the yellow mailboxes (*buzón*) labeled “Correos” to have them delivered. For larger packages you will need to go to the post office or other mailing service.



*****IMPORTANT NOTE*****

We strongly advise you to tell your family and friends to only send packages if absolutely necessary. The customs system is arbitrary and some packages can be held up for weeks and others go straight through. You will likely have to pay customs charges and a processing fee on top of what your family has already paid to send the package. Remember that sending medicine by mail is NOT permitted. Sending food and cosmetics is also not allowed. All packages are subject to inspection.

If your family or friends need to send a package from the U.S., it is highly recommended that they use FedEx or UPS. Packages sent through the US Postal Service (USPS) take considerably longer to arrive and with much greater difficulty because of customs paperwork and charges. Using FedEx or UPS does not necessarily mean that you avoid customs chargers, but the process runs more smoothly.



Copistería (for course materials):



Many of your classes here will require you to buy a coursepack (*cuadernillo*) at the copistería SIMO 3 Located in the Calle San Fernando 33, right across from the Universidad de Sevilla.



The copistería is a 5-minute walk from the Patio de Banderas and each one of you will receive a copy card during orientation with 500 copies on it, so you can use it throughout the semester for any printing you may need to do (personal or school related). It is very common for professors to compile different types of material in one coursepack. They are generally not very expensive. You can also purchase pens, markers and other school supplies at the copistería.

Cajeros (ATMs):

You should be able to withdraw money from almost every ATM in Sevilla. The ATM must indicate that it accepts cards that use the same system as yours. Two common examples are Cirrus and PLUS.



Sacar dinero (Withdrawing money):

Most ATMs will not charge you for withdrawing money, but your American bank in the U.S. will normally charge you between \$1.50 to \$5. You may want to inquire about these penalties in order to avoid future “surprises”. For this reason it is advisable to withdraw money in larger quantities — not 20 euros everyday.

If an ATM does not accept your card or says it will charge you, try another ATM.

If you have money or travelers checks you would like to change, you can do so at the bank or with other exchange agents. You may have to ask around to find the best exchange rate.

Banks in Spain are typically open between 9:00 am until 2:00 pm, Monday through Friday only. Be advised that, when exchanging any money, you will be asked for your original passport; they do not accept photocopies.

Información personal (Safeguarding your Personal Information):

Be careful about any suspicious emails that you may receive from your bank, credit card company, etc. that asks you to enter your date of birth, password, social security number, etc. Your bank will request that information from you beforehand.

We recommend you to check your account activity regularly and from a safe place, and report any suspicious charges.

Internet y ponerse en contact (Internet and Keeping in Touch):



The majority of our students use various forms of social media as well as Whatsapp and FaceTime to communicate with family and friends in the U.S. If you need to video chat or speak on the phone while at EUSA please be considerate of other students who may be studying.

While we encourage you to use social media to communicate your experience in Sevilla and Spain, we recommend you to be cautious about the things you post. Make sure you are given others' consent if you are posting pictures of other people. We have had incidents in the past and are trying to avoid future issues.

Teléfono (phone):

Each country has its own international calling code. In order to call an international number, you must add the country's calling code to the beginning of the number.

The US calling code is +1.

The Spain calling code is +34.

In order to send a Whatsapp, you **must include the calling code no matter what**. For example, even if you have a Spanish phone and want to send a Whatsapp to a Spanish number, you must include the +34 at the beginning.