



The College For International Studies

THE AMERICAN COLLEGE OF MADRID

# Orientation Handbook

---

C/ Velázquez, 140 – 28006 Madrid – Spain  
Phone +34 (91) 5636740 – Fax +34 (91) 5612510  
[www.cis-spain.com](http://www.cis-spain.com)

## A MESSAGE FROM THE PRESIDENT OF CIS

---

### WELCOME TO MADRID, SPAIN!

Congratulations on your decision to study abroad in Madrid, Spain. We are pleased that you will become part of the international community, and we hope that your experience will be a positive one.



Contact with a different culture is an enriching experience. Just how successful it turns out to be, depends on your willingness to appreciate differences and your openness to different views. Rather than compare from a superior or inferior point of view, we should simply consider taking cultural differences into consideration.

To incorporate new values and different points of view is to expand your personality, your tastes and your ability to understand and live beyond one culture.

This handbook will help you begin your experience in Madrid. Be sure to take advantage of every opportunity available to you during your stay.

María Díaz de la Cebosa  
President

I. The College for International Studies .....	7
CIS Mission Statement	
Accreditation	
Mission Statement of Endicott College	
Registration procedure	
Class Preparation	
Study habits	
Academic advising	
Absences	
Special absences	
Evaluations	
Disciplinary Matters	
Transfer process	
CIS General Information	
II. Program in Madrid.....	23
Arrival	
Orientation	
Intensive Spanish Classes	
Academic Classes	
III. Managing your finances .....	23
Budgeting your money	
Options for Managing your money	
Transferring money	
Banking at ATM Machines	
Banking hours	
Credit cards – What to do if they are lost or stolen?	
Spanish currency	
IV. How to keep in touch?.....	26
Mail services	
Mailing packages from the US	
Telegraph/Telex/Fax	
Making phone calls: domestic and international	
Useful telephone numbers	
Newspapers and magazines	
Reading material on Madrid and Spain	
Radio and Television	

V. Transportation .....	31
Getting around in Madrid	
Getting to and from Madrid	
Driving in Spain	
International Driving Permit	
VI. Living in Spain and its Capital .....	36
Climate and weather	
Food/Drink	
Tipping	
Manners	
Some Spanish table manners	
Special things to avoid in Spain	
Housing	
Shopping	
Time Schedules	
Safety	
Law	
Alcohol and drugs	
Police Stations	
The United States Embassy	
Other US Consulates in Spain	
Embassies of Other Countries in Madrid	
US Consular Information Sheet for Americans in Spain	
Registration	
VII. Things to do in Madrid.....	44
Movies	
Theater	
Zarzuela	
Opera and ballet	
Concerts	
Museums	
Flamenco	
Toros	
Nightlife	
Guía del Ocio	
Checklist of things to do before leaving Madrid	

VIII. Students information ..... 50

International Student ID

SEU/TIVE

International Youth Hostel Card (IYH)

Bookstores in Madrid

Libraries in Madrid

Bibliotecas populares (Local Libraries)

Religious Services

Medical Services

Student emergencies

English-speaking helpline

Conversion of some common measurements

# **ACADEMIC NORMS OF CIS**

---

## CIS MISSION STATEMENT

The mission of The College for International Studies (CIS) is to provide Spanish, International and American students with a premier accredited American collegiate experience in Madrid, Spain. The CIS program provides students with a rich integrated international education experience. At CIS, Spanish and international students can complete the first two years of an accredited American college experience that will provide them with the opportunity to transfer to an American college to complete their studies. American students at CIS have the opportunity to study abroad in programs that embrace Spanish culture and language and gain a true international learning experience. To offer students the best possible academic experience CIS employs a core of full and part time faculty and visiting faculty members from partner colleges.

All CIS students develop a global perspective from our international faculty and greater competence in their second language, English or Spanish. The in and out classroom interchange of ideas between students from different cultures and different nationalities enhances the global nature of the CIS educational experience. The College provides students with appropriate housing, including stays with in Spanish host families in Madrid, and provides a diverse program of extracurricular events including cultural programs, recreational and sports activities and faculty mentorship that ensure a complete educational, social and cultural experience.

## ACCREDITATION

Universities in the United States are not directly controlled by the government, as they are, for example, in Spain. Their academic quality is supervised by accrediting agencies. These are official organizations with a standard set of norms used throughout the United States. Such norms allow students to transfer from one university to another.

In 1995, The College for International Studies and Endicott College entered into an affiliation agreement whereby students studying Endicott academic programs will receive Endicott credit. Endicott College is accredited by the New England Association of Schools and Colleges (NEASC).

## MISSION STATEMENT OF ENDICOTT COLLEGES

The primary mission of Endicott College is to instil in students an understanding of and an appreciation for professional and liberal studies. Deeply woven with this philosophy is the concept of applied learning, which has been the hallmark of Endicott. Linking classroom and off campus work experience through required internships remains the most distinguishing feature of the College.

Endicott has a vision for the total development of the individual within a community that fosters an appreciation of cultural diversity, international awareness, community service and moral and ethical values. Endicott is an innovative and vibrant student-centered institution that supports students in their pursuit of knowledge.

Naturally, no two students experience Endicott in the same way or at the same pace. Yet common threads run through the fabric of the Endicott experience: increase self-confidence, stronger professional skills and technological competencies, and perhaps the most valued of all, Lives open to change.

## REGISTRATION PROCEDURE

The CIS Dean works closely with each student in the selection of their courses each semester and guides them through their curriculum at CIS. The Dean is also responsible for the scheduling of classes, exams and the academic calendar as well as for the reporting and transcription of grades.

New students must pre-register, upon acceptance, with the Dean. Continuing students must pre-register each semester by the date announced for the following semester. There must be a minimum of 12 students enrolled for a course to be offered and, in most cases, a maximum of 30. Language courses generally have a maximum of 15 students.

During the first week, students who have a problem understanding a particular course should see the Dean.

Registration Confirmation each semester is at the end of the first week of classes. All students MUST sign their Registration to be officially enrolled in CIS. No classes may be added or refunds given after the end of the first week of class.

## CLASS PREPARATION

To form part of a small private college, such as CIS, with seminar type courses at all levels, is an opportunity which brings with it various responsibilities. Every student is expected to prepare readings and written assignments on the dates due. Students must attend every meeting of every class on time. They must also attend other scheduled sessions, such as makeup classes, laboratories, tutorials, conferences and visits to libraries, museums, etc....

## STUDY HABITS

It is important from the very first day of class to acquire and maintain good study habits. It is recommended that you plan two hours of individual study for every hour of class. This means if you have 15 credits or 15 hours of class per week you should spend 30 hours a week studying the material discussed in class and preparing for the next class.



The professors will expect you to have prepared the class ahead of time and, although willing to answer questions you might have, they are not going to use class to time to repeat what you should have read for the class.

Many professors give surprise quizzes to assure that you come prepared to class. Correct study habits and attendance to all classes from the very beginning of the semester will make preparing for the mid-term and final exams much easier. Also, you will enjoy the actual classes more if you come prepared as you will be able to understand and follow the professor's lectures easier.

## ACADEMIC ADVISING

Each student is assigned an Academic Advisor who is in charge of personally helping with academic and personal problems that could affect students' studies. The student has to meet with his Academic Advisor at least four times a semester in meetings which will be arranged by the Advisor. Hence, if the Academic Advisor sets a meeting with his student/s, it is an obligation to attend! An open line of communication will inevitably help your quality of studies.

## ABSENCES

The CIS faculty and administration believe that attendance is critical to understanding and applying knowledge and skills taught. The policy is that students must attend all classes. If a student has four absences the final grade will be lowered by half a grade (for example a B will become a B-). After four absences your grade will be lowered another half a grade for every two additional absences. (For example if you have 6 absences your final grade will go from a B to a C+).

**Punctuality:** arriving more than ten minutes late to class will be considered an absence.

## SPECIAL ABSENCES

If a student is likely to have a prolonged absence for some good reason, the Dean should be informed at once, with supporting documentation (such as a doctor's letter). The Dean of CIS will then decide whether the student should withdraw from the course or be given an Incomplete.

Parents will be informed of the level of their son's or daughters' absences as necessary.

## EVALUATION

### GRADE REPORTS

Grades are reported by professors to the Dean's office in the middle and at the end of each semester or Summer Term. Grade reports will be mailed to the students' homes. Grades are not released until all financial obligations with CIS have been met.

### CREDITS

All courses have a credit equivalent determined by the number of class contact hours. (For example, a three credit course would normally meet three hours a week during a semester). Upon successful completion of a course students will accumulate the credits towards their degrees. A normal course load consists of between 15 and 18 credits. A student needs approximately 125 credits at the end of the four years to graduate. The credit equivalent of a course is also used in calculating the GPA.

### GRADING SYSTEM

Grades are reported as a letter symbol. These are averaged on the basis of point equivalencies, to determine students' Grade Point Average using the following symbols:

Percentage	Symbol	Definition	Grade Point
93-100	A	Excellent	4.0
89-92	A-	Excellent	3.7
86-88	B+	Good	3.3
80-85	B	Good	3.0
75-79	B-	Good	2.7
70-74	C+	Average	2.3
65-69	C	Average	2.0
55-64	D	Less than satisfactory	1.0
54 or less	F	Failing	0.0
	I	Incomplete	
	W	Withdrawal	
	Au	Audit	

### GRADE POINT AVERAGE (GPA)

The GPA is computed by dividing the total point equivalent of the letter grade by the total number of credits. A "C" average, or 2.0 GPA, reflects mediocre work and is the minimum required to graduate from American universities, but the majority of universities usually require at least over a 2.5 GPA. Students should strive for an "A" or "B" average (4.0 or 3.0 GPA).

Calculation of GPA (Sample grade point average calculation for one semester).

Courses	Symbol	Point	Credit	Point
English	A	4.0 x	3	12.0
Art History	C	2.0 x	3	6.0
Economics	B	3.0 x	3	9.0
Math	D	1.0 x	4	4.0
Literature	B+	3.4 x	3	10.0

**Total Point Value = 41; 41 Points divided by 16 credits = 2.56**

**GPA for the semester = 2.56**

#### ACADEMIC GUIDELINES

Such matters as:

- ⇒ Incomplete
- ⇒ Withdrawal
- ⇒ Change of Grade
- ⇒ Repeating a class

must be approved by the Dean of CIS

#### INCOMPLETE

Incomplete academic work for unforeseeable and justifiable reasons such as serious ill health may result in an "I" symbol being entered in students' records. An incomplete has to be requested by the student in advance and must be approved by the professor through the Dean of CIS.

In order to remove an "I", students must make arrangements with the instructor for the satisfactory completion of the work remaining to be done in the course. When the work is completed, the instructor will report the removal of the incomplete to the Dean. Students should also report the completion of the courses to the Dean. The time allowed for completion of work is normally one semester. If these deadlines are not met, the "I" becomes an "F" automatically.

The "I" symbol will not be used in calculating credits attempted or the Grade Point Average, but transfers to other universities will appear as an "F" if not made-up.

## ACADEMIC WITHDRAWAL

Dropping a course after the first week and through the eighth week of classes is discouraged. It will only be permitted if approved by the Dean of CIS. Students who officially drop a course after the first week of classes in a semester will receive a "W" in the course.

Students who voluntarily drop a course at any time without completing the change of program procedure will be considered as registered. They will receive an "F" in the course at the end of the semester. There will be no tuition refund for the course dropped after the first week of classes.

## GRADE PETITION

A student who seeks to petition a change of final grade in a course should collect a Grade Petition Form from the office of the Academic Department and return it duly completed. The professor will then review the petition. If the professor determines that the original grade should stand, he/she will give the reasons for assessing the student at that level. If the grade is to be changed, the professor will indicate the new grade.

The petition will then be reviewed by an Academic Committee. A student has just one semester in which to petition for a change of grade.

## REPEATING A COURSE

If students receive a "D" or "F" in any course they will be required to repeat the course in the following semester. The original grade of "D" or "F" will always remain on the students' transcripts but will not count in the Grade Point Average. A grade of "D" or "F" does not transfer to other universities. Students are only permitted to repeat a course once.

## **DISCIPLINARY MATTERS**

Consistent with norms of academic behaviour universally assumed in higher education, CIS considers academic honesty to consist in intellectual self-reliance. This means that an individual's intellectual endeavours, whether in study or writing, are his or her own and may not be legitimately appropriated by others without full attribution.

## **ACADEMIC DISHONESTY**

### **Definition**

Academic dishonesty is the taking of another's intellectual property as one's own. This is a form of theft and provides evidence of an inability, or refusal, to work oneself, as well as being an offence against another person. As such, academic dishonesty is absolutely prohibited at CIS.

Forms of academic dishonesty include plagiarism (the taking of others' written work without giving fair credit to its author); cheating in examinations (whether individual or collaborative); and the theft of examination materials.

### **Punishment for Academic dishonesty**

The punishment for a first case of academic dishonesty will be failure of the relevant paper or exam. The punishment for a second case will be failure of the course, and a third case will result in Social Dismissal. (See: Social Dismissal.)

Where more than one student is involved in an incident of academic dishonesty, all concerned will be punished.

### **Students' Grievance Procedure**

A student who feels unfairly treated on receiving a failing grade or on being expelled because of academic dishonesty may have his case reviewed. He or she must, within two working weeks of being notified of the punishment, make a formal, written request to the Director of CIS for a grievance hearing. (Notification consists, as is relevant, of the return by the professor of the paper or examination, the receipt of mid-term or final grade reports, or official, written notice of dismissal.)

The Grievance Committee shall be convened within two working weeks of receiving the request for a grievance hearing. The Committee's decision shall be final.

## Reporting

Every instance of academic dishonesty, including a first case, will be reported by faculty in writing. A copy of this report will be kept in the student's file.

## ACADEMIC DISMISSAL

Academic dismissal results from the failure of a student on probation to secure the necessary cumulative GPA (as described above in Probation). Such a student must leave CIS for an entire semester during which he/she may take courses at another accredited institution. If he/she shows a capacity to acquire the required level of GPA in such courses elsewhere, he/she may reapply for admission to CIS after his/her semester's absence.

## SOCIAL DISMISSAL

Students are subject to social dismissal for academic dishonesty (see Academic Dishonesty) or if they demonstrate flagrantly antisocial behaviour at CIS or CIS sponsored activities.

## PETITION FOR RE-ADMISSION

A student who has been dismissed may, as a matter of right, file a petition for re-admission with the office of the Director. This typewritten petition should contain a brief explanation of the cause of past academic difficulties and a plan indicating the corrective action that has been taken to improve one's academic performance.

## PROBATION

1. Some students, with a deficient level of English or uneven academic performances at school, are admitted to CIS on academic probation. They must secure, at the end of their first semester, a GPA of 2.0. If, by the end of their first year, such students have not acquired a cumulative GPA of 2.0, they will be subject to academic dismissal. (See section on Academic Dismissal below.) It is stressed that the GPA must be cumulative and not merely for one semester.
2. All other students at CIS will be expected to maintain a cumulative GPA at a passing level, which is to say above 2.0. Those who fail to do so will be put on Academic Probation. They will take a reduced academic course load for transfer credit and the reinforcement program referred to above. Failure to achieve the required cumulative GPA of 2.0 for a second semester will result in academic dismissal, (as described below). Decisions on Probation issues, including extenuating circumstances for low GPA's and re-admissions, are taken by a committee.

## **TRANSFER PROCESS**

All students at CIS have the opportunity to complete their university study in a wide variety of other universities. The transfer process should begin early during their second year at CIS and is composed of:

- reviewing the options of universities
- requesting information and application forms
- gathering the required academic and financial information
- requesting letters of recommendation and preparing personal essays
- checking over and sending in all material

The students should consult with the Dean for orientation in this area.

## **TRANSCRIPT**

A transcript is an official, certified copy of a student's Academic records. It shows: all courses which the student has attempted and the credit values of those courses; the grades degree earned; and any academic probation or suspension actions.

Though students will receive two grade reports from CIS each semester, if a transcript is required students should send a request writing directly to Endicott College at the following address, stating the student number assigned. There is a fee of \$6.00 for each request.

ENDICOTT COLLEGE  
Registrar's Office  
376 Hale Street  
Beverly, Massachusetts 01915  
USA

## **CIS GENERAL INFORMATION**

### **BUILDING HOURS**

The main building, Velazquez 140, is open Monday – Thursday from 9:00 a.m. until 7:00 p.m. and Friday from 9:00 am to 5:00 pm. The general telephone number is 91–563–6740.

### **COMPUTER AND LIBRARY HOURS**

The Computer Room is open Monday – Thursday from 9:00 a.m. until 7:00 p.m. and Friday from 9:00 am until 5:00 pm

The Library is open Monday – Friday from 9:00 a.m. until 5:00 p.m.

## FINANCE OFFICE

The Finance Office is open to the public Monday – Friday from 9:00 a.m. – 2:00. You should consult this department to:

- Pay your tuition
- Pay textbooks
- Buy photocopy cards or to ask about any other financial questions you or your parents might have.

## BULLETIN BOARDS

The best way we have of communicating with you is through the Bulletin Boards which are located all over the building. You are responsible for all announcements posted by the Administration, so check the Boards daily.

## PHOTOCOPY MACHINE

The photocopy machine is run by cards that you can obtain in the Reception Desk. Please be sure to read the instructions first. If you have any problems check with the Receptionist.

## PARKING

It is not permitted to leave class to park your car if you have left it double parked. Under no circumstances will we advise a student if the "grua" is removing cars. We have had a lot of complaints from people outside CIS, so please arrive early enough to find proper parking for your cars or use alternative transportation.

## STUDENT ACTIVITIES

All students at CIS are encouraged to participate in the different activities organized by the College.

All CIS extra-curricular activities will be announced through the Bulletin Boards which are located all over the building.

CIS has a Sports program which includes intramural games in Fútbol Sala, Basketball and Tennis.

Every semester there are excursions planned to different cities in Spain. Contact the Dean if you wish to join them.



There is a Student Council. Students who wish to participate should apply through the President's office.

WHERE TO GO FOR	WHOM TO SEE
Absences – Long term	Mary McCarthy, Dean
Absences – Short term	Professor-Academic Advisor
Alumni Activities	Mary Mc Carthy, Dean
Admissions	Mary McCarthy, Dean
Text books – Library	Teresa Cienfuegos-Jovellanos
Change of Address	Mary McCarthy, Dean
Financial Aid	María Díaz de la Cebosa, President
Change of classes	Mary McCarthy, Dean
Withdrawal permission	Mary McCarthy, Dean
Endicott College	Rick Pacheco, Dean
Tuition Payments	Marta Fernandez, Finance Office
Final Exams – make-ups	Mary McCarthy, Dean
Housing Information	Alberto M. Darna
Photocopy cards	Teresa Cienfuegos-Jovellano
Transcripts	Mary McCarthy, Dean
Transfer Counselling	Mary McCarthy, Dean
Information Technologies	Fernando Wegner
Internships and Job Placement	Carmen Díaz
International Studies Foundation	Maria Diaz de la Cebosa, President
NGO Cruzada por los Niños	Nuria Sánchez, Nacho Campo

#### FORMS AVAILABLE IN ACADEMIC DEPARTMENT FOR:

- Withdrawal
- Transcript request
- Calendars
- Schedules
- Academic records
- Absence justifications

## **CIS LIBRARY**

### **OPEN HOURS**

9.00 a.m. to 5.00 p.m. From Monday to Friday.

The Library is a quiet, informal place to:

- Study seriously
- Research and Investigate
- Find facts fast
- Ask questions if you need help
- Read and relax.

### **THE LIBRARY COLLECTION**

Your best friend in the Library is the new OPAC CATALOG. Like most U.S. University Libraries, CIS's automatic On Line Public Access Catalogue helps you find everything you are researching by Author, Title and Subject in the rapidly growing resources of the CIS Library Collection.

#### **Books**

Over 10.000 print items are completely catalogued according to the U.S. Library of Congress system used almost in every university Library in the United States. Watch for easy-to-follow Floor Plan and signs in the Library to help you browse and find your own special information.

#### **Videos**

Over 100 visual items (Spanish and English) complete the collection. Just ask the library staff.

#### **Magazines**

CIS now subscribes to a number of periodicals and newspapers in English & Spanish. Ask for the new MAGAZINES AT CIS LIST, which tells you how to find the latest information on any topic both at CIS and nearby libraries.

### **Student's Responsibilities**

The Library is your space. It's up to you, so don't forget:

- Leave your book bags in the entrance
- Talk quietly...but not constantly
- Be courteous to all
- Ask permission to use group study areas
- Handle furniture with care
- Litter in wastebaskets only
- Do not smoke, drink or eat in the Library, except in the study room.
- Apply CIS codes to the Library, too.

## USING THE LIBRARY

CIRCULATION	
Reference	In-room use only
Books	Two weeks, 3 items maximum
Magazines	On week, 2 items maximum
Textbooks	In-room use only
Reserve Material	In-room use only; Special Instructions from Professors
Videos	On week, 2 items maximum

OVERDUES	
Late return	No fine charged
One week overdue	Courtesy overdue notice
Two weeks overdue	Notice informing of bill to parents
Lost material	Pay replacement value / money refund if material found

**ALL LIBRARY MATERIALS MUST BE CHECKED OUT IN THE LIBRARY OFFICE.**

## OTHER SERVICES

### Research Course and Orientation Sessions

Please feel free to contact the Librarian to schedule an individual orientation session to learn about research methods.

### Reference Request Form

Fill out this form and come back later for an individualized Reference Service appointment.

**FIND FACTS FAST!  
DON'T WAIT UNTIL IT IS TOO LATE TO DO YOUR RESEARCH!  
ASK THE LIBRARY STAFF FOR HELP!**

## COMPUTER ROOMS

There are two computer classrooms at CIS: one is for Academic Use and the other one is for the students.

### OPEN HOURS

The Computer Classroom is open from Monday to Thursday, from 9:00 am to 7:00 pm and Friday from 9:00 am to 5:00 pm. At times, professors reserve the room for practical work. We will inform you when this happens.

### NORMS OF USE OF THE COMPUTER CLASSROOM

These **Norms of Use for the Computer Classroom** have the intention of informing the students of what they can and what they cannot do in the lab in order to keep a good working atmosphere.

For that reason, we would be very grateful if you could read these norms carefully. If you have any questions, do not hesitate to contact Mrs. Nuria Sanchez, President's Assistant (Daily Operation and Equipment).

There is a **Technical Service** for the maintenance and control of the equipment.

### GENERAL RULES

- The Computer Classroom is only for use by the students of the College.
- Please, maintain silence and order in the lab. Do not use cell phones.
- You may not smoke, drink or eat inside the classroom. You have snacks and cold – hot drinks machines available outside the room.
- Please, do not reproduce audio files with loudspeakers. You must use headphones.
- The students can not use the PC's to play or chat if someone needs them for academic work.
- It is not allowed to move the equipment. Students can not install software or hardware without permission.
- All the computers have a CD-Writer
- The printer is set up in all the PC's.

**VERY IMPORTANT:** If somebody detects any problem with a PC, please fill in an Incident Form, that you can obtain in the Library (ask Teresa Cienfuegos-Jovellanos), describing the problem of the computer, and give it to Amelia Redondo, in the Reception Area of the College. We will repair it as soon as possible.

**In order to have the Computer Lab in perfect working order, all students must read, accept and apply these norms.**

**¡Thank you very much for your help and collaboration!**

# **ORIENTATION TO SPAIN**

---

## ARRIVAL

You will be met at Barajas Airport where a bus will take you your families. If you are planning on arriving on your own make sure that you tell CIS of your plans, and that you have the address and phone number where you will be staying during the first days of the program.

## ORIENTATION

All students will participate in an Orientation Program during their first several days in Madrid. There will be informal talks about Madrid and its logistics, as well as specific information about your study program. Later you will be introduced to Spanish culture, food and its people.

## ACADEMIC CLASSES

Every student has his/her own individual schedule of classes. Please refer to the academic information given to you by your Program Director.

---

## MANAGING YOUR FINANCES

### BUDGETING YOUR MONEY

Based on past experience, you should expect to have approximately \$1500 for general expenses during one semester. This includes going to museums, movies, stationery, stamps, dry-cleaning, transportation, personal items, haircuts, newspapers, magazines, etc.

If you are planning to travel, you should probably add at least another \$1500 to your budget. Weekends away are fun but the spending tends to add up.

### OPTIONS FOR MANAGING YOUR MONEY

You might also consider having a VISA Card, in order to use your personal checking account. We do not recommend that you carry large amounts of cash.

### 1. Bank Transfer

Your bank at home can transfer money directly to your bank account here. The transfer usually will take a few days depending on your home bank's connection with your bank in Spain. Please be aware that such transactions MAY take much longer than bank representatives tell you.

### 2. American Express

Money can be wired in two working days to any American Express office around the world. You must have an American Express account. This method is easy, safe and you can pick up your money in dollars, euros or American Express Travellers checks. In order to pick up your money, you must present your passport at:

American Express Office  
Terminal 4 Airport  
[www.americanexpress.com/spain](http://www.americanexpress.com/spain)

Note: You must inquire at this office for your transfer. They do not call you to inform you that it has arrived. You may also call the above number for any other information and services provided by American Express.

### 3. Personal Checks, drafts, money orders, etc.

If someone plans to send you funds in any of the forms listed above, you may have problems cashing them. Checks drawn on US banks may be deposited in an account. However, the clearing time is usually one month. In addition, banks also charge service fees.

The fastest way to mail money overseas is to send a cashier's check (guaranteed bank check) in EUROS. This type of check can be cashed immediately without any fees charged.

## Banking and ATM Machines

Most of you probably have an ATM card linked up to an international system. We suggest that you try banks linked with Servired, as they tend to give the best service.

While most banks will tell you that you can secure funds from any machine linked up to whatever system, the reality is that not all machines will accept your card.

Also, it is important to note that your personal ID number should be only four digits. If it is more than four digits you will need to consult with your bank in order to change it before you go abroad. You cannot change your PIN over the phone.



## Banking Hours

Banks in Spain are open Mondays through Fridays from 8:30 am until 2:00 p.m. Check the hours at the bank you will be using. In an emergency, you can always exchange money in El Corte Inglés, the Chamartín or Atocha Railway Stations, at any 4 or 5 star hotel in Madrid and in the several exchange outlets in Madrid. Exchange rates are best at banks; in the rest it will be somewhat more expensive. Remember to bring your passport with you for any financial transactions.

## Credit Cards – What to do if they are lost or stolen?

To cancel lost or stolen credit cards in Spain, call the following numbers. You may also want to have someone from home make that 1-800 phone call IMMEDIATELY after you realize you no longer have your plastic.

VISA/MASTERCARD/Electron	900 97 12 31
American Express	902 375637
Diners Club	902 40 11 12
4B (Bank Card)	902 11 44 00 or 91 362 62 00

To request replacement cards, call the following numbers in Madrid:

VISA Direct Dial	900 99 11 24
ATT (Call US Collect)	816 654 60 04

To cancel or replace lost/stolen traveller's checks, the following numbers may come in handy:

American Express Office	902 37 56 37
VISA Traveller's Check Office	900 94 11 18

## SPANISH CURRENCY

The Euro is the currency in Spain. There are coins of 1, 2, 5, 10, 20, and 50 euro cent and 1 and 2 euros. The sizes, shapes and designs of the coins vary. A good practice is to check the number written on the coin. The bills can be differentiated by color and size: 5, 10, 20, 50, 100, 200, and 500 euros.

The Euro can be used in Spain, Germany, Austria, Belgium, Finland, France, Greece, Holland, Ireland, Italy, Luxembourg, Portugal, Cyprus, Malta, Slovenia and Slovakia.

### MAIL SERVICES

Madrid has more than 50 post offices. Most of them are open from 9:00 am to 2:00 p.m., Monday through Friday and Saturdays until 1:00 p.m. The central post office is the Palacio de Comunicaciones located in the Plaza de Cibeles and is open in the afternoons (until 10:00 p.m.) when most post offices are closed. (Metro BANCO DE ESPAÑA).

Stamps can be bought at the post offices or in the Estanco (tobacconist shop). Letters can also be weighed there. Mailboxes are yellow and are located on many street corners throughout the city. The mailboxes usually have two slots, one for the city of Madrid and the other for any location outside Madrid (i.e. Madrid Province, other provinces and international).

#### **Costs to USA:**

(Approximate prices)

Post Cards	0.85 euros
Letters	0.85euros (one page)
Letters within Spain	0.36 euros

Rates and tariffs change every so often, so you need to ask at the post office or “estanco” just in case rates have been adjusted.

### MAILING PACKAGES FROM THE US

If your parents have to send you a package, you will receive a notice at home and you will then pick it up at the local Correos (Post Office). Some things to know before sending anything overseas: For customs purposes, the sender will have to fill out a “green sticker” identifying the contents of the package. **WARNING:** the person sending you the package will have to put an estimated value on the sticker. This is not for insurance purposes. Consequently, if the price is over a certain amount, you will be liable for customs duty here. Therefore, be sure to put a value under \$50. If the package contains a valuable item/document which must be sent, register it and keep the declared value low.

### TELEGRAPHS/TELEX/FAX

Telegraph offices usually have the same hours as post offices. However, telegraphs can also be sent by phone: dial 902 19 71 97. There is a public fax, telex and telegraph service at the central post office at Plaza Cibeles. Faxes may also be sent from a variety of other stores: El Corte Inglés photocopy places, “papelerías” (stationery shops), etc.

## MAKING PHONE CALLS: IN SPAIN AND INTERNATIONAL

Local, national and international calls can be made from public phone booths as well as any Telephone Exchange. A local call in Madrid is approximately 0.30 euros per 3 minutes.

It may be best to go to a Telephone exchange (Telefónica) to make a long distance call if you do not have sufficient change to call from a public pay phone. Telefónica accepts payment by credit card for a call over 3 euros.

ATT USA Direct Access	900 99 00 11
MCI USA Direct Access	900 99 00 14

During your stay, you may find it convenient to buy a “tarjeta telefónica” (telephone card) for a value of 5, 10 or 20 euros. Most telephone booths (Cabinas) accept coins or these cards. As the phone booths do not return change, the card may be more economical and convenient. You may purchase them at the local newsstand, the “estancos”, or at any Telefónica office.

### **Telefónica Offices:**

- Gran Vía 28 (Close to Metro Callao) is open 24 hours
- Plaza de Cibeles (Metro Banco) is open until midnight

### **How do I dial an international call?**

Dial 00. Dial country code, area code and telephone number.

For example: 00-1-(US country code) 510 (area code) 947 56 23 (telephone number)

### **How do I place a collect call?**

Dial 1005. Tell the operator that you want to call COBRO REVERTIDO, or call ATT USA Direct (number above). The operator will assist you in English.

## USEFUL TELEPHONE NUMBERS

### **The College for International Studies.**

Velazquez, 140

28006 Madrid, Spain.

Phone: 91 563.67.40.

Hours: Monday – Thursday, 9:00 – 19:00. Friday, 9:00 – 17:00

### **Dean of Students,**

Mary McCarthy.

Cell phone for emergencies 659.211.023.

### **Alberto M. Darna,**

Housing Officers

### **American Embassy & Consulate**

Serrano, 75

Phone: 91 587 22 00

From 9:00 to 13:00.

### **British American Medical Unit**

Conde de Aranda, 1, 1º Izq.

Phone: 91 435 18 23,

[www.unidadmedica.com](http://www.unidadmedica.com)

From 9:00 to 20:00.

Visit: 66,11 Euros.

House Calls 79.33 Euros.

Accept credit cards

### **Interclinic–Cincinnati.**

C/ Claudio Coello, 117 – bajo derecha.

Phone: 91.576.99.01, 91.576.99.02.

Visit: 40 Euros, X-rays: 20,30 Euros. They do NOT accept credit cards.

### **Emergencies**

Phone: 112

### **Main Post Office**

Palacio de Comunicaciones.

Plaza de Cibeles.

For mailing letters, telegrams, cables, etc.

9:00 a.m. to 10:00 p.m.

Section for long distance phone calls is open from 8:00 a.m. to 1:00 a.m. Neither closes at mid-day.

### **S.E.U. / T.I.V.E.**

(Student services, travel, insurance, etc.).

C/ Fernando el Católico, 88

Phone: 91 543 74 12.

Hours: 9:00–2:00 Monday–Friday, Saturday 9–12 for ID cards only.

### **U.S.A. Direct:**

AT&T 900. 99 00 11

MCI: 800 099 357

Spring: 900 99 00 13

Iberia 902 400 500

RENFE 902 240 202

### **Useful Websites:**

U.S. Embassy <http://spanish.madrid.usembassy.gov/>.

City of Madrid [www.munimadrid.es](http://www.munimadrid.es)

[www.madrid.org](http://www.madrid.org)

Renfe [www.renfe.es](http://www.renfe.es)

Information on Spain: [www.tourspain.es](http://www.tourspain.es)

[www.sispain.org](http://www.sispain.org)

[www.red200.com](http://www.red200.com)

[www.softdoc.es](http://www.softdoc.es)

## **NEWSPAPERS AND MAGAZINES**

Madrid offers a wide selection of daily newspapers, as well as weekly and monthly magazines. Popular daily papers include El País, El Mundo, and ABC, weekly magazines covering current events, and many others. As you will see in the Kiosk, there are literally hundreds of magazines from which to choose, dealing with a wide range of issues.

The International Herald Tribune, the Financial Times and the Economist can be found at most newsstands.

## READING MATERIAL ON MADRID AND SPAIN

At the local newsstand (kiosko) you will find several helpful magazines and newspapers in both English and Spanish which will give you detailed information about the social and cultural aspects of life in Madrid.

Guia del Ocio: weekly, gives information on movies, theatres, restaurants, cultural events, museums, concerts and any other events happening in Madrid.

## RADIO AND TELEVISION

There are many AM and FM Spanish stations one can listen to in Madrid. Radio Nacional (no commercials) gives news every hour on the hour and three news reviews at 2:00 and 8:00 pm and at 12:00 midnight. Several stations broadcast different types of music (classical, popular, etc.) And there are also some interesting radio talk shows.

There are two public TV channels in Spain (i.e. state-owned), channels 1 and 2. Each region also has its own TV station. In Madrid, it is TELEMADRID. There are private channels such as Antena 3 and Tele5. If your home has a satellite, you may be able to receive EuroSport, CNN, SkyNews, Sky Channel, etc. Some homes may subscribe to CANAL+ and other pay per view channels.

---

## TRANSPORTATION

### GETTING AROUND IN MADRID

Although traffic in Madrid is quite heavy (even at midnight), the city has a very good public transportation system. The subway (el Metro) and bus networks are the best way to get around town.

#### **METRO**

The Madrid subway system (the "Metro") provides good, basic transportation throughout the city. Once you catch on to the system (and it isn't difficult) you can get almost anywhere in the city rapidly. The Metro runs from 6:00 a.m. until 1:30 a.m. A one way ticket costs 1.50 Euros for up to five stops with the maximum cost being 2.00 Euros. The ticket is good even for transferring from one line to another. There are maps outside and inside every station to help you, and line changes, directions, and street exits ("salida") are well marked.

## BUS

There are also many bus lines that go throughout the city and to the suburbs. The bus ticket costs 1.50 Euros. You enter the bus at the front and exit at the rear. In order to catch a bus you must find a sign with the number of the bus on it. Buses will not stop at any other than their own designated stop. Beware of making a signal with your hand if you want the bus to stop where you are waiting, for sometimes they do not stop if nobody wants to get off.

Buses at night can be taken from Plaza de Cibeles every hour after 2:00 am.

ALWAYS KEEP YOUR TICKET WHILE RIDING THE METRO OR BUS UNTIL YOU GET OFF AS THERE ARE PERIODICAL CHECKS AND YOU WILL BE FINED IF CAUGHT RIDING WITHOUT A TICKET!

\*\*\* You can also buy a "Metrobus" for 12.20 euros which is good for 10 trips for both metro and bus. You can find them in the "Estancos" (tobacco shop), "Kioskos" or "Ticket offices at the METRO".

## Abono-transporte

This is a pass to use both the metro and bus. You can get the card on-line or make an appointment online to receive it. The website is: [www.tarjetatransportepublica.es](http://www.tarjetatransportepublica.es). The cost of the pass is 4 Euros. They are good for one month and cost 54.60 Euros and in "TARJETA JOVEN", up to 23 years of age, is 35.00 Euros.

## TAXIS

Taxis are generally cheaper than in other European countries. In Madrid, taxis are white with a red band. When they are available, they either show a "libre" sign or a green light. The fare charged is for a maximum of four people. Supplements are frequently added to the fare. Below are approximate costs:

Bajada de Bandera (base charge)

From 6:00 to 21:00 Monday-Saturday the cost is 2.15 euros

From 21:00 to 6:00 Monday- Friday the cost is 2.20 euros

From 6:00-21:00 Sundays & 21:00-6:00 Saturdays 3.10 euros

Supplement from Train or Bus Station 3.00 euros

Supplement from Barajas airport 5.50 euros

Supplement from Spectacles (Soccer, Bullfights) 3.00 euros

THERE SHOULD BE A LIST OF PRICES STUCK ON THE BACK WINDOWS. CHECK IT!

Taxi drivers around the world are notorious for over-charging the unsuspecting tourist. Pay attention to the fare meter and add on any applicable supplemental fees. If you are being cheated, you may register a complaint. In order to do so, ask the taxi driver for a receipt and make sure it indicates the driver's number (each one has a special license number) and the service received. With this information you can make an official complaint.

Radio Taxi:	91 574 82 00
Complaint:	91 588 96 31 / 91 588 96 32
Lost & Found:	91 480 46 13 / 91 588 43 48

## GETTING TO AND FROM MADRID

### BY PLANE

The airport in Madrid, Barajas International Airport is situated approximately 15 kilometers outside the city. The airport provides tourist information, hotel reservations and car rental. The airport bus departs from outside the baggage claim area at the International Terminal and connects the airport with the center of Madrid, Plaza de Colón (Metro Colón). The bus terminal is below the Plaza de Colón, approximately 25 minutes walking from CIS. This service costs aprox. 3 euros each way. There is also a direct subway (Metro) line linking the city with the airport which can be taken from the Nuevos Ministerios station.

Information - Barajas Airport	<b>902 404 704 / 91 321 10 10</b> <b><a href="http://www.aena.es">www.aena.es</a></b>
-------------------------------	--

Aviation Safety Oversight: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Spain's Civil Aviation Authority as Category 1 -- in compliance with international aviation safety standards for oversight of Spain's air carrier operations. For further information, travellers may contact the Department of Transportation within the U.S. at 1-800-322-7873, or visit the FAA's Internet website at <http://cas.faa.gov>. The U.S. Department of Defense (DOD) separately assesses some foreign air carriers for suitability as official providers of air services. For information regarding the DOD policy on specific carriers, travellers may contact the Pentagon at (703) 697-7288.



### Airlines information:

British Airways:	902. 11 13 33
Continental:	91 559 25 20 / 91 305 44 43
U.S. Air:	91 541 55 58
American Airlines:	901 100 001
Delta:	91 377 06 50
Iberia Airlines:	902 400 500

### BY TRAIN (RENFE):

The two principal railway stations in Madrid are Chamartín and Atocha. Chamartín (located in the northern part of the city near the Plaza de Castilla, Metro Chamartín) provides service to northern and eastern Spain and other European countries via France. Atocha (located in the Glorieta de Carlos V, Metro Atocha RENFE) connects Madrid with Andalucía, Extremadura and Portugal. The AVE (high speed trains) to Sevilla (stopping in Córdoba) and Barcelona, leave from Atocha. Both stations are also connected by subterranean trains which can be boarded at Nuevos Ministerios and Recoletos.

General information/timetables are available at the information desks in Chamartín and Atocha. You may also call RENFE for more information at 902 24 02 02 or use their website: **[www.renfe.es](http://www.renfe.es)** or at the train station. There are reduced fares available for students for travel within and outside Spain.

### Train Stations

ATOCHA, Glorieta Carlos V. Phone: 902 24 02 02

CHAMARTIN, Agustín de Foxá. Phone: 902 24 02 02

NUEVOS MINISTERIOS : Paseo Castellana 67. Phone : 902 24 02 02

### Eurailpass

Eurailpass offers unlimited first-class travel to all of Continental Europe. There are no age restrictions but the passes must be bought in the States. Conditions for using the Eurailpass:

1. The pass must be stamped by RENFE on the first day of travel before you board the train.
2. Travel must be initiated within 6 months of purchase.
3. You must give your passport number at the time of purchase.
4. The pass is not refundable or replaceable if lost or stolen.

## **Eurail Youth Pass**

This pass offers one or two months of unlimited second-class travel to all of continental Europe for anyone under the age of 26. Again this pass must be purchased in the United States, so if you are interested in one of these two passes you should leave your passport number with family or friends and have them purchase the pass and send it to you here in Spain. The conditions for the Youth Pass are the same as above for the regular Eurailpass.

## **BY BUS**

Madrid has several different bus stations, each depending upon the final destination. Call first to see from where your bus leaves from to make sure you are in the right place. Where a choice is available, check schedules and prices since bus travel is often faster than train.

The new bus station, Estación Sur, is located on c/ Mendez Álvaro 83 at the corner of c/ Retama. You can also get to the bus station by Metro or Train Mendez Álvaro. There are other private bus companies which cover different routes. For further information on these routes, contact the Estación Sur directly: 91 468 45 11 / 91 468 42 00.  
[www.estacionautobusesmadrid.com](http://www.estacionautobusesmadrid.com).

## **Other Regional Buses**

### **Auto Res**

c/ Mendez Alvaro 83 – 902 020 999  
(to Valencia, Salamanca)

### **La Sepulvedana**

902 119 699  
(to Segovia)  
leaves from the “Intercambiador Principe Pio”

### **Continental Auto**

Avda. American – 902 422 242 / 91 745 63 00

### **ALSA**

902 422 242

## DRIVING IN SPAIN

Renting a car is more expensive than in the US. A liter of gas is approximately 1,10 €  
Driving in Spain is also not like driving in the US. You should be aware of the rules of the road before you venture out on them since there are differences.

You are allowed to drive with a valid US Driver License.

### **Ground Transportation:**

While in a foreign country, U.S. citizens may encounter road conditions which differ significantly from those in the United States. The information below concerning Spain is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

**Safety of Public Transportation:** Good

**Urban Road Conditions/Maintenance:** Excellent

**Rural Road Conditions/Maintenance:** Good

**Assistance:** Good Traffic in Madrid and Barcelona is faster-paced than in U.S. cities. Night driving on Fridays and Saturdays in urban areas may be dangerous due to drivers under the influence of alcohol. Night driving in isolated rural areas can be dangerous because of farm animals and poorly marked roads. Traffic is generally heavier in July and August as well as during the Christmas and Easter seasons.

Public transportation in large cities is generally excellent. Taxi services are relatively inexpensive, although taxi drivers occasionally overcharge tourists coming from the airport. Travellers are advised to use registered cabs only.

## INTERNATIONAL DRIVING PERMIT

This permit is available in the US from any AAA office. In Spain, you must apply for it through the JEFATURA PROVINCIAL DE TRÁFICO – Arturo Soria, 143 – Phone 91 3018 500 Fax 91 3018484. It is necessary to have a valid US driver's license. The permit is valid for one year and is recommended for Americans wishing to drive in Spain and other European countries. PLEASE NOTE: the permit is NOT valid in Spain if purchased here. You will need to apply for the permit in the US or in a European country other than Spain if you want to drive in Spain.

### CLIMATE AND WEATHER

You will find all varieties of weather in Spain from cold, snowy mountain regions to mild, sunny coastal weather.

MADRID is usually hot and dry in the summer getting up into the 90s and 100s and cold in the winter, as low as 32° F or less. Do not believe the stereotype that Spain has a warm or mild climate. General heating in certain areas is far from ideal, so prepare for a chilly few months. Madrid also has its rainy seasons, usually March/April and October/November. If you are coming in the fall, it may begin to get cold as early as October, so be prepared. Spring Semester students should expect cold weather until April.

### FOOD/DRINK

Because of its location, Spain enjoys one of the most varied menus in Europe. The Mediterranean diet includes fresh fruits and vegetables, seafood, fish and meat and of course, olive oil and wine. It has a reputation for being one of the healthiest diets in the world. TRY EVERYTHING.

Like all other European countries, Spain's principal cities have fast food outlets: Burger King, McDonald's, Pizza Hut, Kentucky Fried Chicken, Subway, if you cannot live without them. However, you may find that local restaurants and tapas bars are much more fun.

Spaniards do not eat a large breakfast. They usually have a coffee and toast or cookies, if that. Most Spaniards eat their main meal between 2–3 p.m. (comida, lunch), which usually consists of two dishes and dessert. Then, there is a light snack in the afternoon between 6–7 p.m. (merienda) which could either be sweet or salty. Dinner (cena) is around 9:00 or 10:00 at night.

A breakfast served at a hotel does not include orange juice, so if you request it you must pay an extra charge. When there is a fixed menu at a restaurant and you are with a group, remember that if you ask for something different you will be charged extra. Wine (or in some cases you can choose among wine, mineral water, or beer) is included. This applies to all group trips or other tours in which you may participate. When a menu is fixed, there are no changes allowed.

In a café or restaurant the bill will generally not be brought until requested. It is customary to divide the bill evenly among the people present. When having "vinos o cañas" (wine or beer) it is customary for each person to pay a round ("una ronda").

## TIPPING

In Spain, while tipping is customary, do not over tip. It is typical to tip between 3% to 5% in the restaurants. (15% service charge is already added to the bill).

In places like theaters, movies and bullfights, ushers get 0.15 or 0.20 euros.

## MANNERS

Good manners are certainly international, but in your day-to-day relationships, occasions arise when the following suggestions will come in handy:

"Buenos días", "buenas tardes", "buenas noches", "adiós", "hasta luego" should always be used when appropriate. For instance, when you wake up in the morning and encounter your family or señora you should say "buenos días". When you enter and leave small shops you should greet the shopkeepers. When you arrive at your home, you should greet your señora or other family members with an "hola" or "buenas tardes", etc. "Adiós" or "hasta luego" should be used when you leave your house. Do not enter, leave the house or go to bed without saying anything.

Do not be offended if at times Spanish people may seem to give orders without saying "please" or "thank you", this is normal between friends.

In a store you call the sales person "señor" or "señorita" and to call the attention of a salesperson, you say "oiga, por favor....".

When introduced to a Spaniard, it is customary to shake hands. Shaking hands is the least personal way of greeting. Otherwise, Spaniards express their warmth through much more intimate contact: women friends kiss each other on both cheeks (left to right); men and women friends also kiss; men friends may hug each other; children and young people kiss everybody (twice).

When meeting formally for the first time, one says "encantado (a)" or "mucho gusto."

Everybody knows the theoretical difference between the formal "usted" and the familiar "tú". One notices in Spain today a more frequent use of "tú". However, be sure to use "usted" with elderly people, shop attendants, people you do not know, and anyone providing you with a service (taxi drivers, waiters, etc.).

## SOME SPANISH TABLE MANNERS

1. Spaniards tend to use a fork and a knife in some occasions when Americans do not. So watch how the family eats a particular food before embarrassing yourself.
2. Europeans also use their left hand for the fork and the right for the knife. They do not switch back and forth like Americans tend to do.

3. If a certain dish your family makes does not appeal to you AFTER you have tried it, let them know in a very nice manner, for often they may take offense otherwise.

#### SPECIAL THINGS TO AVOID IN SPAIN

- 1- People do not wear shorts as frequently as in the States. In some churches shorts are not allowed.
- 2- Do not take pictures of the "Guardia civil", policemen or military guards.
- 3- While seated feet remain at all times on the floor, not on tables or in another chair.
- 4- Bottles and alcoholic beverages are prohibited on excursion buses for your own safety. Please do not sit on the arms or put your feet up on the seats.

#### SHOPPING

Spaniards tend to shop in local stores rather than in supermarkets and department stores. These local stores offer better service, friendlier help and are a good way to practice your Spanish. The small neighborhood shops specialize in various products. The ones you will probably need most often are:

**Perfumería, Droguería:** shampoo, toothpaste, soap, toiletries, etc.

**Papelería:** school and art supplies

**Ferretería:** hardware supplies including batteries, converters, adapters, etc.

**Estanco:** stamps and tobacco

**Kiosco:** newspapers, magazines, Guía del Ocio. Larger kiosks (quioscos) sell the International Herald Tribune, a newspaper in English, Time and Newsweek magazines.

There is one large department store in Madrid, "El Corte Inglés". It is located right off of the "Puerta del Sol" and at other locations around Madrid. The nearest to the College is in Castellana with c/Raimundo Fernández Villaverde, within 15 minutes walking distance. These stores do not close at mid-day, and you will probably find just about anything you might need there – if you can learn to negotiate the crowds.

Many students are interested in buying shoes in Spain. "Calle Fuencarral" and "Augusto Figueroa" are lined with some shoe stores. The more expensive stores and boutiques are found around Calles "Serrano" and "Velázquez".

## TIME SCHEDULES

Madrid gets up later than other European capitals, but the work day continues into the evening. Although many offices are establishing a 9:00 am to 6:00 p.m. workdays, commercial establishments usually are open from 9:30–10:00 am to 2:00 p.m. and again from 5:00 p.m. to 8:00 p.m., Mondays through Fridays. Stores are usually open only in the morning on Saturdays. Some stores will remain open on Sunday

---

## HOUSING IN HOME STAY

This is one of the most positive aspects of your stay in Madrid. You will be able to live not as a tourist but you will be integrated in a Spanish home, which will help you live the culture of Spain on a day-to-day basis, and it will also help you to improve language skills. Some rules will help you make your stay easier as you know what to expect from your host families.

## MEALS

Three a day: breakfast, lunch and dinner. If the student is not going to attend a meal, he/she will announce it ahead of time, so they will not wait or prepare a meal for him/her. When going on an excursion or weekend trip, a sack lunch of sandwiches (Bocadillos), fruit, and drinks will be prepared for them.

## PHONE

All the phone calls will be made from a pay-phone or from Telefónica. Phone calls in Spain are very expensive, so you should do your phone calls outside your host family's houses. Students are allowed to receive phone calls from their families, but not later than 11:00 p.m. Please be considerate with the length of time that you are on the phone.

## LAUNDRY

Laundry is done once a week, Jeans, trousers, or skirts, twice a week. Please be considerate about the amount of clothes given to your “señora”. Bed sheets and towels will be changed every week.

## KEYS

Each student will have the keys of the building entrance and the house doors. Students do not have a curfew but please be quiet when coming home late.

## HOUSE CHANGE

In case of problems between the “señora” and the student, the Housing Director will be notified immediately. She will try to solve the problem. In case this is not possible, a change in the housing assignment will take place.

## VISITS

The host mother will explain to the student the rules for receiving visits of friends at home. In Spain, it is not usual to invite a member of the opposite sex to come into your home. Students' families visiting their relatives are not allowed to stay in their host family home.

---

## SAFETY

Although it is much safer than many large American cities, Madrid, like all big cities in the world, has crime. Normal safety precautions should be followed. If you are out late at night, it is always better to travel in pairs or in a group. However, remember that “late” in Madrid is later than “late” in the US. It is not uncommon to meet for dinner at 9 or 10 p.m. or enter a disco past midnight. If travelling alone late at night, it would be wiser to take a taxi than to take a bus or the subway. Do not take unnecessary risks.

All cities have their dangerous sections. In Madrid, these are the areas of Chueca and Malasaña and all the back streets behind Gran Vía. Also, be aware of tourist areas, including Sol, Plaza Mayor and the Prado. Exercise more caution if you go into these areas. You should also be aware of pick-pockets. Do not carry a large amount of money on you or in a purse or bag that can be easily grabbed. Money should be carried in front pockets, if possible.

## LAW

All foreigners in Spain are subject to the same laws as a Spanish citizen. Please be prudent in your activities and abide by the law at all times.

In the event of a legal problem, please call your program director immediately. You have the right to consult with the US Consulate Officer. It is wise not to make a written or oral statement until you have talked to the officer. The Embassy will provide you with a list of lawyers if necessary.



## ALCOHOL AND DRUGS

Spaniards usually include drinking alcoholic beverages as a part of their eating and social life. Although the legal drinking age is 16 years old for beer and wine and 18 for other alcoholic beverages, you will rarely see a Spaniard drink to excess. You should not either. It reflects badly on you if you arrive home drunk. Please do not do so.

If you drink to excess, you run the risk of placing yourself in a position where you do not control your actions. This is dangerous both to your health and to your safety. In a drunken stupor you leave yourself vulnerable to street crime and other unpleasant possibilities.

It goes without saying that consumption and distribution of all drugs (hash or "chocolate", marijuana, ecstasy, etc.) is illegal in Spain. If caught, you will be subject to the laws of Spain. There is little anyone from the US (or the Director) can do for you under these circumstances. Please do not take any unnecessary risks or trust anyone offering you illegal drugs. The above information is very important if you are travelling outside Spain, especially to Arabic countries.

## POLICE STATIONS

In Madrid each district has a Police Station. Below is a list of the more centrally located stations (address and telephone numbers).

Buenavista.

C/ Príncipe de Asturias, 8

Phone 91 401 70 13

Centro.

C/ Luna, 29

Phone 91 521 14 21

Retiro.

C/ Huertas, 76

Phone 91 432 19 94

Brigada Provincial de Documentación

C/ Los Madrazo, 9

Phone 91 521 93 50

The United States Embassy and Consulate is located on the Calle Serrano, 75 (Barrio de Salamanca. Metro Rubén Darío or Nuñez de Balboa) and the phone number is 91 587 22 40. Please call for the office times. For emergencies after hours: 91 587 22 00

## USA Embassy's Internet Homepage:

<http://spanish.madrid.usembassy.gov/>.

All students should enrol in STEP (Smart Traveler Enrolment Program. A free service provided by the U.S. Government to U.S. citizens who are travelling to, or living in, a foreign country. By knowing your contact information you can be contacted in case of an emergency. This is available on the USA embassy website.

### OTHER US CONSULATES IN SPAIN.

MADRID: Consulate. Serrano 75, 28006 Madrid. Tel: 91 587 22 40

BARCELONA: Consulate General. Paseo Reina Elisenda 23-25. Tel: 93 280 22 27

SEVILLA: Consulate General. Plaza Nueva 8. Tel.: 954 218 751

MÁLAGA: Avda. Juan Gomez "Juanito" 8, Fuengirola. Tel: 95 247 48 91

A CORUÑA: c/ Juan de Vega 8. Tel.: 98 121 32 33

MALLORCA: Consular Agency. Porto Pi i. Tel: 971 403 707

LAS PALMAS: Consular Agency. Los Martínes de Escobar 3, Office 7. Tel: 928 271 259

VALENCIA: Doctor Romangosa 1. Tel.: 96 351 69 73

Note that the consular agencies can assist in emergencies but cannot issue passports, etc.

### EMBASSIES OF OTHER COUNTRIES IN MADRID

Germany – Fortuny 8 – 91 557 90 00

Austria – Castellana 91 – 91 556 53 15

Belgium – Castellana 18 – 91 577 63 00

Bosnia – Lagasca 24 – 91 575 08 70

Bulgaria – Santa María Magdalena 11 – 91 345 57 61

China (Popular Republic) – Arturo Soria 113 – 91 519 42 42

**France – Marques de la Ensenada 10 – 91 700 78 00 / 91 700 78 01**

Greece – Doctor Arce 24 – 91 564 46 53

Holland – Avda. Comandante Franco 32 – 91 353 75 00

Hungary – Fortuny 6 – 91 413 70 11

Great Britain – Fernando el Santo 16 – 91 700 82 00

Ireland – Pº Castellana 46 – 91 436 40 93

Italy – Lagasca 98 – 91 423 33 00/91 534 69 09

Japan – Serrano 109 – 91 590 76 00

Morocco – Serrano 179 – 91 563 10 90

México – Carrera San Jeronimo 46 – 91 368 28 14

Norway – Serrano 26 – 91436 38 40

Poland – Guisando 23 – 91 373 60 49

Portugal – Pinar 1 – 91 782 49 60

Rumania – Angel de Diego Roldan 14-16 – 91 359 78 95

Switzerland – Núñez de Balboa 35 – 91 436 39 60

Russia – Velázquez 155 – 91 562 22 64

## U.S. CONSULAR INFORMATION SHEET FOR AMERICANS IN SPAIN

**Entry Requirements:** A passport is required. A visa is not required for tourist or business stays up to 90 days. For further information concerning entry requirements for Spain, travellers should contact the Spanish Embassy at 2375 Pennsylvania Avenue NW, Washington, D.C. 20037, telephone (202) 728-2330, or the Spanish consulate in Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, San Francisco, or San Juan. Travellers may also contact the Tourist Office of Spain, telephone (212) 265-8822, or through the Internet at <http://www.okspain.org>. Further information on Andorra may be obtained from the Andorran Mission to the U.N., 2 U.N. Plaza, 25th Floor, New York, N.Y. 10018, telephone (212) 750-8064.

**Medical Facilities:** Good medical care is available. U.S. medical insurance is not always valid outside the United States. Travellers have in some cases found supplemental medical insurance with specific overseas coverage, including coverage for medical evacuation by air, to be useful. For further information, travellers may contact the Centers for Disease Control and Prevention's international travellers' hotline at 1-888-232-3228, or their auto fax service at 1-888-232-3299, or their Internet site at <http://www.cdc.gov>.

**Crime Information:** While most of Spain has a low rate of violent crime, the principal tourist areas are experiencing increasing crime directed against tourists. Madrid, in particular, has reported a growing incidence of muggings by gangs brandishing weapons and/or using force. Travellers using public transportation should be alert to the potential for muggings or pick pockets. Crimes such as pick pocketing, robbery, and theft from cars are frequent, and scams are often employed. For example, thieves sometimes attempt to distract their victims by squirting mustard on their clothing, asking for directions on the street, or otherwise diverting attention from an accomplice. Thefts of small items like radios, luggage, cameras or briefcases from parked cars are a common problem. Roadside thieves posing as 'Good Samaritans' to persons experiencing car and tire problems typically attempt to divert the driver's attention by pointing out a mechanical problem, and then steal items from the vehicle while the driver is looking elsewhere. Drivers should be extremely cautious about accepting help from anyone other than a uniformed Spanish police officer or Civil Guard. Travellers who accept unofficial assistance are advised to protect their valuables by keeping them in sight or locking them in the vehicle. Andorra has a low rate of crime.

Travellers are urged to keep a photocopy of their passport, driver's license, train or airline tickets, and credit cards in a safe place to facilitate replacement should these items become lost or stolen. The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. embassy or consulate. U.S. citizens may refer to the Department of State's pamphlet A Safe Trip Abroad for ways to promote a more trouble-free journey. It is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or on the Bureau of Consular Affairs homepage at <http://travel.state.gov>.

## REGISTRATION

We will register all US citizens with the Madrid Embassy shortly after arrival. Please turn in a legible copy of your passport and the name and phone number of your emergency contact in the US. This information will be kept on file in the Embassy in case you lose your passport or in the event of an emergency.

---

## THINGS TO DO IN MADRID

### MOVIES

Madriileños love to go to the movies as the large number of movie houses in Madrid indicates. The listing of movies follows the one of theaters in the daily press. There is a special listing for those movies in “versión original or V.O.”. The price for a movie is approximately 6 euros. On certain days (check the listings), some movie houses charge reduced rates – usually many movie houses give students a reduced rate of entrance if they go to the film’s first daily showing, usually at around 4:00 pm. Again, the daily press should have this information. If not, call the movie theater.

Madrid, as well as other major Spanish cities, has a state-funded movie theater, the Filmoteca Cine Doré. It is located on Calle Santa Isabel, Metro Antón Martín. It plays classic, foreign, and contemporary movies and hosts film series and festivals as well. Oftentimes you can buy “bonos” for going to see 10 different movies. Keep your eye on the newspaper for listings.

### THEATER

Madrid has very good theaters. Regardless of your Spanish level, going to the theater will be a pleasure. Announcements and reviews of theater productions are found in the daily press under “Espectáculos”. The paper will also list all theaters alphabetically, with addresses, nearest Metro stops, telephone numbers and times of performances (usually “tarde” at 7:00 p.m. and “noche” at 10:30 p.m.).

You may purchase tickets in advance at the theater office usually from 11:00 am to 1:00 pm and then in the afternoons from 5:00 to 7:00 p.m. During the week, you should have no trouble buying tickets for that day’s performance. Call the box office beforehand. Ask if there are special student rates and if there is one day of the week when tickets cost less for everybody.

Orchestra seats are called “butacas de patio”. Mezzanine or balcony seats are “club” with the first several rows called “delanteras”. A box seat goes by the name of “palco” and usually sits five people.

In Madrid, there are Municipal, National and private theaters. Many of these theaters are venerable landmarks with which one should become familiar.

## ZARZUELA

For the authentic Spanish musical comedy, the Zarzuela Theater (Jovellanos, 4) is a must. The season begins in October and ends in December. Zarzuela could be described as a comic operetta with folkloric overtones.

## OPERA AND BALLET

There is no permanent opera company in Madrid. However, in the spring Festival of Dance and Opera, the best international singers can be heard here. Tickets are usually difficult to get. Keep your eye on the newspaper for special opera and ballet performances.

## CONCERTS

Madrid has a new concert hall, the Auditorio Nacional de Música, at Príncipe de Vergara, 146. The daily press will give times and performance descriptions. Season tickets are available and the remaining tickets are sold weekly.

## MUSEUMS

Madrid has many interesting museums. Look over the information on Madrid to see which ones you will like to visit. Be careful to find out the hours and on what day the museum closes before heading out. Most museums have student entrances rates, so be sure to carry your student ID with you.

## FLAMENCO

Flamenco is the folk music and dance of southern Spain. It has its roots in Arabic, Jewish and Gypsy cultures. Madrid has several Flamenco festivals throughout the year. You may also see a Flamenco Show at one of the many "Tablaos Flamencos" as listed in the newspaper. Try to stay away from the "tourist only" Flamenco shows. They are usually very expensive and not very local. The most authentic is "Casa Patas". Price is approximately 20 euros and it does not include any beverage.

## TOROS

"La Corrida " is special to Spain and to countries with Spanish influence. Madrid's Plaza de Toros is Las Ventas on C/ Alcalá (metro Ventas). The best bullfights occur during the month of May during the Feria de San Isidro, patron saint of Madrid. During the year, however, there are usually bullfights every Sunday afternoon. Tickets are sold at the Plaza on the day of the fight from 10:00 am until 3:00 pm, and then again right before the event. If you buy your ticket at one of the offices at the Puerta del Sol, be aware you may be charged a commission, often 20%. Tickets for the "sol" and "sol y sombra" are less expensive than those for the "sombra".

Madrid is famous for being the city that does not sleep. Going out at night is referred to as “marcha”. Students have a wide variety of neighborhoods that are known for “marcha”, such as:

**Argüelles:** this was once the haven for university students and young people, although it is still popular. There are plenty of fast-food restaurants, hamburger joints, pubs, discos, coffee bars, and taverns.

**Plaza de Santa Ana and Huertas:** There are more than sixty establishments scattered around the area, mainly pubs and quiet places to have a drink. It is a great place to go “tasca hopping.”

**Puerta del Sol and Plaza Mayor:** Although the area is usually packed with tourists, it is definitely worth a visit. It has taverns, flamenco shows and the typical restaurants known as mesones, many of which are found on the Calle de Cuchilleros, and are excellent places for tapas. The prices in this area, especially in and around the Plaza Mayor, tend to be a bit higher than those of the less popular areas.

**Malasaña:** Its center is the Plaza Dos de Mayo. It is perhaps the part of Madrid where most pubs, cafes and discotheques are found. It is also the neighborhood for alternative nightlife. You need to be careful since recently drugs and violence have made this area a bit problematic.

**Around the Glorietas de Bilbao and Alonso Martínez:** There are excellent areas for tapas and having a beer. Try the C/ Cardenal Cisneros. Great place for having a beer, and being around people of your age.

**Gran Via:** If you are looking for shows, cinemas, theaters, restaurants, night clubs and old-fashioned bars, this may be an interesting place. However, the area has become a bit dangerous at night, especially if you look like a tourist.

Try some of these places:

## **DISCOTEQUES**

Bagelüs, María de Molina 25, Metro Callao  
El Sol, Jardines 3  
Empire, Pº de Recoletos 16  
Joy Eslava, Arenal 11, Metro Sol  
Kapital, Atocha 125, Metro Atocha  
Kathmandú, Señores de Luzón 3, Metro Sol  
Arena, Princesa 1 Metro Plaza de España  
Maravillas, San Vicente Ferrer 35  
Morocco, Marqués de Leganés 7  
Palacio Gaviria, Arenal 9 Metro Sol  
Pachá, Barceló 11, Metro Tribunal  
Max, Aduana 21, Metro Sevilla

## **JAZZ**

Café Berlin, Jacometrezo 4, Metro Callao  
Café Central, Plaza del Angel 10, Metro Antón Martín  
Café Popular, Huertas 22, Metro Antón Martín  
Clamores, Alburquerque 14  
Segundo Jazz, Comandante Zorita 8

## **CLASSICAL MUSIC**

Auditorio Nacional de Música, Príncipe de Vergara 146  
Centro Cultural Conde Duque, Conde Duque 11  
Fundación Juan March, Castelló 77  
Teatro Albéniz, Paz 11  
Teatro Lírico de la Zarzuela, Jovellanos 4  
Teatro Monumental, Atocha 65  
La Fídula, Huertas 57 (café)  
El Salón del Prado, C/ del Prado 4 (café)

## **BARS/PUBS**

Viva Madrid, Manuel Fernández y González 7, Metro Antón Martín  
Honky Tonk, Covarrubias 24  
La Tetera de la Abuela, \_Espíritu Santo 37  
Naturbier, Plaza Santa Ana 9, Metro Antón Martín  
Keeper, Juan Bravo 39, Metro Nuñez de Balboa

## OTHERS

Café del Foro, San Andrés 38  
Galileo Galilei, Galileo 100  
Honky Tonk, Covarrubias 24  
Libertad 8, Libertad, 8  
Suristán, Cruz 7  
Swing, San Vicente Ferrer 23

## GUÍA DEL OCIO

Every Monday a magazine comes out called the Guía del Ocio. This magazine is dedicated to giving you suggestions on how to spend your free time, what to do and see in Madrid, where to go to have a drink or meal, or what art exhibits and/or lectures of cultural interest you might attend. It lists all of the movies playing in Madrid for the week, as well as plays. It even gives some ideas of interesting stores. In short, it has a little bit of just about everything and is highly recommended for anybody who is interested in getting the most of Madrid.

## CHECKLIST OF THINGS TO DO BEFORE LEAVING MADRID

- ⇒ Museo del Prado. Paseo del Prado, M. Banco de España
- ⇒ Museo Thyssen-Bornemiza, Palacio de Villahermosa, Paseo del Prado 8
- ⇒ San Antonio de la Florida (Panteón de Goya), Glorieta de S. Antonio de la Florida, M. Norte
- ⇒ Museo Arqueológico Nacional, Serrano 13, M. Serrano
- ⇒ Museo Lázaro Galdiano, Serrano 122, M. Avenida de América
- ⇒ Palacio Real, Plaza de Oriente, Calle de Bailén 2, M. Ópera
- ⇒ Convento de las Descalzas Reales, Plaza de las Descalzas Reales s/n, M. Callao
- ⇒ Museo Nacional Centro de Arte Reina Sofía, Santa Isabel 52, M. Atocha
- ⇒ Real Fábrica de Tapices (Royal Tapestry Factory), Fuenterrabía 2, M. Menendez Pelayo
- ⇒ Museo Municipal, Fuencarral 78, M. Tribunal
- ⇒ Casa de Lope de Vega, Cervantes 11, M. Antón Martín
- ⇒ Museo Romántico, San Mateo 13, M. Alonso Martínez
- ⇒ Museo del Libro, Biblioteca Nacional, M. Colón.
- ⇒ Museo de Sorolla, General Martínez Campos 37, Metro Iglesia.
- ⇒ Museo de la Real Academia de las Bellas Artes de San Fernando, Alcalá 13, M. Sevilla
- ⇒ Museo del Ejército, Mendez Nuñez 1, M. Banco de España.
- ⇒ Zoo y Acuario, Casa de Campo, M. Batán
- ⇒ El Rastro (large Sunday Fleamarket), M. La Latina
- ⇒ Parque del Retiro, M. Retiro
- ⇒ Toros, Plaza Monumental de Toros de Las Ventas, Alcalá 237, M. Ventas
- ⇒ Faro de Moncloa, Metro Moncloa



## **Fútbol (Soccer)**

- ⇒ Estadio Santiago Bernabeu (Real Madrid), Concha Espina 1, M. Lima
- ⇒ Estadio Vicente Calderón (Atlético de Madrid) Pº de la Virgen del Puerto 67, M. Pirámides

## **Flamenco Show**

- ⇒ Casa Patas, Cañizares 10
- ⇒ Rosales and Parque del Oeste – Teleférico, Pº Pintor Rosales s/n, M. Plaza de España
- ⇒ Casa de Campo, M. Batán or M. Lago
- ⇒ Real Jardín Botánico, Plaza de Murillo , M. Atocha
- ⇒ Plaza de España, M. Plaza de España
- ⇒ La Bolsa de Madrid, Plaza de la Lealtad, M. Banco de España or M. Atocha
- ⇒ Congreso de Los Diputados, Plaza de las Cortes, Calle Fernán Flor 1, M. Banco de España
- ⇒ Palacio del Senado, Plaza de la Marina Española 8
- ⇒ Parque de Atracciones, Casa de Campo
- ⇒ Planetario y Parque Tierno Galván, Metro Méndez Álvaro

## **OTHER EXCURSIONS (ASIDE FROM THE ONES PLANNED IN THE PROGRAM)**

- ⇒ Aranjuez
- ⇒ Alcalá de Henares
- ⇒ El Pardo
- ⇒ Chinchón

---

## **STUDENT INFORMATION**

### **INTERNATIONAL STUDENT ID**

The International Student ID card can be used for special travel rates and entrance into European museums. It is available through the International Educational Exchange in New York. However, you may buy this card in Madrid. If you do, you will also receive \$10,000 in insurance in case of death. It can be acquired at the TIVE office in Madrid.

### **S.E.U. / T.I.V.E.**

Student travel service. This is the main travel office in Madrid for all students. It is located at Fernando el Católico 88 (Metro Moncloa), phone 91 543 74 12. Hours: Monday to Friday 9:00 – 2:00 and on Saturday from 9:00–12:00 for ID cards only. You can usually find excellent information on student flights and tours throughout Europe. The only prerequisite is that you have proof that you are a full-time student.

You can also obtain International student I.D. here if you haven't done so in the U.S. You need one photo and proof that you are a full-time student, which you can get at the President's Office on request. SATA (Student Air Travel Association) in an agreement with Iberia airlines gives students a discount on air travel from Spain to anywhere in the world. This discount is also available through the SEU / TIVE offices.

### **International Youth Hostel Card (IYH)**

An International Youth Hostel Card allows you reduced residence rates in Youth Hostel while travelling within Spain and Europe. Most Youth Hostels require travellers to have an updated IYH membership in order to stay there. You should request a form from the TIVE office in Madrid. Once you fill out the form, you must present it together with a photo and your student ID card at the TIVE office.

### **BOOKSTORES IN MADRID**

#### **BOOKSELLERS**

Fernández de la Hoz, 40  
91 442 79 59

#### **MUNDI-PRENSA**

Castelló 37  
Tel: 91 431 33 99

#### **VISOR**

Isaac Peral 18  
Tel: 91 521 21 13

#### **FNAC**

Preciados 28 (Callao)  
Tel: 91 595 62 00

#### **CRISOL**

Juan Bravo 38  
Tel: 91 322 48 00

#### **PASAJES**

Génova 3  
Tel: 91.310.12.45

#### **CASA DEL LIBRO**

Gran Vía 29  
Tel: 91 549 26 55

## LIBRARIES IN MADRID

Spanish University and Public Libraries are open to students. Some Libraries require certain documentation and conditions to be fulfilled before being allowed to use their facilities. Please ask for these documents from the Resident Director. The following is a list of some libraries and their requirements.

LIBRARY	TIMETABLE	REQUISITES
<b>ARCHIVO HISTORICO NACIONAL</b> C/ Serrano, 115 28006 Madrid Tel: 91-7688500 ✉ <a href="mailto:ahn@dglab.mcu.es">ahn@dglab.mcu.es</a>	- Monday to Friday: 9:00-18:00 h. - Friday: 9:00-14:30 h. (october to june) - Monday to Friday: 9:00-14:30 h. (july to september)	2 photos DNI photocopy or passport
<b>ATENEO CIENTIFICO, ARTISTICO Y LITERARIO</b> C/ Prado, 21 28014 Madrid Tel: 91-4291750 ✉ <a href="mailto:bibliotecaateneo@telefonica.net">bibliotecaateneo@telefonica.net</a>	- Monday to Saturday: 9:00-0'45 h.	Associates or investigators with a temporary permission for 1-3 days
<b>BIBLIOTECA DEL CENTRO DE CIENCIAS MEDIOAMBIENTALES</b> C/ Serrano, 115 28006 Madrid Tel.: 91 745 25 00 ✉ <a href="mailto:edafof@ccma.csic.es">edafof@ccma.csic.es</a>		
<b>BIBLIOTECA GOETHE –INSTITUT MADRID</b> C/ Zurbarán 21 28010 Madrid Tel: 913 913 956 ✉ <a href="mailto:bibliothek@madrid.goethe.org">bibliothek@madrid.goethe.org</a>	- Monday to Friday 15:00 – 19:30 h - Tuesday to Thursday 9:00 –13:30 15:00 – 19:30 h. - Saturday 10:00 – 14:00 h. Each 1st. Or 3rd. Saturday, except festives.	
<b>BIBLIOTECA GENERAL DEL CSIC</b> C/ Serrano, 117 28006 MADRID Teléfono: (91) 585 51 81 / 85 Fax: (91) 585 51 80 ✉ <a href="mailto:central@bib.csic.es">central@bib.csic.es</a> <a href="http://www.csic.es/cbic/central/central.htm">http://www.csic.es/cbic/central/central.htm</a> Area: Humanidades y Ciencias Sociales	- Monday to Friday 9:00 - 14:30 h.	DNI or Passport
<b>BIBLIOTECA GENERAL DE HUMANIDADES (CSIC)</b> C/ Duque de Medinaceli, 6 28014 Madrid Tel.: 91 360 18 10 <a href="http://www.csic.es/cbic/BGH/local.htm">http://www.csic.es/cbic/BGH/local.htm</a>	- Monday to Friday: 8:30 - 20:30 h. Library information: 8:30 - 20:00 h.	DNI or Passport
<b>BIBLIOTECA DE HISTORIA DEL CSIC</b> C/ Duque de Medinaceli, 6. 3ª planta. 28014 Madrid. Tel.: 91 429 06 26	- Monday to Friday: 8:30 - 20:00 h.	DNI or Passport
<b>BIBLIOTECA DEL INSTITUTO DE COOPERACIÓN IBEROAMERICANA</b> Avda. Reyes Católicos, 4 Tel.: 91 583 81 75	- Monday to Friday 9:00 -19:30 h.	Free access
<b>BIBLIOTECA NACIONAL Y HEMEROTECA NACIONAL</b> Paseo de Recoletos, 20 28071 MADRID Tel.: 91 580 78 00 (Centralita) 91 580 78 23 / 05 (Información) <a href="http://www.bne.es/">http://www.bne.es/</a>	- Monday to Friday: 9:00 - 21:00 h. -Saturday: 9:00 - 14:00 h.	Presentation letter 1 photo DNI or passport photocopy

<b>CENTRO DE DOCUMENTACION EUROPEA</b> Universidad Carlos III de Madrid. C/ Madrid, nº 126-128 28903-Getafe (Madrid) Tel.: 91 624 97 94 <a href="mailto:cde@db.uc3m.es">✉ cde@db.uc3m.es</a> <a href="http://www.uc3m.es/cde/">http://www.uc3m.es/cde/</a>	- Monday to Friday 9 to 15 h and 16:30 to 20:00 h.	
<b>INTERNATIONAL INSTITUTE MADRID</b> C/ Miguel Ángel, 8 Tel: 91 3081674 e-mail: <a href="mailto:biblioteca@ije.es">biblioteca@ije.es</a> Temas de Humanidades, Ciencias Sociales, Historia, Literatura inglesa y norteamericana	- Monday to Friday: 9:00 - 21:00 h. - Saturday 10:00-14:00 h.	2 photos 10 € / month 30 € / semester
<b>INSTITUTO DE ECONOMÍA Y GEOGRAFÍA</b> C/ Pinar, 25 28006 Madrid <a href="http://www.ieg.csic.es/biblioteca/direccion.html">http://www.ieg.csic.es/biblioteca/direccion.html</a> Temas de Geografía, Economía, Sociología y Demografía	- Monday to thursday: 9:00 h. a 19:00 h. – Friday: 9:00 a 15:00 h.	
<b>INSTITUTO DE FILOSOFÍA (CSIC)</b> C/ Pinar, 25 28006 Madrid Tel.: 91 411 10 98 <a href="http://www.ifs.csic.es/biblioteca">http://www.ifs.csic.es/biblioteca</a>	- Monday to thursday: 8'30-19'30 h. - Friday: 8'30 - 14'30 h. - July and August: 8'30 - 14'30 h.	
<b>INSTITUTO FRANCES</b> C/ Marqués de Ensenada, 12 28004 Madrid Tel.: 91 700 48 27 / 28 <a href="mailto:mediateca@ifmadrid.com">✉ mediateca@ifmadrid.com</a> <a href="http://www.ifmadrid.com/">www.ifmadrid.com/</a>	- Tuesday to Friday: 12:00-20:00 h. - Saturday: 11:00-14:00 h.	

## LOCAL LIBRARIES

They are good for studying and you are allowed to take your own books in. You need your ID card and 2 photos.

**Timetable:** Monday to Friday: 8:30 to 20:45 h.  
 Saturday: 9:00 to 13:45 h.

LIBRARIES
<b>Biblioteca Central</b> C/ Felipe el Hermoso, 4 28010 Madrid (Chamberí) Tel.: 91 445 97 82
<b>Biblioteca Pública Ruiz Egea</b> C/ Raimundo Fernández Villaverde, 6 28003 Madrid (Chamberí) Tel.: 91 534 90 29
<b>Biblioteca Pública Acuña</b> C/ Quintana, 9 28008 Madrid (Moncloa-Aravaca) Tel. 91 541 36 19
<b>Biblioteca Pública Retiro</b> C/ Doctor Esquerdo, 189 28007 Madrid Tel.: 91 501 91 46

<b>Biblioteca Pública Manuel Alvar</b> C/ Azcona, 42 28028 Madrid (Salamanca) Tel.: 91 726 37 01
<b>Biblioteca Pública Centro Pedro Salinas</b> Plaza Puerta de Toledo, 1 28005 Madrid (Centro) Tel.: 91 366 54 07
<b>Biblioteca Pública Menéndez Pelayo</b> Plaza América Española, 2 28028 Madrid (Salamanca) Tel.: 91 725 57 01
<b>Biblioteca Pública Concha Espina</b> C/ Núñez de Balboa, 95 28006 Madrid (Salamanca) Tel.: 91 435 94 70

## RELIGIOUS SERVICES

### PROTESTANT

- ⇒ Madrid Presbyterian Ministries – 91.638.39.69
- ⇒ First Church of Christ Scientist  
Pinilla del Valle 5  
91.564.03.09
- ⇒ Immanuel Baptist Church  
Services Sunday 11 a.m. & 6:30 p.m.  
c/ Hernández Tejada 4  
(Across from Gasoline Station at  
C. Lineal exit from Av. de América)  
Tel: 91 407 43 47
- ⇒ Lutheran  
Service: 11:00 am  
Paseo de la Castellana 6  
Tel: 91 435 47 81
- ⇒ Church of Jesus Christ of the latter Day Saints  
Service: 2:00 pm  
c/ San Telmo 26  
Tel: 91 359 26 34
- ⇒ Seventh Day Adventist  
Services: Tue 8–8:30 pm  
Fri. 8– 9:00  
Sat 9:30–12:00  
c/ Alenza 6  
Tel: 91 553 91 92

- ⇒ Episcopal Anglican Church of St. George  
Services: 8:30–10:00–11:00 am  
c/ Núñez de Balboa 43  
Tel: 91 576 51 09
- ⇒ Church of Christ  
c/ Teruel 25  
Tel: 91 572 18 62
- ⇒ Community Church of Madrid  
(Interdenominational – International)  
Sundays 11:00 am  
Colegio Sagrados Corazones  
c/ de la Viña 3
- ⇒ Jewish Synagogue  
c/ Balmes 3  
Tel: 91 445 98 35
- ⇒ Evangelical  
Service: Sun. 11:00 am  
c/ Noviciado 5  
Tel: 91 532 17 42
- ⇒ Greek Ortodox  
Service: Sun. & Holidays 10:45 am  
c/ Nicaragua 12  
Tel: 91 345 40 85
- ⇒ British Bible Society  
c/ Nuñez de Balboa 43  
Tel: 91 576 51 09

There is usually a Spanish speaking Catholic Church in every neighborhood.

## MEDICAL SERVICES

Pharmacies are easily identified by a white sign with a green cross. Their hours are the same as other shops, 10:00 am to 2:00 pm and 4:30 to 8:00 pm on week days and 10:00 am to 2:00 pm on Saturdays. Spanish law requires that a certain number of pharmacies remain open 24 hour a day (Farmacias de Guardia), including Saturdays and Sundays. A list of these Farmacias de Guardia is posted daily outside each pharmacy and is published in the local newspapers. Lately, there are number of pharmacies that remain open 24 hours a day every day in many areas. These too are listed in the local papers.

Most products are kept behind the counter and you will have to ask the pharmacist directly for cough medicine, pain killers, etc. Though this practice may seem intimidating or an invasion of your privacy at first, pharmacists are generally quite helpful.

## **STUDENT EMERGENCIES**

In the event that you, or one of your fellow students, have an accident, it is very important that you follow the following procedure:

1. TAKE THE STUDENT TO A SEGURIDAD SOCIAL HOSPITAL.
2. CONTACT YOUR RESIDENT DIRECTOR.
3. DO NOT CALL THE STUDENT'S PARENTS.

After the doctor and Director have shared information regarding the student, a representative will contact the student's family.

## **CONVERSION OF SOME COMMON MEASUREMENTS**

### **DISTANCE**

1 INCH = 2.54 CM.  
0.39 INCH = 1 CM.  
1 FOOT = 30.48 CM.  
39.2 INCHES = 1 Meter  
1 MILE = 1.6 KMS.  
0.6 MILES = 1 KM.

### **LIQUIDS**

1 GALLON = 3.7 Liters  
1.05 QUARTS = 1 Liter  
1 QUART = 0.92 Liter

### **WEIGHTS**

1 POUND = 454 GRAMS  
2.2 LBS.= 1 KILOGRAM  
1.1 LBS = 1/2 KILOGRAM  
1 OZ. = 28.3 GRAMS  
3.5 OZ. = 100 GRAMS

## TEMPERATURES

Centigrade	Fahrenheit
- 15	5
- 10	14
- 5	23
0	32
5	41
10	50
15	59
20	68
25	77
30	86
35	95
40	104
100	212

## NGO CRUZADA POR LOS NIÑOS

Crusade for the Children is a Non-Governmental Organization whose aim is to look after the wellbeing of children all over the world. To achieve this goal, it sets up and manages development programs and sponsors public awareness campaigns.

Crusade for the Children, whose home address is in Madrid, Spain, Velazquez 140, CIF (Fiscal Identity Code) G-81322620, is a non profit organization founded in Madrid on November 21, 1995, according to Law 191/61 of December 24 and other complementary norms of Decree 144/65 of May 20, whose by-laws have been adapted to the Organic Law 1/2002 of March 22, that regulates the Rights of Association, and whose purposes are to “help, protect and educate children and youths the world over without distinction.”

It is registered at the National Associations Registry of the Ministry of the Interior with the national number 160.380, and at the Registry for NGO's of the AECI- Spanish Agency for International Cooperation.

On January 2007, Crusade for the Children was declared as an Association for Public Service by Order 26/12/2006 of the Interior Ministry.



## PROJECTS CARRIED OUT

1995 – Assistance Network for children victims of the war in the Balkans.  
1998 – Lunch rooms and schools in Turkana. Kenia.  
1998 – Life in Calcutta's Train Station. Documentary.  
1999 – Home for children of the street in the city of Calcutta.  
2000/2001 – First campaign for education in diversity and tolerance.  
2002 – Project for a children's arts school in Calcutta  
2002 – Research project in the Rishi Valley, India.  
2002 – Project with the University of Kabarak, Kenia.  
2003 – Institute for Peace, Moi Foundation, Kenia.  
2003 – Realiza Foundation. Medellín's Children's Orchestra.  
2003– Children' Schools of the En el Tolima Florece el Amor Association, Colombia.  
2004/2005– Project "Save the Clit," Irak.  
2006 – NGO Karibu  
Since 2007 – Education and Sport Programs. Casa do Gaiato and Khanmimambo Foundation. Mozambique.

[www.cruzadaporlosninos.org](http://www.cruzadaporlosninos.org)

## PRINCIPLE OF ACADEMIC HONESTY

Committing an offence against the academic rules at university as consists in lack of academic honesty, demonstrated through acts of, for example, cheating in an exam, plagiarism, stealing exams, and so on, will result in the immediate suspension of the respective subject in which this offence has occurred. In such case the student has to repeat the subjects in the following semester/s.

Should such demonstrated lack of honesty occur a second time, the student risks being expelled from the institution.

I \_\_\_\_\_ have received the CIS  
NAME OF STUDENT

Academic Manual and I am responsible for knowing the information included as well as  
to abide by the terms and conditions of its contents as a CIS student.

---

Date

Signature