



**CONSORTIUM FOR ADVANCED
STUDIES IN BARCELONA**

Animum non caelum mutant qui trans mare currunt

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PROGRAM OVERVIEW

Congratulations on your acceptance to the Consortium for Advanced Studies in Barcelona [CASB] Program. Long considered one of Spain's most progressive regional capitals, Barcelona is proud of its unique position within the country and its well-established reputation as a center of political, social and cultural activism. With a history dating back over 2,000 years, its cultural, artistic and linguistic traditions offer a perfect backdrop for serious academic study.

This handbook will provide you with a wealth of information that will guide you as you prepare to immerse yourself fully into the academic, cultural, and sociolinguistic context of this important region of Spain. Use it as a resource but don't consider it to be your only guide to Barcelona and the CASB academic program. Dedicated staffs at each of the CASB member institutions, together with our experienced personnel on-site, are fully committed to delivering a program that will challenge you to go beyond your comfort zone, to gain an understanding of the subtle – and sometimes not so subtle – nuances that have come to define Catalonia. As you prepare for your experience abroad, heed the advice provided in the following pages, read up on Barcelona, and allow your mind to be open to discovery. The true value of a lengthy and profound sojourn abroad is that it erases the frontier between cultural awareness and cultural experience. Experience Barcelona in a way that no short-term wayfarer could ever imagine.

The Consortium for Advanced Studies in Barcelona, a collaborative initiative involving nine high caliber U.S. universities – Brown, Chicago, Northwestern, Stanford, Columbia, Duke, Cornell, Harvard and Princeton -- provides students with a unique opportunity to have direct access to four distinguished Spanish universities. The program capitalizes on the already strong academic linkages existing between the Hispanic Studies departments from each of the U.S. consortium members and their counterparts in Barcelona and fills an important education abroad niche in arguably Spain's most dynamic and avant garde city.

The genesis for the program dates to 2004, when the US partners observed that, despite growing interest in Barcelona as a destination, students with advanced language skills were limited in their program options to island programs (which allow for limited integration into the host culture) and Spanish university-delivered programs designed specifically for international students. Few full immersion opportunities existed for students to directly enroll in regular university courses alongside Spanish classmates. The CASB program fills this void. It is designed for students who are looking for serious and rigorous academic study alongside local nationals. Barcelona is a bilingual city, and as such, you will have the opportunity not only to greatly improve your fluency in Castilian Spanish but also gain a working knowledge of Catalan. The similarities between the two languages will allow you to quickly develop an ear for the latter, provided you are open to it. The program will be delivered in Spanish. Single semester students who arrive with proficient oral and written skills in Catalan and full-year students who have acquired Catalan proficiency during the fall term may have the option to pursue content courses in Catalan. The CASB firmly believes that by exposing yourself to the complexities of both languages, you will achieve a deeper understanding of the rich cultural mosaic of Catalonia and greater Spain.

WHY BARCELONA?

*Catalans who climb here love their land more,
They see all the ranges, vassals to their range,
They see all the peaks at the foot of their titan:
And foreigners who bow down, from afar, before
this mountain,
Cry "This giant is a giant of Spain,
Spanish—and Catalan"*

Catalunya viewed from the Pyrenees, in Jacint
Verdaguer's *Canigó*

The selection of Barcelona as the host city is by design. The CASB considers the region's vast historical, cultural, linguistic and artistic legacy to be an ideal looking glass through which students can examine key political, social, economic and cultural issues affecting Spain, the Mediterranean region and the whole of Europe today. The bilingual and multicultural characters of the city will remind students of the complex relationship between Catalonia and Spain's center, in Madrid. Together, they reinforce the program's efforts to expose students to the complex issue of Spanish national identity, a challenging theme on nation-state building whose origins can be traced back to Spain's formation as a state over 500 years ago.

Catalan in a Multilingual Spain

It may be surprising to know that Spain is, after Belgium and Luxembourg, the state where multilingualism has most importance within the European Union, to a degree that, far from being something anecdotal, it represents a fundamental feature of the State. In Spain, there are 16.3 million people who live in territories with more than one official language. This represents 41% of the total population of the State. And two out of three of these people, that is, 10.8 million, live in the three territories where Catalan has official status.

Source: Catalan – Language of Europe, 2009.

Catalan is the seventh most-spoken language in the European Union. The number of people who speak it is greater than those who speak Finnish or Danish, and it is equivalent to the number of speakers of Swedish, Greek and Portuguese in Europe.

Does this mean your opportunities for perfecting your Spanish (castellano) proficiency skills are limited? On the contrary! Both castellano and catalan are official languages in Spain (as are galego, common in Galicia and euskera in Euzkadi), and throughout Catalonia both are spoken everywhere and interchangeably. Look at catalan as an important value added when it comes to your experience in Spain.

Painting: Claire Russo. 2008



A mi parecer, intentar aprender el catalán es una parte integral de la experiencia de estudiar en Barcelona. No es simplemente una búsqueda académica, sino una búsqueda social y cultural.
Rosallynn Vega, 2007-2008

The CASB program center is at Balmes 132 street, a state-of-the-art facility managed by the Universitat Pompeu Fabra (UPF) in the heart of the Eixample business district of Barcelona. L'Eixample has long had the reputation of being Barcelona's most elegant district and its history is inextricably linked to the development of Barcelona and its transformation into a modern city. The Provença and Diagonal metro stops are located just outside the entrance to Balmes, providing students with excellent connections to UPF, Universitat Politècnica de Catalunya (UPC) and the Universitat Autònoma de Barcelona (UAB). The University of Barcelona (UB) can be reached within 15 minutes by foot.

The program center is located on the fifth floor of Balmes and consists of five rooms. Its facilities include a small computer lab, a library/conference room and offices for the resident director, student/academic support services coordinator, and special activities coordinator. Additionally, the CASB has access to classroom and seminar space equipped with high-end audiovisual and technical equipment. It is at Balmes where the CASB-sponsored courses throughout the academic year, and occasional guest lectures will primarily take place.

CASB Center Computers and e-mail access: Balmes 132 is a wireless facility. CASB computers will have printers and internet access that you may use for email communication. We encourage you to check to see that your account is current and learn to access it before you depart the U.S.; it is the best way to communicate with academic advisors, friends and family. More information about email use at the CASB Center will be provided to students on site. Additionally, students have access to internet services in local universities as well as in the residence hall.

Program Staff in Barcelona

Resident Director: Dr. Juan Jose (Juanjo) Romero Marín is charged with overall responsibility for administering the CASB Center, including day-to-day management, student advising, liaison with the Barcelona universities and supervision of local faculty and staff. Dr. Romero holds a Ph.D. in Contemporary History from the University of Barcelona. He brings a wealth of on-site program administrative and teaching experience to the CASB program.

Student/Academic Support Services Coordination: Libby Turner

The Student/Academic Support Services Coordinator works to assure the smooth operation of the program and the center on a day-to-day basis.

Special Activities Coordination: Patricia Campo

The Special Activities organizes cultural activities as well as the internship and volunteering programs.

CASB Visiting Professors: Imma Fontanals: *Descubriendo Gaudí*; Prof. Josep Quer [UPF]: *Pervivencia del idioma y políticas en las áreas catalanoparlantes*; Prof. Juanjo Romero [CASB]: *La Guerra Civil española y la Memoria Histórica*



Contact Info

Balmes 132, 5a. Planta

08008 Barcelona (España)

Office hours: Monday through Friday, 9:00am to 1:00pm and 4:00pm to 7:00pm

Tels: 011 34 93 542 24 89 (Director)

011 34 93 542 14 87 (Student/Academic Support Services Coordinator)

011 34 93 542 18 74 (Special Activities Coordinator)

Fax: 011 34 93 542 14 30

e-mail: info@casbarcelona.org;

NOTE: Please do not send any packages to the CASB Center unless you are willing to pay import duty on the goods.

Fall 2015 Academic Calendar

August 28	Arrival Day
August 29	Move to residence hall
August 31	Orientation and Pro-seminar begins
September 8	UPC courses begin (Approx.)
September 15	UB & UAB courses begin (Approx.)
September 25	UPF courses begin (Approx.)
December 24*	End of UPF courses and program
February 6**	End of UAB, UB and UPC courses



The Consortium for Advanced Studies partners with four distinguished universities whose combined course offerings provide students with a vast array of opportunities in the humanities, social, physical and natural sciences, and architecture and business.

The Universitat de Barcelona (UB) www.ub.edu

Founded in 1455, boasts well over 70,000 students. Offering 75 undergraduate degrees, over 90 doctorate programs and 390 postgraduate courses, the UB is the largest of the ten universities in Catalonia and the second largest in Spain.

The Universitat Autònoma de Barcelona (UAB) www.uab.cat

It was established in 1968 and has over 50,000 students. The state-of-the art Bellaterra campus, in Cerdanyola del Vallès, is home to most of its departments, institutes and services. 78 degree programs are available at the UAB, covering a wide range of fields, including the humanities and arts, social sciences, health sciences, experimental and technological sciences.

The Universitat Pompeu Fabra (UPF) www.upf.edu

It is a dynamic institution that was established in 1990 with the aim of providing a new model of a modern research university. Today it has 11,000 students, courses in all fields – from experimental, health and life sciences to human and social sciences and technical studies – and an expanding campus.

The Universitat Politècnica de Catalunya (UPC) www.upc.edu

Founded in March of 1971, it is a public university that specializes in the fields of architecture, engineering, economics, health sciences and applied mathematics. It offers 68 official undergraduate degrees within its 11 Campuses and regional centers, 23 Schools and 42 Departments. It has nearly 30,000 undergraduated students, 3,000 master's degree students and 3,000 Doctoral students.

* *The official end date of the program is December 24, however, students tend to depart after their last exam. The UPF university exams run up until this date and, although it is highly unlikely that a student will have an exam as late as this, students must be aware that this is the official last day. UPF final exam dates are not published until beginning of November, so students will not know the date of their last exam until well into the semester.*

** *This date refers to the official end date of the first semester at UAB, UB and UPC universities. Students wishing to enroll in courses at these universities must, PRIOR to registering in a course, inform the professor that they are an international student and are required to return to their home institution for the beginning of January and, thus, seek the professor's approval to take the course by requesting alternative arrangements for taking the final exam -either an "in absentia" exam on the same date in January/February or an earlier exam date in December before the student departs Barcelona. Students will not know the date of their last exam until they have spoken to their professors (UAB, UB, UPC) or until the beginning of November (UPF). Once they have this information they can calculate their departure date. Students are, therefore, strongly advised to purchase an airline ticket that charges only a nominal fee for changing their return date, as the end date of the program is contingent upon each student's exam schedule at Barcelona universities.*

ACADEMIC OVERVIEW

Students will take the majority of their courses at the Consortium's partner universities in Barcelona (UB, UAB, UPC and UPF). Upenn students only can take courses at UB and UPF. They will provisionally choose their courses during the semester prior to their participation on the program by reviewing the course schedules made available on the website. It is important that students work closely with their study abroad and academic advisors during this pre-selection period.

All four universities provide a wealth of courses taught either in Castilian Spanish or Catalan. Fall term students will choose courses offered through the UPF and, with prior approval of the student's home university and course professors, the UAB, UPC or UB. Full year students will choose courses offered through any of the four partner universities. Spring term students will choose courses offered through the UB, UPC and the UAB. Due to academic calendar differences, UPF courses are not available to spring term only students.

Information on courses offered in Spanish at the four Barcelona partner universities can be found on the CASBarcelona website: www.casbarcelona.org

COURSE LOAD

The typical course load each semester will consist of 27 - 30 ECTS credits (European Credit Transfer System) which will transfer back to the student's home university as a full equivalent course load of credit. It's expected that students will enroll in courses that are appropriately rigorous in academic content and, in this regard, each home university reserves the right to award or deny credit accordingly. Keep in mind that, in order to grant departmental credit for a course, some home university departments may require that you show the syllabi, reading lists, and your notes and papers when you return from Barcelona.

A typical semester course load will be completed as follows:

Required Language and Culture Pro Seminar Course (6 ECTS credits)

This is a mandatory course (60 contact hours) delivered to CASB students. The first 45 contact hours of the proseminar take place during the first three weeks of the program prior to the start of university courses. The course will be conducted in Castilian. The other 15 contact hours include educational activities and excursions that take place throughout the semester. The course will be geared toward preparing advanced Spanish and/or Catalan language students to understand de local context.

Content: This will be a single course with four basic elements:

Language—Catalan The language element of the pro seminar will train students how to listen to and read Catalan for basic comprehension as well as providing them with basic communication skills. Special arrangements will be made for students who arrive with previous knowledge of Catalan.

Language—Spanish The Spanish component will review elements of the language that will be helpful for writing academic papers and listening to lectures.

History/Culture The pro seminar will provide an introduction to the city through its history and architecture with a greater emphasis on contemporary history, culture and politics so that students will be prepared to understand basic social and political elements that will be a part of their everyday lives. The largely contemporary nature of the history and culture course will raise questions of bilingualism, multiculturalism and the varieties of nationalism and globalization within the context of Barcelona as a Catalonian, Spanish, Mediterranean, and European city.

Excursion and Activities Pro seminar content is complemented by different activities throughout the semester. These activities, such as conferences, seminars and excursions, will focus on a specific topic. Attendance and active participation in the excursions/activities as part of the pro seminar is not only mandatory but also represents part of the final grade each student will receive at the end of the semester. The pro seminar semester activities include two field visits, two weekend excursions and conferences (dates will be available on the CASB "final mailing" document and CASB website).

ACADEMIC OVERVIEW

One Course offered through the Consortium Center (6 ECTS credits)

Students will choose one of the CASB Center courses delivered each term by the resident director and the visiting professor, respectively. The faculty-in-residence will teach a content course in Spanish that will have broad appeal, touching upon issues/topics relevant to Catalonia and drawing upon local resources. Both courses will be conducted in Spanish and use Barcelona/Catalonia as a focus for their respective explorations of issues and relevant topics.

The U.S. system will govern the delivery of the pro seminar and all other classes at the CASB center. You will be expected to attend classes regularly, participate in group discussions and keep up with daily assignments. Attendance will be reflected in your final grade.

Three regular university courses (totaling 15 – 18 ECTS credits)*

Fall term students will choose courses offered through the UPF and, with prior approval of the student's home university and the course professors, the UAB, UPC or UB. Full year students will choose courses offered through the UB, the UPC, the UAB and the UPF. ** Spring term students will choose courses offered through the UB, the UPC and the UAB. Students will have access to the full range of courses offered at the three Barcelona universities. Together, they offer an abundance of courses – some taught in Spanish and others in Catalan -- in virtually all subject areas. The similarities between the two languages are many and you will find yourself quickly picking up on Catalan phrases and speech patterns shortly after your arrival. Students who have previously studied Catalan at their home universities may, if they desire, choose a content course taught in Catalan. Full year students who have made a serious effort to learn Catalan during the fall term, may also wish to enroll in a Catalan-taught course during the spring term. Students may write all papers and examinations in Spanish even if a course is taught in Catalan.

It is essential that you complete all course work and adhere to all course requirements before leaving Barcelona at the end of the program. If you leave with work unfinished, the CASB program does not assume any responsibility for providing you with a grade. Do not assume that you can take an incomplete in Barcelona and not have it affect your academic record. Just as is the practice in the U.S., an incomplete in Barcelona will, in time, become a failing grade on your transcript. Only in the event of severe emergency will consideration be given to allow a student to return to the U.S. before formally completing all coursework and examinations.

*It is important that students consult with their home university prior to registration, particularly if their home university is on a quarter system rather than semester system. Quarter system universities may have different requirements regarding the number of regular university courses that students should take each term in Barcelona.

**Full year students will not repeat the pro seminar in the spring. They will have the option of taking four regular university courses in the spring.

The Consortium director will obtain official grade reports from each of the four Barcelona universities and will forward these and the grades for CASB-delivered courses to each consortium member institution with a cover letter summarizing the courses taken and Spanish-system grades obtained by each student. Each CASB member university will then process these grade reports according to its own study abroad transfer policy.

In most cases, UB, UAB, UPC and UPF will use a 1-10 grading scale, with 10 being the highest and 0 the lowest.

Each CASB member university will determine its own system of equivalency but the following may serve as a general guide.

All CASB Center courses will be graded using standard U.S. grading practices.

Students wishing to take a course pass/fail while abroad should check with their study abroad office regarding specific requirements. Don't assume that courses can be taken pass/fail without verifying first with your study abroad office.

ORIENTATIVE GRADING SCALE

A	9,0 - 10	Excelente/Sobresaliente
B+	8,0 - 8,99	Notable
B	7,5 - 7,99	
B-	7,0 - 7,49	
C+	6,5 - 6,99	Aprobado
C	6,0 - 6,49	
C-	5,0 - 5,99	
D/F	0 - 4,99	Suspendido

In Spanish university classes the role of the instructor is not necessarily to introduce a given subject to a student, but rather to interpret and synthesize the topic at hand. Course topics are covered by the teachers' explanations given in class and students are expected to cover texts included in the reading list **independently**. The key to successfully completing your course load is to attend class regularly, take good notes, and keep up with the readings. In addition, CASB offers discipline-related tutorials to help you with the demands of studying in another country.

Learning at local universities

The 4 basic concepts for understanding courses at local universities are: 1) The learning effort is carried out by the student; 2) Hard work during the courses does not necessarily imply an excellent final grade; 3) There is no grade inflation; 4) Other things to consider

1. Learning effort

Teachers do not tend to provide feedback to the student about his/her performance. Courses have practical sessions and seminars but their weighting in the final grade is small. A course syllabus contains basic information about the topics covered and the essential reading list. The teacher provides the relevant information about course expectations and outcomes in the **first class session**. Regular communication with the teacher is the best way to succeed.

2. Workload

Courses usually have many different tests and assignments, particularly during practical sessions and seminars. In addition, students must submit papers and essays. However, the delivery of all this work is taken for granted and does not increase the final grade. It is the quality of the work, not the quantity which determines the final grade. Again, it is important to visit the teacher regularly to know what kind of work s/he **expects**.

3. Grades

There is a marked difference between what is considered a "good" grade in the Spanish and US university grading schemes. **Grade inflation** does not exist in the Spanish system and, generally speaking, students are happy to simply pass a course.

Spanish Grade distribution	Spanish Grades
10%	10 - Martrricula de Honor 9 -10 - Sobresaliente
20%	8-8.9 - Notable
20%	7-7.0 - Notable
20%	6-6.9 - Aprobado
15%	5-5.9 - Aprobado
15%*	0-4.9 - Suspenseo

* Average percentage fails ("suspenseo", F) in Humanities, Social and Experimental sciences. In Technical disciplines the porcentaje is higher. (CRUE, 2006)

If a student wishes to gain outstanding grades, s/he needs to talk to the teacher at the beginning of the course to find out how to achieve this objective. Speaking to the teacher after the final exam is too late.

For those students who fail a course there is the option of a re-evaluation exam; its date is established by the department. A special request must be made in order to take a re-evaluation

4. Other things to consider

A significant number of courses are taught in Catalan but there are courses of all kind of disciplines taught in Spanish. Even if the course is delivered in Catalan, **exams and papers** can be written in Spanish and often, most of the bibliography is available in Spanish or English.

Teachers do not usually assign a reading for every class, students are expected to **read regularly** from the readings contained in the bibliography of the course. It is important to talk with the teacher in order to know which readings s/he recommends.

There are some differences in the approach to disciplines; for instance Literature and Philosophy courses are, in fact, history of Literature or Philosophy courses. While for courses in Economics and Law it is very important to have previous knowledge in the field. For instance, Economics and Finance courses are not generally recommended if the student has not previously taken advanced math courses.

● INTERNSHIPS & SERVICE LEARNING

Apart from having direct access to four distinguished Spanish universities, CASB students can also participate in the Internship & Service Learning program. These **non-remunerated and non-credit bearing** placements are a perfect component for students looking to achieve a meaningful study abroad experience with full immersion in local society.

Some of the opportunities include **educational internships** through the *Consorti d'Educació de Barcelona* (CEB), the local Department of Education, where CASB students can participate as language assistants in primary and secondary schools as well as in other public educational centers. The educational internships also include the opportunity of collaborating with the **Serveis Lingüístics** of the Universitat de Barcelona, the department responsible for providing the UB community with multilingual language services. In this case, the students lead English conversational classes for both UB undergrad and grad students and staff, and also design some of the materials and activities that they will be carrying out in class.

Students can also participate in **academic internships**, which must be closely related to their field of studies. These include placements in the disciplines of art and culture, marketing and communication, business, political sciences, consulting, NGOs, science and technology and language, edition and translation.

Service learning placements are available through both local NGOs and the *Fundació Autònoma Solidària* of the Universitat Autònoma de Barcelona, which offers CASB students the possibilities of carrying out service learning activities in local institutions such as hospitals, prisons and old people's homes.

In general, internship and service learning opportunities last throughout the semester and students need to devote between 5-15 hours/week, on top of their academic workload (the exact number of hours/week and the required student profile vary between institutions), apart from their academic commitment. It is also very important that students apply by the stated deadline to help us carefully select the placement that best suits each student's profile and needs.

SUGGESTED READING

Barcelona's Vocation of Modernity: Rise and Decline of an Urban Image, 2008, by Joan Ramon Resina

Barcelona: the Great Enchantress, 2004, by Robert Hughes

Barcelona, 1992, by Robert Hughes

Homage to Barcelona, 2001, by Colm Tóibín

El Catalán: una lengua de Europa para compartir, 2002, by Vicent de Melchor, Albert Brancadell

Barcelonas, 1993, by M. Vázquez Montalbán

Gaudi Guide, 1991, by Xavier Güell

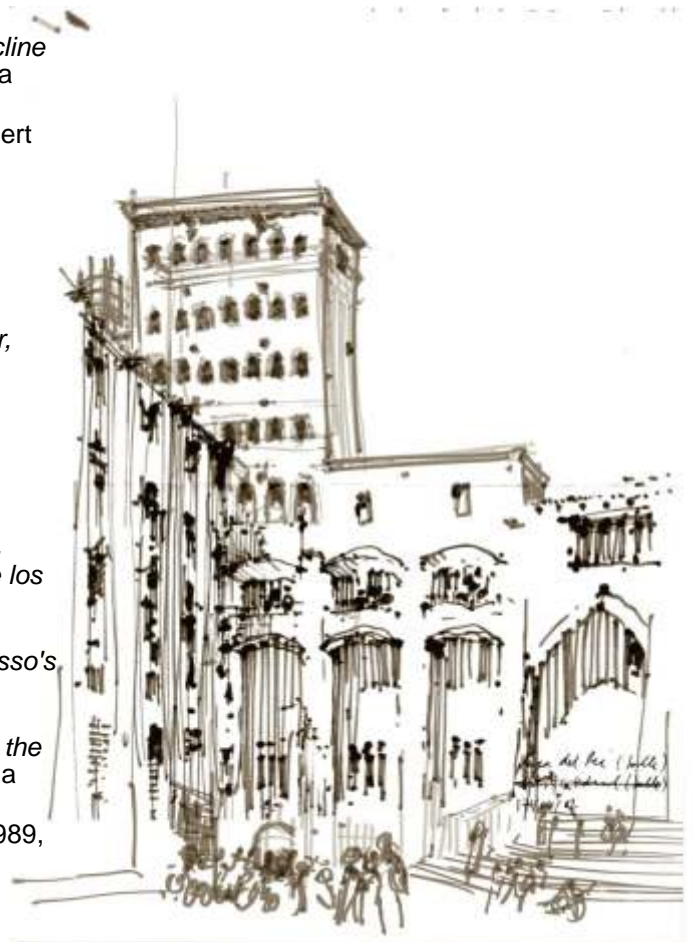
La escuela de Barcelona : Barral, Gil de Biedma, Goytisolo : el núcleo poético de la generación de los 50, 1988, by Carme Riera

Red city, Blue Period : social movements in Picasso's Barcelona, 1992, by Temma Kaplan

A City in War: American views on Barcelona and the Spanish Civil War, 1936-39, by James W. Cortada

Modern Architecture in Barcelona, 1854-1939. 1989, by David Mackay

Ghosts of Spain, 2007, by Giles Tremlett



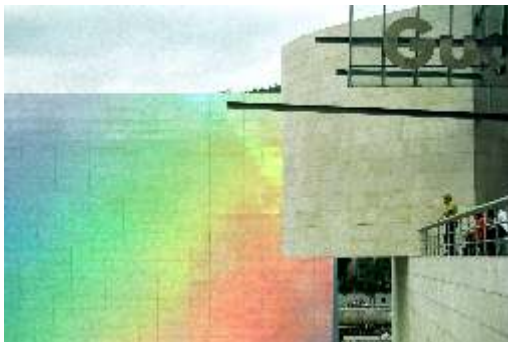


PREPARING FOR YOUR DEPARTURE

Passport

If you do not currently have a passport you should start this process **as soon as possible**. The process can take two weeks to a month depending on which procedure you follow. You are now able to download printable passport applications from the internet as well as consult general Passport Services information at http://travel.state.gov/passport/get/get_4855.html

Remember: Your passport is the most important document you have when outside the United States. Know where it is at all times. When you receive your passport, make several copies of the front pages and keep the copies separate from your baggage. You should leave a copy of your passport with your parents at home. Once in a foreign country, keep your copies in a safe place, and ask your program to keep a copy on hand. This will facilitate replacement if your passport is lost or stolen.



Applying for a Student Visa

The Spanish government requires a visa for all US citizens, and many non-US citizens, studying in Spain for more than three months. If you are a US citizen, this means that you must obtain a student visa prior to departure.

Do not leave this matter until the last minute.

You cannot apply for your visa without a valid passport. If you do not have one, or if your current passport expires within six months after the end of the program, visit the U.S. State Department's Travel Website:

(www.travel.state.gov/passport/passport_1738.html) to renew or request a passport.

Students must have the required Spanish visa in order to participate in the CASB program. Immediately check your window of opportunity for visa application and for the consulate that corresponds to your permanent home address at the following address:

www.immihelp.com/visas/schengenvisa/spanish-consulates-usa.html

You must contact the consulate with jurisdiction over the state in which you reside to obtain the necessary visa applications and instructions. In some cases it may be possible to use the consulate associated with the state in which your university is located but this must be verified with the consulate itself. It is your responsibility to inform yourself of the requirements and to get your own visa.

Note that the requirements for obtaining a visa may vary from one Spanish consulate to another. **ALWAYS** verify the application procedure with the consulate with jurisdiction for your home residence.

One of the documents required for a student visa is a letter stating that you are enrolled in a full-time program. Your study abroad office will provide you with such a letter, closer to the date when you should apply for your visa. You may also be required to submit a physician's letter indicating that you are in good health, free of contagious disease, drug addiction or mental illness. These items must be specified in the letter, and a medical doctor must sign it. In some cases, you may be required to present a statement or record from the police department indicating a record of good conduct.

Some consulates will not process visa applications before or after certain dates, and the process can take several weeks, so it is very important to check the requirements early, to learn such details. Generally, one or two visits to the consulate are required, so students must plan accordingly.

When entering Spain, make sure that the official stamps your passport on the same page as your visa. The student visa is good for 90, if you are a full-year student or 180 days, if you are a semester student. Full-year students are required to extend their stay by obtaining a resident's card, once in Spain. The program staff will help you extend it for the length of your program.

Any questions you have about the visa application process, or entry into Spain, should be directed to the Spanish consulate from which you obtained the visa materials.

● GETTING TO BARCELONA

Barcelona airport is one of the busiest airports in Europe, with frequent flights and good connections from all over the world. There are a number of direct flights from the United States, but you may find that your initial arrival to Spain will be through Madrid, with a connecting flight taking you to Barcelona.

Students are responsible for making their own travel arrangements. Fall students should plan to arrive on Friday, August 28th 2015. Students should plan to be in Barcelona by 5 p.m. at the latest in order to attend a welcome dinner. Keep in mind that most transatlantic flights to Spain depart the U.S. the evening prior to your arrival day. This means that, in most cases, you will begin your international flight on the previous day and fly through the night. When checking in for your international flight, verify that your luggage will be checked directly through to your final destination. In most cases this can be done, even if you begin your travel with one airline company and conclude with another.

After purchasing your flight, remember it is essential to provide both your Study Abroad Office and the CASB program with your flights details. Log on the CASB intranet portal and complete the "Flight info" form as soon as you have your travel itinerary.

Upon arriving to Spain, you will proceed to passport control, after which you will pick up your luggage. If your first port of entrance is Madrid, in most cases, your luggage will be automatically checked through to Barcelona. This means you will not have to clear customs until you reach your final destination.

After clearing customs, you should make your way to the hotel, where program staff will meet you. A month before your departure, the Resident Director will send you a letter of welcome with the hotel name and street address, how to take a taxi to the hotel, and other important instructions.

NOTE : At your arrival to Barcelona you have three options of getting into the city: taxi, bus or train. The most comfortable option is definitely the taxi, which generally costs between 25 and 30 euros.

Keep in mind that you will be tired, jetlagged and disoriented.

If there is one time when you might want to consider splurging on taking a taxi cab into the city, it is now!



Travel and Transport between the Airport and Barcelona's City Center

Barcelona's international airport, El Prat, lies approximately 12 kilometers southeast of the city. The airport is divided into two terminals; T-1 & T-2. Most Northamerican airlines operate in terminal T-1.

A cheaper option is the Aerobus (airport bus), which leaves the airport every 15 minutes and drops you off at Plaça Catalunya. A bus ride costs approximately 6 euros (including luggage) and takes about half an hour to reach its final destination. The buses run until midnight.

The final option is by train, which will take you from Barcelona airport to the city center, where you can change to the metro system at either Barcelona Sants or Catalunya stations. The journey from the airport takes about 25 minutes and tickets cost approximately 3 euros.

The metro

This is the fastest way to get around the city. Barcelona's underground network covers almost the entire city and, in most cases, one can find a metro stop within minutes walking distance. You can identify a metro stop by the letter 'M' on a red diamond. Barcelona has eight metro lines.

As is the case in most European cities, you can change lines as often as you like thanks to transfers. You have to validate your ticket every time you wish to ride the metro by inserting your ticket into the machines at the turnstiles. As of January 1, 2014 (zone 1 covers all of the Barcelona city), a one-way ticket currently cost 2 euros, but you can choose to purchase a T-10, which is a ten-ride pass that can be used by multiple passengers for 10.30 euros.

By far the most convenient pass, however, is either the one zone T-Mes, which provides unlimited use of the metro for 30 days after the time of purchase, or the T-Jove, which provides unlimited use for the metro for 90 days after the time of purchase. The fares are set every year on January 1st. (January 1, 2014, the T-Mes pass cost 52.75 euros and the T-Jove cost 105.00 euros)

The bus

The selection of buses is ample. A ride costs the same as the metro and the T-10, T-Mes and T-Jove are also valid for this mode of transport. You can pick up a map showing all the bus lines at any metro station (the bus stops, however, are out on the street).

For more information regarding Barcelona's public transport, please visit www.tmb.net

Taxis

Barcelona taxis are yellow and black, and a small, green light on the roof indicates whether they are available or not. Taxi fares don't start at zero; a ride always starts out from a set, base amount (as of January, 2014, 2.10 euros, 3.10 euros if the ride takes place at night). The only times that it might be slightly difficult to find a taxi is during a holiday or in very busy nightlife areas. To find a ride, all you have to do in most instances is find a strategic corner and flag down any taxi coming your way. Taxis do apply additional charges for trips to the airport, handling luggage and waiting for passengers.

FGC (Ferrocarrils de la Generalitat)

These trains are similar to the metro and regular trains (in fact, many of their stations coincide), but their routes reach other, at times somewhat more distant, destinations. Their main hub is the Catalunya station (right behind Café Zurich at the top of the Rambla), which also serves lines 1 and 3 of the underground. The price of the ticket depends on the length of the journey. Journeys within the city limits have the same fares as the metro and the bus, and you can use your T-10 for the trip.

FGC operating hours: Monday to Thursday, from 5.00 a.m. to 12 midnight; Fridays, Saturdays and public holidays, from 5.00 a.m. to 2.00 a.m.; Sundays from 5.00 a.m. to 12 midnight.

RENFE (Red Nacional de Ferrocarriles)

Spain has a single national rail company, called RENFE, and its website, www.renfe.es, provides daily train timetables and other useful information. Madrid is connected with Barcelona through RENFE's new high speed rail system, the AVE. It's Talgo system also provides convenient national railway service to and from Barcelona. If you wish to travel by train, you should also enquire about other discount promotions, such as Tarjeta Joven and Tarjeta Turística. Information on Interail and Eurotren passes is also available.



Residencia Melon District-Marina

C/ Sancho de Avila 22
08018 Barcelona (Spain)
Tel. 011 34 932 178 812

Residencia Melon-District Marina (see www.melondistrict.com/en/single_marina/?p_id=436) has 427 individual rooms that cater to a mixed Spanish and international student population. CASB students have an individual room with a private bath. The single rooms open up to a common living room and kitchens that CASB students share with 9 flatmates (Spanish or other international students), creating an apartment like atmosphere. Amenities include internet access, television, closet space, shelf space, a desk, a single bed and bed linens. The facility also provides a swimming pool and, a cafeteria. The residence is beside the "Marina" metro station and the tramway line, 10 minutes from UPF and the city downtown.

Housing cost includes weekly cleaning and a change of bed-linen. Melon will provide every student with the necessary kitchen stuff utensils on arrival.

Each student will be required to sign a housing contract in order to secure his/her housing space for the duration of his/her period of study. Students will be billed for housing directly by their respective CASB institutions. Please note, all semester only students are required to live in the CASB assigned housing.



MANAGING AND BUDGETING YOUR MONEY

Banking and other money matters are your responsibility Please budget and manage your money carefully because the CASB program does not have the means to aid you if you find yourself without funds.

The program fee you pay your home university covers tuition and related academic programming activities, the Language and Culture Pro-Seminar, program excursions, and other program-related events. It does not cover mandatory health insurance (see Health Related Issues, below), airfare, meals, books, local public transportation and related personal expenses. Refund policies are governed by each CASB member institution and may vary. Consult with your study abroad office.

Before you leave for Barcelona, you should plan how to handle your money during your term or year abroad. You will need to budget for expenses such as groceries (food), local transportation, toiletries, social activities, and any additional travel. The Spanish banking system can be cumbersome, and there can be long delays in transferring money to a local account in Barcelona. As nons residents, CASB semester students are not eligible to open a local bank account in Barcelona. The most convenient way to access funds is by using the abundance of ATMs located throughout the city. Checks – even on local Spanish banks -- are generally not accepted for purchases.

ATM Cards and Debit Card

It is generally, not at all difficult to find an ATM machine in Barcelona (or, for that matter, anywhere in Spain). The most common cards used in the U.S. (Plus and Cirrus) are accepted in nearly all machines and students have found this to be the most convenient way to access funds. If you need more funds while abroad, it is much easier (and less costly) for parents to simply deposit money to your U.S. account rather than try to make send you money by bank wire. ATM withdrawals generally give you a competitive exchange rate, but bear in mind that you will be charged a transaction fee by your home bank. If you plan to use an ATM card, advise your home bank that you will be out of the country so that it can ensure that your card will not be rejected in Barcelona due to a concern about identity theft. You may also want to consider having your parent's name on your account. Finally, make sure you have a PIN that functions internationally (most ATMs in Europe have number rather than letter keys).

Banks are generally open Monday through Friday from 8:30am to 2:00pm.

Traveler's Checks

Traveler's checks offer the security of a refund if they are lost or stolen. When obtaining traveler's checks, make sure you keep the check receipts and secure them in a safe place separate from the checks themselves. Keep a record of the checks as you cash them so that, if lost or stolen, you will know which ones are missing. When cashing checks, make certain you countersign them in the presence of the bank teller, not beforehand. **Keep in mind that the exchange rate for traveler's checks is often lower than for ATM cards, and that banks may also charge additional transaction fees.**

Credit Cards

Credit cards, particularly Visa and MasterCard, have become commonplace throughout Europe and can be invaluable in a financial emergency.

Ask your bank for a PIN identification number that will be valid in Europe. In the event of an emergency, you can go into any Visa- or MasterCard-participating bank in Western Europe, present your credit, and draw cash immediately or purchase traveler's checks. Because of high interest rates and fees charged for cash advances, it is advisable to avoid this method to obtain money unless you have no other option.

In some cases, a Spanish merchant may not allow a credit card to be used when the amount being spent is too small. For example, it may not be an option to use a credit card to pay for an inexpensive meal in a restaurant, even though there may be a MasterCard or Visa logo in the window. Spaniards understand that the card can be used to pay a large bill for a party of guests, but not for lesser amounts. It is wise to ask before assuming you can use your credit card. It is important to carry some form of ID with you when making purchases with your credit card, as you will invariably be asked to show your ID. A photocopy of your passport is usually sufficient.

At a cardholder's request, most major lenders will issue an additional card in the name of a son/daughter. If you plan to use your parents' credit card account, you should request the additional card early enough for you to have it before you leave, and it should have your name written on it exactly as it appears on your passport. If you elect this method, the line of credit is the same amount as on the cardholder's account, and the monthly bill is also presented to the cardholder.

TRAVEL DURING THE PROGRAM

Barcelona's excellent intercity links to points elsewhere in Spain and its proximity to France make it an excellent hub from which to plan travel elsewhere. If you travel outside of Barcelona during the program, you must provide program staff with your itinerary and contact information prior to departure. Because this policy relates directly to student safety and the program's ability to respond to an emergency, failure to follow the appropriate procedure could result in a student's expulsion from the program. During your first days in Barcelona, you will be given specific instructions on how to report this information. You will be on your own for any travel prior to the program start date or after your last final exam, so you should establish a plan with family at home for how you will contact one another, and procedures you will follow, in case of an emergency during those times.

All hotels in Spain require guests to present a valid passport at check-in, so it's important to always travel with your original document even when not crossing an international frontier.

Once the program is underway, you are expected to attend classes at the program center and at the Barcelona partner universities. Your travel plans should not cause you to miss classes. The academic calendar at UB, UPC, UAB and UPF allows ample opportunities for breaks and long weekends, some of which are included in the program calendar on the right. The dates of additional holidays will be provided when available. Schedule your trips during these holiday periods or after the program ends.

In sum, we recommend that you make your travel decisions wisely and set priorities carefully, so that you can meet your educational goals and remain safe during your term abroad



Holidays in Barcelona

September 11	Diada (C)
September 24	La Mercè (B)
October 12	El Pilar (S)
November 1	All Saints (S)
December 6	Constitution day (S)
December 8	"Ascension" Day (S)
December 25	Christmas (S)

(B) Local holiday in Barcelona

(C) Holiday in Catalonia

(S) Holiday throughout Spain



When are Things Open in Barcelona?

Shops open at 10.00 am and close for lunch at around 1:30 or 2:00 p.m. They reopen at between 4.30 and 5.00 p.m. and stay open until between 8.00 and 9.00 p.m. Certain shops, especially the larger ones, do not close at midday.

At lunchtime, restaurants tend to open between 1:00 and 1:30 p.m. until 3:30 or 4:00 p.m. At night, they open between 8:00 and 8:30 p.m and close between 12:00 midnight and 1:00 in the morning.

Cafés and bars are open all day from between 7:00 and 8:00 a.m. until 11:00 p.m. or 12:00 midnight, although some stay open even later until 1:00 or 1:30 a.m.

Movie theaters tend to run shows at 4:00, 6:00, 8:00 and 10:00 p.m., approximately. Some theaters have late-night sessions on the weekends that can start as late as midnight.

Classical theater opening hours are variable. In general, from Tuesday to Saturdays performances tend to begin between 9:00 and 10:00 p.m. and on Sunday between 6:00 and 8:00 p.m.. Theaters are generally closed on Mondays.

Museum opening hours also tend to be variable. In general they are open morning and afternoon from Tuesday to Saturday; they open on Sunday morning and are closed on Monday.

Services and Tips

In restaurants, all services are included in the cost of the set menu. Only in cases where "IVA no inclòs" is indicated mean that VAT be added to the final check. Tipping is not obligatory, but is frequent when clients are satisfied with the service provided.

Electricity

Compared to the U.S., where the standard electric current is 110 volts/60 cycles, the most widespread electric current is 220 volts and 50 cycles. Electrical items brought from home will need to be adapted for European current and electrical outlets by use of both a transformer and a converter plug, which allows you to plug an American item into a European wall socket. You'll find that most electrical appliances (hair dryers, shavers, etc.) can be purchased in Barcelona for reasonable cost at any appliance store ("electrodomésticos").

Postal Services

Stamps may be bought at tobacconists (look for the Tabac or Tabaco sign) or post offices. Packages must be sent from the post office. Letter drops are found throughout the city, and they can't be missed with their bright yellow (ordinary post) and red (urgent) coloring.

The Central Post Office Via Laietana 1
Tel.: (34) 93 310 04 04. Opening hours: from Monday to Saturday, from 8.00 a.m. to 9.00 p.m. Sunday closed. Stamps, packages, telegrams, telephone, telexes and faxes.

The Eixample Post Office Consell de Cent, 445
Tel.: (34) 93 232 7257 Opening hours: from Monday to Friday, from 8.00 a.m. to 9.00 p.m.; Saturdays, from 9.00 a.m. to 2.00 a.m. Sundays closed. Postal services only.

Cell Phones

For safety and convenience, the program highly recommends that students have cellular phones in Barcelona. Unless your current cell phone is specifically made for worldwide coverage, it will not operate in Spain. Cell phones (mòviles) are everywhere in Spain, and although prices and calling plans will vary, there are some affordable options that you can look into upon your arrival. The program staff can offer advice during your first days in Barcelona.

Making a phone call

To make an international call, you must first dial 00, followed by the country code and finally the regional code and number you are calling. For local and inter-provincial calls, you dial the province code, and then the number you are calling, although the provincial code is no longer quoted separately.

To receive a call

Callers telephoning you from abroad must first dial 34 (Spain), and then your nine-digit number.

Fax

Faxes may be sent and received from the Central Post Office, from Sants train station, and from the many copy and book shops offering this service.

Estació de Sants Opening hours: from Monday to Saturday, from 8.30 a.m. to 9.00 p.m.

CASB Fax use: Please note that the CASB fax machine is intended for necessary communication between the CASB Center and CASB member institutions in the U.S. It is used for the program's administrative business and to clarify academic issues for the participants. It is not intended as a means of communication for your family and friends in the U.S., except in the case of an emergency.

Laptops

It is becoming more and more common for students to bring laptops with them when studying abroad. Both the CASB Center and the Residencia are wired for laptop use; however, you will want to make certain that your laptop has an internal transformer. Before bringing it with you, check with your manufacturer and take the proper measures to protect this valuable piece of equipment. Low quality power transformers can damage your laptop.

Internet

Many places throughout Barcelona, especially in the city center, offer public Internet access. Further information: 010 (from Spain) and <http://easyeverything.com>

The newspaper kiosks sell the weekly, *Guia del Ocio*, and the local council website (www.bcn.cat) offer details of what's going on in the city's cinemas, theatres and museums as well as information on exhibitions, restaurants and other leisure activities taking place during the week.

HEALTH RELATED ISSUES

Prior to their departure for Barcelona, all students are required to demonstrate to their home university that they have obtained a comprehensive health plan that will provide coverage for accidents and illnesses, including emergency evacuation and repatriation, for their entire period abroad of the program. If you are currently covered by a plan through your home university, you may be provided the option to continue this coverage while abroad. If not, you will need to present evidence of coverage to your home CASB institution before you travel abroad. Check with your study abroad office for additional details.

Questions to consider when acquiring health insurance for study abroad

- Will the plan cover hospitalization for accidents and illnesses for the entire period while I'm abroad? (Some policies provided by a parent's employer may cover medical expenses for brief stays abroad but not for the full term of a study abroad program.)
- Will the plan cover doctor visits and medication prescribed abroad?
- Is there a deductible? If so, how much?
- Is there a dollar limit to the amount of coverage provided?
- What are the procedures for filing a claim for medical expenses abroad? Do I need to pay expenses up front and then submit receipts to the insurance company for reimbursement? Make sure that you get full information from your policy about how to arrange for routine treatment, medical emergency procedures, and what is required to pay for or be reimbursed for a claim. Many overseas health providers will not process American insurance claims and will expect payment at the time of treatment so students should have access to a minimum of \$400 (either by credit card or traveler's checks held in reserve for emergencies) in the event that medical treatment is required abroad. Be sure to obtain a receipt to submit with your insurance claim for reimbursement upon your return to the US.
- When does the plan begin and end?
- Will this insurance cover me in the US for the insured semester if I decide, for medical or other reasons, to return before the end of the program? (If students have a serious accident or illness abroad, they may need to return to the US for further care; it is therefore important that the student carry coverage that applies not only abroad, but in the US during the study abroad period as well.)
- Does the plan cover pre-existing medical conditions?

Prescription Medications

If you require prescription medication, you should bring a supply with you to last the entire time that you will be abroad. Although many medications are available worldwide, they are not always identical in strength or composition to what you take at home. In addition, brand names of the same medication usually differ between US and Europe. Bring medications in your carry-on luggage, in their original containers, along with a letter from your doctor explaining the dosage, why the medication has been prescribed, and why you are traveling with a large quantity. This is especially important if you enter Spain with medications that are highly controlled due to their tendency to be abused in other contexts.

Note: It is illegal to ship medications to Spain; any medications found will be confiscated and a heavy fine may be assessed.

Immunizations

If you plan to travel outside of Spain, particularly – given Spain's proximity – to the continent of Africa, please make sure you have had the necessary immunizations. You can learn about associated health issues through the Center for Disease Control at <http://www.cdc.gov/travel/>

Contraception, STD's and Counseling Services

It is extremely important to be informed ahead of time about the availability of various services and products related to contraception, STDs and sexual activity. The following information is a brief outline of what you can expect to find in Barcelona.

Birth control is widely available in Spain. Birth control is available at clinics and family planning services. Condoms are also easily purchased in pharmacies and in vending machines in bars, pubs and on the street. Abortion is illegal and is sanctioned only in cases of rape, incest, fetus malformation, and threat of serious physical or psychological harm to the mother.

Unprotected sexual activity risks exposure to sexually transmitted diseases, including AIDS. The rate of infection has increased more rapidly in Spain than in any other country in Europe in recent years. Anyone worried that they may have become exposed to HIV, can be tested in hospitals in Spain; the results are confidential.

There is a range of counseling services in Barcelona. Family planning services comparable to Planned Parenthood are available, as is counseling in the event of sexual assault. The program will provide you with addresses and telephone numbers for the latter when you first arrive.

Spain is generally as safe as the U.S., and in some cases safer. As is true of any large city, however, there are problems with petty thievery in Barcelona. You can avoid many problems by being cautious and remembering the important points about staying safe listed below. While crime, most certainly violent crime, is less prevalent in Spain than in similar-sized cities in the U.S., tourists are always a favorite target of criminals, so please be mindful of your surroundings and belongings at all times.

If an emergency situation related to your health or safety occurs during the program, it is important to contact the Resident Director and your family at home immediately. This includes the unlikely event of a natural disaster (earthquake) or large-scale emergency (terrorist attack, large building fire) in Barcelona, or in an area where you are traveling during the program. If you imagine people may be worried about you, they probably are.

Soon after you arrive, your program will give you instructions for how to contact program staff in case of an emergency. Since you will be on your own if you travel before or after the official program dates, please make plans and discuss emergency procedures with your family for use at these times.

The following is a list of some precautions you can take to ensure your safety

- Do not leave luggage unguarded.
- Pack lightly so that you do not need help with your things when traveling place to place.
- Do not take anything of real or sentimental value with you; it is not necessary to wear expensive jewelry or watches.
- Do not carry your passport, plane tickets, or large sums of money with you unless these items are necessary for a specific purpose.
- Keep a photocopy of your passport, including the validity page with your picture and signature, in a safe place both in the U.S. and in Spain. Should you lose your passport, it will help to have these copies.
- If you go out at night, do not walk home alone. Men and women should observe this precaution. Stay with a friend and take a cab home, all the way to the door.
- Do not take a purse with you to a club unless it is one you can keep with you at all times.
- Do not accept drinks from strangers or leave your drink unattended at any time.



Brown University students

Office of International Programs
 Tel. (401) 863-3555
 Fax (401) 863-3311
 Office hours: Monday through Friday, 8:30am – 5:00pm
www.brown.edu/OIP/
OIP@brown.edu
 For health-related and/or safety emergency outside of business hours, call the Brown Campus Police at (401) 863-4111. For administrative and academic questions, contact OIP Study Abroad Coordinator, Macala Lamour, at (401) 863-3555.
 For program payment and financial matters, contact OIP Financial Manager, Carol Bridge, at (401) 863-3555

University of Chicago students

Study Abroad Office
 Tel: (773) 702-9442
 Fax: (773) 702-5846
<http://study-abroad.uchicago.edu>.
 All administrative, academic, and financial questions should be directed to Lewis Fortner, Associate Dean of Students in the College (fortner@uchicago.edu; 773-702-4858). The study abroad after-hours emergency phone is (773) 612-4680.

Columbia University students

Office of Global Programs
 Tel: 212-854-2559
 Fax: 212-854-5164
ogp@columbia.edu
 For health-related and/or safety emergency outside of business hours, call Columbia Public Safety at (212) 854-2797.
 For administrative, academic and financial questions, contact the Office of Global Programs at (212) 854-2559 ogp@columbia.edu

Northwestern University students

Study Abroad Office
 Tel: 847-467-6400
 Fax: 847-467-6410
 Office hours: M/T/Th/F: 9:00am – 12:00pm & 1:00pm – 5:00pm; W: 9:00am – 12:00pm & 1:00pm - 6:00pm
 Central Standard Time
www.northwestern.edu/studyabroad
 For health-related and/or safety/emergency outside of business hours, call the Northwestern University Police at (847) 491-3456.
 For administrative and academic questions contact Jessica Fetridge at jessica.fetridge@northwestern.edu or (847) 491-4130.
 For program payment and financial matters, contact to Krista Buda, Assistant Director of Study Abroad Financial Services, 847-491-7400, k-buda@northwestern.edu

Duke University students

Global Education Office for Undergraduates (GEO)
 Tel. (919) 684-2174
 Fax (919) 684-3083
 Office hours: Monday through Friday, 8:00am – 5:00pm
<http://globaled.duke.edu>; globaled@duke.edu
 For health-related and/or safety emergency outside of business hours, call the Duke Campus Police at (919) 684-2444.
 For administrative questions, contact GEO Assistant Director Soraya Campbell soraya.campbell@duke.edu or (919) 668-3480.
 For academic questions, contact Professor Melissa Simmermeyer melissa.simmermeyer@duke.edu or (919) 684-4877.

Cornell University students

Cornell Abroad
 Tel. (607) 255-6224
 Fax: (607) 255-8700
 Office hours: M,W,Th,F 9:00am – 4:00 pm; T 10:30am – 4:00pm
www.CUAbroad.cornell.edu
 For health-related and/or safety emergency outside of business hours, call the Cornell Police Department at (607) 255-1111.
 For academic questions, contact Cornell Abroad
 For administrative questions, contact Program Advisor, Ann Hoover, ah258@cornell.edu, at (607) 255-6224.
 For program payment and financial matters, contact Kathy Lynch, Financial Services Manager, kl16@cornell.edu, at (607) 255-6224.

Harvard University students

Harvard College Office of International Education
 Tel. (617) 496-2722
 Fax (617) 496-2563
 Office hours: Monday through Friday, 9:00am – 5:00pm
oie.fas.harvard.edu
 For health-related and/or safety emergency outside of business hours, call the Harvard Travel Assist; at (617) 998-0000.
 All administrative, academic and financial questions should be directed to OIE Associate Director, Camila Nardozi, at 617-384-7893 or cnardozi@fas.harvard.edu.

Princeton University students

Office of International Programs
 Tel. (609) 258-5524
 Fax (609) 258-1019
 Office hours: Monday through Friday, 9:00am – 5:00pm
www.princeton.edu/oip
 For health-related and/or safety emergency, contact ISOS for assistance. To reach Princeton outside of business hours, please call Public Safety at (609) 258-1000.
 For administrative and academic questions, please contact Mell Bolen, Director of Study Abroad, at (609) 258-1010 or mbolen@princeton.edu.
 For billing questions, contact Maureen Ciambrello in Student Accounts at (609) 258-5039 or maweaver@princeton.edu.
 For financial aid issues, contact Catherine Beach in the Financial Aid Office at (609) 258-3330 or cbeach@princeton.edu.

Stanford University students

Bing Overseas Studies Program
 Tel: (650)723-3558
 Fax: (650)-725-7355
bospstudy@lists.stanford.edu.
<http://bosp.stanford.edu>
 Office hours: Monday-Friday, 8:00am-5:00pm Pacific Standard Time
 For health-related and/or safety emergency outside of business hours, call the Stanford campus operator at (650)-723-2300. For academic, administrative, pre-departure orientation and visa questions, contact the BOSP Program Advisor at (650)723-3558 or bospstudy@lists.stanford.edu.

University of Pennsylvania students

Overseas Studies Program
 Contact: Danielle Scugoza; Associate Director, Penn Abroad (215)898-9073, dscugoza@upenn.edu
 Penn Global