Congratulations on your decision to intern this summer! We have no doubt that it will be a life-changing adventure. We're glad to have you with us.

Here you will find more details about your program and find out what you need to do next. You should also begin filling out your online predeparture forms that are accessible in your MyIESabroad account.

Feeling lost? Your IES Internships Advisor is here to help. Just call 800.995.2300 or email internships@IESabroad.org.

How will this experience redefine you? We can't wait to find out!
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Getting Started

WHAT YOU NEED TO DO

Confirm your Place in the Program
Submit the Confirmation Form.

Check, Renew, or Apply for your Passport
If you do not have a valid passport, renew or apply for one immediately.

Read Your Predeparture Information and Student Handbook
Navigate through this Predeparture Information using the tabs above.

Submit your Online Forms
Pro tip: Keep this window open to refer to the detailed Predeparture Information while you complete your forms. Be sure you meet the forms deadlines!

Register for the required Internship Seminar
Submit the Internship Seminar Registration Form to select the required 3- or 6-credit Seminar and 3-credit language course as soon as you have received more detailed instructions from us. Be sure to meet with your home school advisor to get courses approved.

Plan a Budget
Understand how to pay your bill by reading the "Tuition & Financial Aid" section under the My Program tab above and talking to your home school study abroad office. Be sure to check out IES Internships' scholarship and aid options.

WHAT YOU CAN EXPECT TO RECEIVE FROM US

Housing Assignments
If you submit your Housing Form and Medical Report on time, you will receive your housing assignment and the program participants list at least three weeks before the program begins.

Final Email with Arrival Information
Before you go, you'll receive an email from us that will include emergency contact information and final arrival instructions.

HOW TO CONNECT WITH OTHER STUDENTS

Like our Barcelona Facebook Page and our main IES Abroad Page.

Follow us on Instagram at @iesabroad.
Read student blogs.

Contact a past participant.
Plan Travel

We recommend reading this section of your Predeparture Information first to make sure you know right away:

- How to obtain any necessary travel documents
- Which dates to use when booking your flights
- What to do once you land in your host city, and who to call if you run into bumps along the way

Passport & Visa

Passport

If you have not already done so and plan to attend an international program, apply for your passport immediately!

You must have a valid passport before you can apply for any other required travel documents. Your passport must be valid for at least six months beyond the end date of your program.

The U.S. Passport Application Process

The current passport application process requires:

- A passport application
- A true certified copy of your birth certificate
- Two identical passport photos
- An application fee
- A personal ID
- A photocopy of your ID

Processing your passport application can take up to six weeks. You can expedite this process by paying an additional fee.

For further instructions on obtaining a passport, visit travel.state.gov or call the National Passport Information Center at 877.487.2778. You can also call your local post office to locate passport agencies in your area.

Passports for Non-U.S. Citizens

If you are a non-U.S. citizen, follow your government’s procedures for obtaining a passport. If you are not currently in your home country and you need to renew your passport, contact your country’s nearest
consulate or embassy.

To obtain consulate phone numbers, please refer to www.state.gov/s/cpr/rls/fco.

Caring for your Passport

- Sign your passport as soon as you receive it.
- Keep a photocopy of your passport with you at all times, preferably in a money belt or similar carrier that can be concealed underneath your clothing.
- Leave copies of the identification page of your passport and any other governmental travel documents with a responsible third party or saved online in case your documents are lost or stolen.
- Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.

Entry Documents

A visa is a government-issued official authorization that is affixed to a valid passport, granting you entry into and travels within a particular country for an allotted time period.

U.S. AND EU CITIZENS
U.S. and EU Citizens are not required to have a visa to study on the IES Abroad Summer programs in Spain, as each program is less than 90 days.

NON-U.S. AND NON-EU CITIZENS
Non-U.S. and non-EU citizens may need to make special arrangements for a student visa and should notify their IES Abroad Program Advisor upon acceptance into an IES Abroad program. It will be your responsibility to contact the nearest Spanish Consulate to learn about visa requirements, based on your country of citizenship.

Things to Keep in Mind
IES Abroad advises on Student Visa procedures for travel requirements relevant to the IES Abroad program. IES Abroad is not responsible for advising students on visa issues should they wish to travel early, stay late, or visit other countries not required by the program. For that information, please contact the embassy of the country you intend to visit.
Travel Dates

Book your flight according to these official program dates:

Consult your pre-departure guide in the IES Portal!

Program Calendar
As soon as a preliminary program calendar is available (at least a few weeks before the program starts), it will appear above. However, this calendar is subject to change. Please do not make independent travel arrangements (including visits from family or friends) before you arrive on-site, receive any calendar updates from the IES Abroad Center staff during orientation, and finalize your course registration. Remember that you will not be excused from academic obligations, including final exams or required IES Abroad events nor from your internship placement, in order to travel independently. You can easily make personal travel plans once on-site!

Booking your Flight
These discount student travel websites may offer tickets with flexible return dates, usually for a fee:

- www.STAtravel.com
- www.StudentUniverse.com

Here are a few other travel websites that may have competitive fares:

- www.Kayak.com
- www.Expedia.com
- www.Orbitz.com
- www.Travelocity.com
IES Abroad does not endorse and cannot be held liable for any of these travel companies.

Early Arrival Policy

You may not move in to your IES Abroad housing early. If you arrive before the official arrival date, you are responsible for your accommodations until you move in to your IES Abroad housing on the first day of the program.

If you plan to arrive early or stay beyond the program end date in an international location, we recommend that you purchase additional health insurance coverage through Cultural Insurance Services International (CISI), your IES Abroad health insurance provider during the duration of your program. See the IES Abroad Student Handbook 2015-16 Updated 10-15.pdf for more information.

Past interns who have arrived early have stayed in the following hostel:

Toc Hostels & Suites Barcelona
Gran vía de les Corts Catalanes, 580
93 453 44 25
http://tochostels.com/barcelona/

For more hostel recommendations, we encourage you visit one of the many search engines online such as Hostelworld or TripAdvisor.

Be sure to consult the IES Internships Farewell email for special instructions about how to proceed when departing from the United States. You will receive the Farewell email 2-3 weeks before the program start date which will contain contact numbers and final instructions. It is strongly recommended that you print this email and keep it with you at all times in transit.

Should you arrive after the designated times when IES Abroad staff will be receiving you at the Barcelona (BCN) airport, call the IES Abroad Barcelona Emergency Number (see Contact Us) to receive additional instructions. For designated arrival times, please consult the Arrival tab.
Late Arrival Policy

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host city, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

IES Abroad staff will leave the airport at 5 p.m. on the official arrival date of the program. If you arrive late, call the IES Abroad Barcelona Emergency Number for instructions on how to proceed (see Contact Us).

Early Departure Policy

Early departures are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

It is not possible to reschedule a final exam or paper deadline or miss time at your internship placement in order to accommodate early departure for personal travel, including plans to attend events back home like a friend or relative's wedding, a family reunion, or a graduation ceremony.
Plan to arrive at the Barcelona El Prat Airport (BCN) between 8 a.m. and no later than 4 p.m. on your arrival date. Please make sure to complete the online Arrival Form by the stated deadline to provide our staff with your itinerary. IES Abroad staff will leave the airport at 5 p.m., so please arrive in Barcelona no later than 4 p.m. to allow time to go through customs/immigration, retrieve luggage, and meet IES Abroad Barcelona staff at airport arrivals.

Your plane most likely will arrive at Terminal 1. After collecting your luggage, follow the “Arrivals” signs to exit the Baggage Claim area. Outside, you will see a sign for Café Fiore on your left and there will be IES Abroad staff members there to greet you, holding an IES Abroad Barcelona sign and wearing IES Abroad shirts. If you arrive in Terminal 2 please look for the Inter-Terminal connection (Green Bus) to take you to Terminal 1. Once in Terminal 1 follow the instructions above.

At the airport, the IES Abroad Barcelona staff will give you preliminary information and will help you get a taxi to take you to your housing placement at your expense. The airport is located seven miles outside of the city and the taxi ride will cost you approximately €30-35. Please have euros with you or be prepared to change money at the airport. If you can’t find the IES Abroad Barcelona staff at the airport, please call the IES Abroad Barcelona Emergency Number (see Contact Us).

Orientation

The IES Internships Program begins with a short orientation period. During orientation, you will quickly come to know the city that surrounds you and begin to learn about all it has to offer, as well as acquaint yourself with the IES Abroad staff and your peers. You are provided with a specific orientation schedule upon arrival.
My Program

In this section of your Predeparture Information, it’s time to dive into the nitty-gritty. There’s a lot to do to get ready, and this section will guide you through:

- Packing—with suggestions from IES Abroad & Internships alumni
- Learning about and requesting housing
- Requesting courses from the specific academic offerings at your Center
- Calculating your program fee, learning about payment options, and making a personal budget
- Exploring the optional field trips offered at your Center and whether you need to sign up in advance or pay an additional fee
- Completing your IES Abroad Medical Report, learning about health insurance coverage abroad, and planning for things like vaccinations and prescriptions

Each page contains a lot of useful information, so be sure to read them thoroughly! You’ll be glad you did.

Packing

Packing and Luggage

- Pack light! Students rarely complain about taking too little, but many have said that they packed too much.
- Bring clothes you can mix and match.
- Leave room for additional possessions you acquire while on your program.
- Prepare for closets and storage spaces which are generally much smaller than they might be at home.
- Be able to carry your luggage up a flight of stairs on your own.
- Make sure your luggage will fit inside the trunk of a small taxi.
- Be aware of airlines’ limits to the weight and number of bags.
- Do not pack your passport or travel documents in your checked luggage. You will need it when you embark and disembark.
- In case your checked luggage is lost or delayed, bring a carry-on bag that includes bare essentials like toiletries, any necessary medications, and a change of clothes.
• Take your laptop on the plane with you as carry-on luggage to avoid damage and customs fees.

Packing Tips
Check out these packing tips from former IES Abroad students.

https://www.iesabroad.org/files/Barcelona_0.pdf


Barcelona enjoys a Mediterranean climate, with hot summers and a lot of sunshine. High temperatures average 85°F in June. When packing clothes, remember to bring layers as temperatures can vary between morning, midday, and evening. Previous interns have found that good "wash and wear" clothing is invaluable, particularly when traveling. Remember to take at least one pair of good, comfortable walking shoes. You will also require professional attire for your internship.

Please remember that neither the IES Abroad Barcelona Center nor your housing location can be used to store luggage prior to your arrival. If you need to store your luggage before or after the program visit http://www.barcelona.de/en/barcelona-luggage-storage.html for possible storing locations.

Shipping & Storing Luggage
Please do not ship luggage to the IES Abroad Center. A customs fee needs to be paid upon receipt, and the Center will not sign or pay for shipped luggage.

Voltage and Adapters
Spanish electricity operates at 220 volts (as opposed to 110 volts in the United States). You may either:

• Purchase electrical appliances on-site. (We strongly recommend
this option, especially for appliances like hair dryers, flat irons and razors)

- Purchase dual-voltage items such as netbooks, laptops and tablet cords. To determine whether a device is dual voltage, look for a legend on its power adapter "box" or on the device itself. The device is dual voltage if its input rating covers both 110/120 and 220/240V systems. These items will also need an adapter.
- Purchase a converter and adapter for these items if brought from home.

We urge you to conduct some research on adapters, converters, and transformers for Spain to find out what you need before you leave.

Housing

How to Request Housing

- Check with your study abroad coordinator at your home school for requirements related to your housing placement abroad before you submit your Housing Form. We are not responsible for administering your home school’s policy on housing placements abroad.
- Submit the Housing Form, Form of Agreement and Waiver, and IES Abroad Medical Report in your MyIESabroad account as early as possible.
- We must receive all three documents before we can finalize housing arrangements on your behalf and release your housing assignment to you.
- It is in your best interest to be honest in filling out these documents.

Please be aware that some housing options carry an additional housing fee that will be billed after you arrive at your program location. Be certain to review all costs associated with your housing in advance of making your request.

We will try to meet your preference(s), but cannot guarantee that you will receive your first choice of housing or a housing assignment that meets all of your preferences.

Your specific housing assignment will be sent to you via email.
approximately three weeks before the program start date, provided you have submitted all three forms.

**Housing Expectations**

We find housing for our students that reflects typical student accommodations in the host city. You will have the best housing experience if you are open to adapting to your accommodations and trying to understand and respect the cultural context in which you are living.

**Changing Your Housing On-Site**

To give you time to adjust to your housing, we will not relocate you into a different housing assignment during the first two weeks of the program.

After two weeks, requests to be relocated will be reviewed by the on-site housing coordinator based on availability and valid reason for change.

You should be aware that substantial financial costs can be encumbered by requesting different housing.

**Independent Housing**

With approval from your home school study abroad office, you may choose to arrange independent housing, subject to the deadlines and other conditions set forth in the IES Abroad *Student Handbook*. Please note that, for safety reasons, independent housing is not recommended unless you are living with family or friends. Further, IES Abroad will not be available to assist you in any way with securing independent housing. If you choose independent housing, you must accept all associated risks and you are responsible for all expenses and arrangements. We discourage you from trying to sublet apartments using public matching websites due to the high risk of fraudulent postings. If you pay online, be sure that it is a secure site (https).

In order to be eligible for a housing credit, you must submit the *Housing Form* by the due date and indicate that you would like to live in independent housing. Late independent housing requests will incur a $100 fee, plus any non-recoverable housing costs.

**Apartments**
Apartments in Barcelona are located in residential areas throughout the city. The size of apartments in Barcelona may differ from those in the U.S. You will live in single-sex apartments with three to five other IES Abroad interns in single or double rooms, and year-round local residents as neighbors. IES Abroad assigns a Barcelona Cultural Companion (BCC or tutor cultural) to groups of apartments and a Cultural Companion will live in all IES Abroad apartments when possible. These tutores culturales will assist you with cultural immersion and help you adjust to life in Barcelona. Additionally, they perform health and safety checks in the apartments to ensure that everything is working properly and that there is no damage in the apartment.

All rooms are provided with a lock and private space is furnished with a single bed, lamp, and closet or wardrobe. Bathrooms and kitchens are shared with the rest of your roommates. The kitchens are equipped with silverware, pots, pans, plates, and cups. You and your roommates are responsible for cleaning dishes and bedrooms. IES Abroad will bill you and your roommates for any extra cleaning or damage to the apartments.

Roommate Policy
You may request one roommate of the same gender on your Housing Form. For the IES Abroad Barcelona Center staff to accommodate roommate requests, you and your roommate must be enrolled in the same program, indicate each other on the Housing Form, and submit your forms within a few days of each other before the submission deadline. Keep in mind this is only a request, not a guarantee.

Housing Placement Policy
As you fill out your Housing Form, keep in mind the following factors that are considered when housing placements are made:

- IES Abroad only locates housing in safe areas of the city.
- Single rooms are rare and cannot be guaranteed.
- The commute from your housing to the Center or internship placement may be 30-50 minutes.
- Cohabitation in IES Abroad located housing is prohibited.
- You will not be permitted to change your housing arrangement during the first two weeks of the summer.

Housing Calendar
Housing is provided during the official program dates. You are responsible for your own accommodation, transportation, meals, and luggage storage during the periods not covered by IES Abroad housing.
**Commuting**
Daily commuting is a reality for all who live in or near Barcelona. Like local residents, you will use the public transportation system. Commuting time to your internship placement and/or the IES Abroad Center ranges from 30 to 50 minutes. The IES Abroad Barcelona Center is located in the heart of the city, next to Plaza Catalunya. The Metro (subway) stop that is closest to the Center is "Catalunya," reached by lines L1 and L3.

**Guest Policy: No Overnight Guests**
None of the IES Abroad Barcelona housing options permit overnight guests. Hosting overnight guests is considered a violation of IES Abroad policy. If family members or friends are planning to visit, the IES Abroad Barcelona staff will provide you with a list of accommodations that past visitors have recommended. Interns who violate the guest policy are subject to IES Abroad judicial procedures. See the *Student Handbook* for more information.

**Quiet Hours**
Quiet hours in most IES Abroad housing arrangements are from 10 p.m. to 7 a.m. You are expected to be respectful of your hosts, roommates, and neighbors.

**Meal Plan**
No meals are provided with this option. You are responsible for buying and preparing your own food. Basic kitchen utensils are provided.

**Phone Use**
There are no phones available in the apartments. You will need to use cell phones or pay phones.

**Towels, Sheets, & Laundry**
Washing machines are available, but dryers are not, as they are not commonly used in Spain. You have free access to this service, but you are responsible for your own laundry and must purchase your own laundry detergent. You are provided with duvets, sheets, a pillow, pillow cases, and towels.

**Heating & Air Conditioning**
All housing options have heating, but may not have air conditioning. Spain and other European countries have higher energy costs than in the U.S., so it is not acceptable to have the heating or air conditioning on while the windows are open. Hospitals, public transportation, bars, and restaurants have good air conditioning systems whereas private houses and apartments, in general, do not.
Internet Access
Internet is commonly available; however, IES Abroad cannot provide technical support or guarantee internet service 24 hours a day, 7 days a week.

Academics

Academic Overview

Internship Program
Practical experience in the workplace is an invaluable addition to classroom learning. An internship provides vital insights into a career field, experience in the global workplace, practical exposure to the demands of specific jobs, and development of professional and personal skills. As well as developing your CV, an internship will give you the opportunity to directly experience the many cultures and people who make up Spain. Participating in the IES Internships Program offers you a unique opportunity to step outside your educational environment and experience Spaniards at work. Please note that all internships are unpaid. The IES Internships Program consists of a practical component and a reflective academic element. It requires a significant personal and professional commitment from you. You need to balance the time you devote to your internship each week with a mandatory IES Internships seminar.

Internship Placements
We have established good working relationships with many organizations in Barcelona who participate in our internship program. Internships are offered in business, education, finance, media, politics, and tourism to give a few examples. Your ability to secure an internship depends upon your self-motivation, ability to meet deadlines, maturity, previous work experience, and flexibility regarding organizations and work projects. We work with you to perfect your résumé and hone your interviewing skills so that you are well-prepared for your internship interviews and the local work environment.

The IES Internships Program seeks to mirror the world of work and therefore securing an internship is a competitive process in the same way securing a job would be. The internship is the best match between the skills you offer and what the organization is seeking. Companies and organizations are sent a selection of interns’ CVs. From these they choose who they would like to interview. Your ability to secure interviews...
will depend upon the quality of your CV so it is important to work closely with the Internship Coordinator at the IES Abroad Barcelona Center.

If you have some understanding of the local language, you will have a wider array of internship opportunities available to you so we encourage you to develop your language skills as much as possible prior to departure. Internship placements are also available if you do not speak the local language, although you may need to be flexible in what types of placements are available. Internships are routinely and formally monitored and all companies/organizations have been vetted by our internship coordinators.

You will work in an organization or company for at least a total of 176 hours throughout the summer. These hours will be distributed differently depending on the internship seminar you select (3 credit or 6 credits) and if you sign up for the 3-credit language class.

Our Guarantee
We guarantee you a placement in your field of choice, as indicated on Statement of Interest and Goals you submitted with your application. Your internship guarantee can be found online here:
http://www.iesabroad.org/study-abroad/internships/guarantee

Required IES Internships Seminar
The required IES Internships course, IN 395 Leading Across Cultures Internship Seminar provides an introduction to the cultural context for the internship placement by examining cultural issues in the workplace with a particular focus on preparation for entering the work environment. Writing and discussion topics also introduce the concept of skill-building in cross-cultural competencies including communication, teamwork, and conflict mediation. The course consists of two parts: online pre-departure modules that prepare your culturally appropriate résumé development and interviewing skills to facilitate proper placements, and on-site classroom discussions to enable you to fully appreciate what you are learning at the internship host organization.

Seminar topics include:

- Résumé Writing & Interview Coaching
- Communicating Across Cultures
- Global Leadership Competencies
- Building Trust & Teamwork
- Networking
- Conflict Negotiation & Mediation
This course is available as either a 3-credit or 6-credit option. The 3-credit course has four online modules and four class meetings on-site. The 6-credit course has five online modules and meets twice per week on-site.

A grade, based on the academic and practical component, is awarded and will be recorded on your IES Abroad transcript. Classes are scheduled to have minimum disruption for host organizations’ work schedules and to facilitate attendance. Attendance at each class session is mandatory. The syllabus for this course is available on the IES Abroad website. You may also have the opportunity to participate in optional field trips to complement your internship program for an additional fee.

Optional Language Courses
You may enroll in a 3-credit Spanish language course at no additional charge. Doing so may affect the number of hours per week you are available to work at your internship placement as you will need to attend class regularly. If you choose to take a language class, you will be required to complete a Language Placement Assessment and a Registration Form.

Credit Transfer

How to Verify Credit Transfer with Your Home School
You are responsible for having your courses approved by your home institution. Prior to your departure, verify the transfer of credits (either as general credit or for your major and/or minor) with your home institution by conferring with your academic advisor and study abroad coordinator about which courses you should take while on the program.

We are not responsible if your courses are not approved. See your IES Abroad Student Handbook for important Academic Policy Guidelines.

You may be asked to provide a course description, syllabus, reading lists, written assignments, and other supporting materials from your courses upon returning to your home school; therefore, it is important to keep copies of all such documents. Please note that syllabi for both the required internship seminar, IN 395 - Leading Across cultures, and
optional language course (where applicable) are available for download from each location's program page on the IES Internships website.

Transcripts & Grades

Viewing Your Grades
Final grades are posted online via your MyIESabroad account.

- IES Abroad grades are typically posted online within six to eight weeks of the final day of the program and are made available for approximately 6 months.
- Grades can be viewed regardless of having a financial hold.
- Non-reported “NR” grades indicate that your professor has not yet reported your grades.

Obtaining Your IES Abroad Transcript

- After all of your grades are reported, an official IES Abroad transcript will automatically be sent to your home school if there is no financial hold on your account. A financial hold will be placed if there are any outstanding charges, some of which may be placed at the end of the term.
- Normally, we send your transcript to your home school approximately six to eight weeks after the end of each program.

If you have any questions about your transcript after your program ends, email Steven Schuler, Assistant to the Registrar at sschuler@IESabroad.org.

School of Record

For the purpose of transferring credit, you are required to confirm with your school whether they accept the IES Abroad transcript or if they require a School of Record transcript. If your school accepts the IES Abroad transcript, no further action is needed. To request a School of Record transcript, complete the School of Record Form in your MyIESabroad account.

IES Abroad grades are posted within 6 to 8 weeks of the end of term.
Once your financial account is clear, your official IES Abroad transcript will be sent directly to the University of Rochester for processing which takes approximately 3 weeks. Once the University of Rochester has processed your transcript, they will automatically send it to your home college using the address that was provided on this form.

The deadline for submitting these forms are as follows:

- July 1st for fall semester and academic year
- December 15th for spring semester/calendar year
- April 20th for summer

The fee for a School of Record transcript is $375 and is non-refundable.

Tuition & Financial Aid

Paying IES Abroad Directly vs. Paying Your Home School
Whether you pay IES Abroad program fees directly (including the $500 non-refundable confirmation deposit) or pay program fees to your university is based on your home school’s policies. Ask your home school’s study abroad and financial aid offices how this is managed.

Confirmation Deposit
Depending on your home school's policies, you will either pay the confirmation deposit to IES Abroad or to your home school.

The form in your account reflects your school’s policy on deposits. Note that the $500 is not refundable if you withdraw from participation, regardless of whether this amount is paid directly to IES Abroad or to your home school.

What you should know about confirming your place in our program:

- To secure your place, submit the Confirmation Form with your $500 non-refundable deposit.
- This form is due within three weeks of your acceptance to the program or by three weeks after the application deadline passes, whichever comes first.
- The due date is listed next to the form in your account.
Contact your IES Internships Program Advisor to discuss your options if you are unable to meet the stated deadline for any reason.

If you decide to defer your enrollment in the program after paying the deposit, we will hold it for up to one calendar year. After one calendar year, you will need to pay a new $500 deposit to confirm your place on a future IES Abroad or Internships program.

IES Abroad Financial Aid
We offer $2.5 million in IES Abroad scholarships and aid to our students each year, including:

- Need-Based Aid
- Merit-Based Scholarships
- Public University Grants
- Diversity Scholarships
- Boren and Gilman Scholarship Support Grants
- Donor-Funded Scholarships
- Disability Grants
- Other Study Abroad Scholarships & Aid

Visit www.iesabroad.org/study-abroad/scholarships to learn about our eligibility requirements and application deadlines.

Consult your home school study abroad coordinator and financial aid officer to determine in advance how your school handles IES Abroad aid.

As the recipient of any IES Abroad aid, it is your responsibility to determine how this award might affect any other aid you receive.

- All IES Abroad financial aid will be applied as a credit to your program fees.
- If you pay your home school for your study abroad program, the aid will appear as a credit on the invoice we send to your school.
- If you are billed directly by IES Abroad, funds will be applied to your portion of the program fee as a credit on the invoice mailed to your home address.
- IES Abroad aid cannot be deferred to a future term, but you may reapply for IES Abroad financial aid for a future term if you defer your enrollment.

Home School Financial Aid
If you plan to use financial aid from your home institution to pay for part or all of your IES Abroad program fees, send us an award letter stating how much aid will be awarded for the program and when it will be disbursed. Email your letter to our Accounting Department at accountsreceivable@IESabroad.org, or send a fax to 312.944.1448.

We understand that financial aid is often not disbursed until after the term begins. Once we receive your award letter, we will defer the amount you will be receiving in financial aid until disbursement is made. Upon receipt of your invoice, you are responsible for paying the amount not covered by aid before your program begins.

Before leaving for your program, make a plan for paying the remainder of your balance once the funds are released, using one of the options below. If your home school will not send the funds directly to IES Abroad, make sure someone has the ability to pay the balance due on your account once you are on-site.

**Consortium Agreements**
If your home school requires a consortium agreement or other documentation to release financial aid funds to IES Abroad, send these documents to our Enrollment Management Department at enrollments@IESabroad.org.

We will complete and return these documents to your home school’s financial aid office along with a copy of the fee sheet for your IES Internships program.

**Enrollment Certification**
If you need letters certifying proof of enrollment in an IES Internships program for any reason (scholarship, medical prescription, etc.), email your request to registrar@IESabroad.org.

**Paying your IES Abroad Program Invoice**
IES Abroad Program Invoices for program fees (tuition, housing, and health insurance) are generated on the following schedule:

- Summer and early-starting Fall programs: mid-April
- Fall programs: mid-June
- Spring, January Term, and Winter Quarter programs: mid-November

If we are billing you directly for your program fees, a paper invoice will be mailed to the permanent home address you indicated on your
application. An up-to-date version of your IES Abroad Program Invoice is also available in the Optional Forms section of your MyIESabroad account throughout your experience with us.

Keep in mind that charges may be incurred before you leave, while on your program, and after you have returned. See “Fees Incurred On-Site” below for examples of the type of charges you may incur. Your invoice will be updated as charges are added, and a new paper version will be mailed each time this occurs.

You can submit full or partial payment via the following options.

**Online Payment Options**

- **Direct Account Debit** (also known as e-check or ACH) - submit a payment directly from your checking or savings account *(includes 1% additional fee)*.
- **Credit Card** – submit a payment with a credit card *(includes 2.5% additional fee)*.

**Alternative Payment Options**

- **Phone** - call the IES Abroad Billing Assistant at 800-995-2300 to pay by direct account debit *(includes 1% additional fee)* or credit card *(includes 2.5% additional fee)*.
- **Wire Transfer** - transfer funds to:

  **Account name:** Institute for the International Education of Students  
  **Account No:** 886-079-151  
  **Bank:** JP Morgan Chase Bank N.A.  
  **ABA:** 071000013  
  **SWIFT:** CHASUS33  
  **Address:** 10 S Dearborn, Chicago, IL 60603

- **Mail** - send a personal check, certified check, or money order to our office in Chicago. Checks must be in U.S. dollars, drawn from a U.S.-based branch, and made out to “IES Abroad” or “The Institute for the International Education of Students.” Note the student name and invoice number on the check. Send your payment to:

  IES Abroad - attn: Billing  
  33 West Monroe Street, Suite 2300  
  Chicago, IL 60603-5405
Fees Incurred On-Site
Additional invoices may be generated after your arrival on-site. Charges may include, but are not limited to:

- Optional field trips
- Housing options carrying an additional fee
- Course readers and copyrights
- Cell phones and/or SIM cards
- Failure to return library resources upon departure
- Housing damage
- Failure to return keys

You may pay these fees by the same methods described above.

Refund Policy

Confirmation Deposit
The $500 confirmation deposit is not refundable. Confirmation deposits can be deferred for up to one calendar year. After one calendar year, the deposit is forfeited and must be made again for any future enrollment with IES Abroad.

Withdrawal or Deferral Before the Program Begins
We make significant financial commitments on behalf of students well before the start of each IES Internships program. Students who withdraw or defer to a future term after the issuance of the initial IES Abroad Program Invoice but before the program start date are responsible for payment of unrecoverable costs incurred by IES Abroad. A refund is issued only on recoverable costs and only after notice of withdrawal or deferral is received in the Chicago office.

Withdrawal After the Program Begins
On or after the published arrival date no refunds will be issued. Appeals for partial refunds will be considered only in cases of serious illness or emergency requiring a student’s withdrawal and in consultation with the Chicago office. The amount of any possible refund will be determined individually on recoverable costs, and will be made at the sole discretion of IES Abroad at the time of withdrawal. Please note that these costs vary considerably and cannot be determined in advance.

Any student who is dismissed after beginning any IES Internships program for any reason forfeits the possibility of any refund for used or unused expenses as well as the comprehensive fee.
Field Trips

Get ready for an unforgettable experience, and get to know your new hometown and your new neighbors while having lots of fun!

DiscoverIES brings you closer to the Barcelonan and Spanish culture through a broad array of activities that merge together the academic insight provided by the guidance of our faculty.

The principle is simple: expand your cultural learning opportunities beyond the classroom and enrich your experience abroad through positive interaction with Barcelona and Spain. We have a wide range of activities available and catering to all interests.

DiscoverIES creates a space for introspection. Whether it’s an activity within the city or an overnight excursion, we believe that these fantastic experiences will live forever in your memory.

Once you sign up for one of the DiscoverIES, you will be billed by IES Abroad Chicago by an invoice sent to your home address. This amount is not refundable, since IES Abroad pays for the trips in advance. Please keep in mind your internship placement schedule when considering any of these DiscoverIES.

Barcelona DiscoverIES - Costa Brava - Summer 2016

Close to Barcelona, located midway between the sea and the mountains, we find the beautiful city of Girona, capital of the province of the same name. It is known as “La ciudad de las piedras y los ríos” –
Some of the places we will visit during this trip are:

- The medieval Old Town of Girona, including a guided tour of the old city, Arab baths, cathedral, and city wall
- Picture perfect Cadaqués
- The Exile Museum in La Jonquera
- The surreal and unique Dali Museum
- The coastal town of Collioure (France)

Cadaqués, situated right on the Cap de Creus peninsula, is one of the most symbolic places on the Gironese Costa Brava. Its rocky coast, fringed by beautiful beaches and quiet coves, forms one of its main attractions, together with the incredible landscape offered by the Cap de Creus Natural Park. The source of inspiration for internationally famous painters and artists for decades, today Cadaqués enjoys an intense cultural life, as witnessed by its many museums and art galleries.

Another interesting visit is The Dalí Theatre-Museum in Figueres. It contains the broadest range of works spanning the artistic career of Salvador Dalí (1904-1989), from his earliest artistic experiences and his surrealist creations down to the works of the last years of his life.

We will also cross the French border to visit Collioure (in Catalan, Cotlliure, in Spanish, Colliure), a picturesque seaside town. Collioure's cemetery contains the tomb of Spanish poet Antonio Machado, who fled there to escape advancing Francoist troops at the end of the Spanish Civil War in 1939. We will follow the route of the hundreds of thousands of refugees who fled from Barcelona, following the road north to Girona and then to the frontier to reach the town of La Jonquera.

The Exile Museum provides a vision of this cruel period of Spanish history. Its mission is to illustrate the tragic months when the Spanish Civil War ended and the Second World War was about to begin.

Trip Length: 3 days Trip fee: TBD

- Fees for optional field trips cover transportation, accommodations, tours and entrance fees, and some meals.
- Field trip enrollment may incur a non-refundable charge which you must pay even if you do not attend the trip.
- All field trip locations are subject to change.
- You are prohibited from bringing guests on IES Abroad-
Health & Safety

Safety

Visit the US Department of State information page here for detailed information about safety abroad in Spain: http://travel.state.gov/content/parents/english/country/spain-and-andorra.html

Health Insurance

Your health and safety are our highest priority, therefore we require all students to be adequately covered by our prearranged comprehensive international student health insurance plan. Once you have confirmed your place on the program, we will automatically enroll you in the required Cultural Insurance Services International (CISI) international health insurance on your behalf. The mandatory insurance is included in your program cost and cannot be waived for international programs.

You will receive an insurance confirmation/registration email prior to departure. The insurance plan is intended to cover all IES Internships participants while on their program, but certain limits apply. The plan is not intended to replace your existing plan.

More information about your insurance:

- After completing the online insurance registration, you can print your insurance cards and brochures.
- IES Abroad Center staff will provide you with information on local hospitals and doctors during orientation.
- Your coverage will begin on the first day of your program and expire on the last day of your program.
- On-site staff will provide additional information regarding the in-country health insurance plans during orientation.

Students interning in Sydney will be enrolled with the CISI Australia/New Zealand/Japan/Turkey plan (Policy #: GLM N04964998). Students attending programs at all other centers will be enrolled with the CISI standard plan (Policy #: GLM N04964986). This information can also be
found in the IES Abroad Student Handbook.

The CISI standard plan policy number is GLM N04964986.

**Domestic Program Insurance**

If you are studying on an IES Internships summer program in the United States you are not required to purchase the CISI insurance if you are already insured by another provider.

**Prescription Drugs**

If you plan on taking any type of medicine or prescription drug while on your program, we strongly advise you to consult with your physician prior to departure regarding any need for monitoring.

You may also consult with your doctor regarding on-site referrals, though the IES Abroad Center staff will have a list of physicians available for consultation as well.

It is important that you disclose any health conditions and note any medications on your IES Abroad *Medical Report* so that we can support you as best we can.

In addition:

- We recommend bringing enough medication to last the duration of your stay.
- If you plan to purchase a particular medication while on the program, you should make certain that it is available in your program location. If so, you will need to see a local physician to obtain a new prescription.
- Do not mail medicines or vitamins; they will be held up in customs, and a prescription from a local doctor must be shown to pick them up.
- Always carry prescription drugs in a drug store bottle with a label showing your name, the generic name, the dosage of the drug, and instructions for use.
Vaccinations

We recommend that you speak with your doctor and/or consult the Centers for Disease Control's international travelers' hotline to review up-to-date vaccination requirements for any region or country you select.

Contact the CDC at 800.232.4636 or visit www.cdc.gov.

Travel Safety

Cell Phones & TravelTracker™
Our longstanding commitment to student safety means we work very hard to establish and maintain avenues of communication and information tracking between students and staff.

We require you to have a cell phone during your time on the program to encourage and simplify communications with both the IES Abroad Center and your parents in the event of an emergency.

You will be required to provide your Center with your cell phone number and to keep your phone turned on and charged at all times for the duration of enrollment.

You are also required to submit an electronic independent travel itinerary through TravelTracker™ and/or a paper independent travel itinerary form to Center staff any time you are away overnight.

This information is vital in the event of an emergency and students need to be reached when their cell phones are not functioning.

Travel Tips
When planning travel during your time on the program, be sure to keep the following basic health and safety provisions in mind. We recommend that you:

- Travel with a companion whenever possible and avoid walking alone at night, even if you are familiar with the area.
- Stay alert, confident, and aware of your surroundings. Walk
purposefully and make eye contact with people around you. Trust your instincts.

- Use helmets, seat belts, life jackets, and other relevant safety devices.
- Always keep your door locked in any facility where you are staying.
- Investigate what emergency medical services are available in the region or country where you will be traveling.
- Choose safe, reliable transportation.
- Don’t rent or buy a motorized vehicle.
- Don’t swim after drinking alcohol.
- Pack a basic first aid kit.
- Leave jewelry and expensive watches at home.
- Carry money, tickets, and passport in body pouches; do not leave them in your hotel room or luggage.
- Carry photocopies of passport, credit cards, and airline tickets.
- Make sure luggage has identification inside and out.
- Keep luggage locked and securely stored.
- Be mindful when withdrawing money from an ATM when you are alone.
- Keep a low profile in public areas. Avoid displaying any object of value (jewelry, cameras, cell phones, electronic devices) that could attract the attention of bag snatchers and pickpockets.
- In addition, you must have your cell phone turned on and with you at all times so that you can be contacted in case of an emergency. You should also inform yourself of any unique situations in specific cities that might necessitate taking additional special precautions.
- When traveling outside of your host country, in addition to leaving an itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of the country whose passport you are carrying) in each of the countries you are visiting. In the event of an emergency, disaster or crisis in a country you are visiting, local consular officials will be better able to locate you if you register with them in advance. It is especially important for you to register if you are visiting a country “that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.” As you make travel plans, you can easily register online at step.state.gov/step. Consular registration information is kept private and is not released to anyone without required permissions.
Daily Life

This section of your Predeparture Information delves into what daily life will be like for you in your host city.

This section will answer questions like:

- How will I communicate with my family and friends back home?
- What's the feel of the city and what are the best ways to meet locals?
- How diverse is my host city and how can my needs be accommodated?
- What are some of the expectations of me as an IES Internships student?

Be sure to read through this entire section of your Predeparture Information so you feel as prepared as possible when you first step foot in your host city!

Center

Center Overview

The IES Abroad Barcelona Center is located in the center of Barcelona near the Plaza Catalunya. Features include:

- High-speed and wireless internet access
- Multimedia classrooms
- Study lounges with printers
- Large outdoor terrace with social and study space

Library

IES Abroad Barcelona has a small library and provides access to online catalogues, journals, and e-books through EBSCO: Basic Search for your academic research. There are also municipal libraries in the city where you can check out books. During the first week of classes, IES Abroad Barcelona will provide you with a list of public libraries located throughout Barcelona. Local university libraries can be used for on-site
research. Nearly all stationery items and Spanish language books can be found easily in Barcelona. IES Abroad courses have required readings that must be completed before every class. You will be provided with all necessary information onsite to purchase area studies texts.

Cèsar Alegre Alsina, Ph.D. Center Director

Dr. Cèsar Alegre Alsina has been the Director of our Barcelona programs since 2008. He is originally from Barcelona and speaks Spanish, Catalan, and English fluently. He brings more than 20 years of experience in higher education to IES Abroad, including a noteworthy teaching career in the United States, experience in student services, and a strong research portfolio. Before coming to IES Abroad, Dr. Alegre Alsina taught Spanish language, as well as Spanish and Hispanic Culture and Literature at Amherst College for 16 years. He is the author of a book on Hispanic Americans (Scholastic), and has contributed to the Encyclopedia of Hispanic Americans (BRG Oxford) and numerous articles and reviews in American and international journals. Dr. Alegre Alsina received his Bachelor’s degree in Electrical Engineering from Auburn University, his Master’s degree in Hispanic Literature at Auburn University, and his doctorate from the University of Massachusetts at Amherst.

Staff
IES Abroad Staff
Carlos Bravo
Outside Courses and Customized Programs Coordinator

Lorena Chinnici
Acting Registrar, Outside Courses and Customized Programs Coordinator

Jane Ewart
Head of Registration and Advising

Pilar Gracia
Administration Coordinator

Salvador Ortiz
Head of Administration and Human Resources

Noemí Polo
Student Affairs Coordinator - Health and Safety, Homestays

María Romero
Assistant Dean of Faculty and Faculty Advisor Coordinator

Olga Sánchez
Head of Student Affairs

Beatriz Taberner
Center Administrator and Orientation Coordinator

Ana Tarife
Internship Coordinator and Service Learning Coordinator

Ferran Teres
Student Affairs Coordinator - Apartments

Alex Walker
Director of Academic Affairs and Dean of Faculty

María Mejías
Language Faculty Advisor

Ignasi Pérez
Area Faculty Advisor and Advanced Program Coordinator
Communications

Telephone calls are considerably more expensive in Barcelona than in the U.S. For this reason, most Spaniards do not use the phone for lengthy chats or discussions with friends. Instead, they may call or send text messages to make quick arrangements to meet with friends in a local bar or café. We advise you to assimilate to these practices to avoid excessive billing.

International Calls

During orientation, IES Abroad staff members will provide you with complete instructions on long distance calling procedures. Telephone calls may be considerably more expensive in Spain than in your home country since there is a charge for both local and long distance calls. Past students have used Spanish calling cards to make long distance phone calls from Spain. Many newspaper stands and Internet cafés sell these calling cards at economical prices. They provide a toll-free number and a PIN, and are sold in different denominations.

The following is the usual dialing procedure for international calls from the U.S.:
International access code (011) + country code (34 for Spain) + city code (may vary for cellular phones) + local number.

Keeping in Touch Online

Internet-based communication is an easy and free way to maintain contact with family and friends back home and abroad. Check out:
Skype for free internet-based audio and video calling and messaging
Viber for audio calling and messaging
Whatsapp for messaging
Google Hangouts for audio and video calling and messaging

Even if you purchase a basic cell phone if abroad, you can use your smartphone's Internet-based communications when you are connected to WiFi.

Be sure to check with your cellular provider to ensure that you may access the Internet on your phone without incurring mobile data costs. You’ll probably want to set your phone to Airplane Mode or turn Mobile Data OFF.

Keep in mind that high bandwidth services like Skype may not function as expected in areas with slow Internet connections.

Laptops

We strongly encourage you to bring your laptop computer to access the Internet and to complete coursework. Don’t forget to insure it!

Technical Support
Our on-site staff is not trained to offer technical support for personal laptops or to assist with hardware or software malfunctions or incompatibilities, though we will be able to direct you to local resources.

We cannot guarantee or support Internet in your housing, but Internet access is available at the IES Abroad Center and we will help you find convenient places that do provide Internet.

Data Usage
We do our best to maintain enough bandwidth for everyone at the Center to complete their academic work. We thank you in advance for limiting your internet data usage while at the Center and your housing, especially in regards to downloading non-academic files such as movies and music since this type of usage compromises the ability of other students to complete their online academic work. If you have questions about appropriate internet usage, the Center staff will gladly assist you.
Internet Access

The IES Abroad Barcelona Center has a limited number of desktop computers and WiFi access available for your use; we recommend that you plan on working from your laptop at the Center. You may print from your laptop and the Center desktops.

IES Abroad Center computers have a Workstation Protection Security software installed. This means that anything saved to the hard drive will be deleted when restarted, so do not save your work onto the IES Abroad computers directly or you risk losing it when the computer is shut down. Most of the available USB memory sticks are compatible with IES Abroad Barcelona systems. However, some models which require a specific driver to be installed may not work on IES Abroad computers. You should always use the “safely remove USB device icon” at the lower right corner of the toolbar (system tray). IES Abroad will not be responsible for any damage to USB devices.

To access Internet outside of IES Abroad Center hours, you may choose to visit local Internet cafés, university libraries (depending on your enrollment), and other WiFi hotspots throughout the city. Below is a short list of places where you can access Internet in Barcelona. These locations, times, and costs are subject to change at any time. More information will be provided during your on-site orientation.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universitat de Barcelona</td>
<td>Montalegre 8 (Ciutat Vella).</td>
<td>Mon—Fri: 8:30 a.m.—8:30 p.m.</td>
<td>Free (to students taking UB courses)</td>
</tr>
<tr>
<td></td>
<td>Universitat Metro (L1 and L2), walking distance from the IES Abroad Barcelona Center.</td>
<td>Sat—Sun: 10 a.m.—8:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Caja Madrid Cultural Center</td>
<td>Plaça Catalunya 9 (Ciutat Vella).</td>
<td>Mon—Fri: 10 a.m.—9 p.m.</td>
<td>Free with Cultural Center</td>
</tr>
<tr>
<td>Location</td>
<td>Address</td>
<td>Operating Hours</td>
<td>Admission Fee</td>
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</tr>
<tr>
<td>Sagrada Familia Cultural Center</td>
<td>Provença 480 (Eixample)</td>
<td>Mon, Wed, Thurs, Sat: 10 a.m.—2 p.m., 4 p.m.—9 p.m.</td>
<td>Free</td>
</tr>
<tr>
<td></td>
<td>Sagrada Familia Metro station (L5 &amp; L2)</td>
<td>Tues, Fri: 10 a.m.—9 p.m.</td>
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<td></td>
<td></td>
<td>Sun: 11 a.m.—2 p.m.</td>
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<tr>
<td>Sant Pau Public Library</td>
<td>Hospital 56 (Ciutat Vella)</td>
<td>Mon—Tues, Fri: 3:30 p.m.—8:30 p.m.</td>
<td>Free</td>
</tr>
<tr>
<td></td>
<td>Liceu Metro Station (L3)</td>
<td>Wed—Thurs: 10 a.m.—2 p.m., 3:30 p.m.—8:30 p.m.</td>
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<tr>
<td></td>
<td>walking distance from the IES Abroad</td>
<td>Sat: 10 a.m.—2 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barcelona Center. Has WiFi.</td>
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</tbody>
</table>

**Mail**

You can receive standard letters and envelope-sized packages containing documents at the IES Abroad Center. Letters should be addressed to IES Abroad Barcelona Center, with "c/o [your name]" included. IES Abroad Barcelona cannot be responsible for any delayed or lost mail. Airmail may take more than thirty days to travel between Spain and the United States. Please be sure to remind your university to address all registration materials to you at the IES Abroad Barcelona office.

IES Abroad is not responsible for returning mail to you or to the sender if
mail arrives for you after the end of the program. Please notify friends/family to factor in shipping time as well as your program departure date to ensure that mail does not arrive for you after you have departed.

You can only receive packages at your housing address. If you are not home at the time of delivery, you will be left a note with instructions about how to get your package. Boxes sent to you at the IES Abroad Center will be rejected and marked “return to sender.”

We urge friends and family not to send any packages to you while you are in Barcelona. New customs laws have resulted in package delays of up to 3 months, lost packages, and heavy import duties of up to €200. Keep in mind that sending medicine (including contact lenses and prescription eyeglass) is absolutely forbidden. These items should be packed with your other toiletries for the semester. Especially avoid sending electronic items (such as laptops and cell phones) as they will definitely be held up in customs and subject to heavy import duties.

**Customs**


**Shipping Precautions**

- Shipping can be very expensive.
- Packages aren’t guaranteed to arrive, and IES Abroad cannot influence local custom rules.
- As fun as it may be to get packages from home, be prepared for potentially restrictive foreign customs and long delays.
- If friends and family want to send you packages, we recommend they use online retailers that deliver to your host city. For example, Teleflora and FTD both have international flower delivery options.
- If someone sends you a personal care package from the U.S. or elsewhere, they should indicate that the contents are “used personal items” and give them a low customs value to reduce...
the risk of high customs fees, though fees are always possible and often unpredictable.

- Most students find it’s easier to take everything they’ll need for their term with them, or plan to buy items they need while on the program.

**Items Often Seized by Customs**
We do not recommend shipping the following items because they are often seized by customs:

- Prescription items, including medications, glasses, and contact lenses
- Toiletries
- Electronics, including parts and accessories
- Homemade food items

**Mailing Replacement Credit/Debit/ATM Cards**

- Replacement credit/debit/ATM cards should be sent in a flat envelope delivered by a private carrier like FedEx or DHL.
- Do not include a replacement credit/debit/ATM card in a care package with other items. We don’t recommend one carrier over another—as long as the envelope is sent with a tracking number, the delivery should occur without significant problems or delays, though you may have to pay a customs fee.

**Life in your City**

**City and Culture**

A seaport on the Mediterranean Sea, Barcelona is the capital of Barcelona Province and of the autonomous region of Catalonia. Catalonia has a surface area of 31,930 square kilometers and more than six million inhabitants. This makes Catalonia a region with a fairly high population density (188 inhabitants per square kilometer). It has a long historical tradition, interesting cities and towns, a great architectural heritage, a wide range of services, and a strong personality of its own. For more information about Catalonia, visit the Generalitat de Catalunya website.

Barcelona is the second largest city in Spain with a population of approximately 1.6 million, and it is the principal industrial and
commercial center of the country. Barcelona enjoys one of the largest university “communities” in Europe. There are approximately 200,000 students, 11,000 professors and six different universities.

The city’s architectural, artistic, and cultural heritage bears witness to its 2,000 years of history. Its close proximity to other European destinations, its Mediterranean climate, and its cosmopolitan character make it a privileged city.

Barcelona is on the cutting edge of fashion, architecture, food, style, and music. It was home to some of the greatest artists of the Twentieth Century, including Picasso, Joan Miró, and Gaudí, so there is a world of art to explore. In addition to the rich art scene, you can enjoy theater productions, concerts of all kinds, and dance performances. There are also an array of cafés, bars, restaurants, and discotecas.

To familiarize you with the layout of the city, IES Abroad will give you maps showing metro routes along with major points of interest. You will soon learn the value of the Guía del Ocio, a weekly guide to current museum exhibits, concerts, films, and other events which can be purchased at any newspaper kiosk for around €1.

Much of Barcelona's social life takes place on the streets. Friends will often meet to dar un paseo (take a walk) or tomar una copa (have a drink) at a local bar. People sit for hours over one cup of coffee in a café, and dinner at restaurants can last well past midnight—conversation is an art form among Spanish people.

A Bilingual City
Barcelona boasts a unique multicultural flavor where Spanish and Catalan cultures mingle to create a cosmopolitan city striving for a separate Catalanian identity. Catalan is a Romance language that emerged at around the same time as French and Spanish. Today there are nine million Catalan speakers. The Catalan language has survived difficult periods of history, especially the forty years of Franco’s dictatorship when its use in public was banned. If you want to learn Catalan before arrival, take a look at Intercat, a collection of online resources about Catalan language and culture. Remember that in a bilingual city almost everyone speaks both Catalan and Spanish, and the few monolinguisists speak Spanish only.

Most everyone in Barcelona is willing to accommodate the foreigner when approached, usually in Spanish, but sometimes even in English! Barcelona is a true cosmopolitan place where you will hear English
spoken in the streets among Barcelonians and tourists, or even among a significant group of upscale professionals (European and U.S.) who have relocated to the city.

You can find further information on Barcelona by visiting these websites:

- Official City Site
- Official Tourism Site
- Time Out Barcelona
- Le Cool Barcelona
- Guia del Ocio

**Intercultural Competence**

What you gain on your program will likely go beyond friendships, travel savvy, and academic achievement.

A global internship also provides you the unique opportunity to develop intercultural competence, the set of skills required to work and communicate successfully and appropriately with people from other cultures.

Here are a few ways you can develop intercultural competence.

- Be aware of your own cultural orientation and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city, and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know people in your new environment, ask them about behaviors and language that are appropriate in various situations.

Gaining intercultural knowledge and skills can help you to solve everyday problems more easily, to develop a deeper understanding and appreciation for your experience while you're there, and to interact with diverse groups of people after you return home.

**Culture Shock**

As you know by now, this experience is extremely rewarding, but it can also be emotionally, psychologically, and even physically challenging. To help you navigate your experience, it may be helpful to familiarize yourself with the stages of culture shock that you may experience and
reverse culture shock that you may experience after your return home as seen here: www.iesabroad.org/study-abroad/alumni/re-entry

CORE
Developing intercultural competence is not always easy, but we are here to support you! After you arrive, IES Abroad staff will help you to set appropriate goals for intercultural learning through our Comprehensive Orientation and Re-Entry Experience (CORE), which starts during on-site orientation. Take advantage of CORE to debrief the experiences you have in your new environment, and to learn from our staff and from other students about ways to engage the cultures that you encounter.

Meeting the Locals

Once in Spain, you may be surprised at how social Spanish people are. Spanish people are always in the street meeting and greeting one another, catching up on las novedades, and strolling about as though on parade. You will notice that Spanish people tend to dress stylishly. Spanish women are especially fashionable, and catalanas are no exception. Live like the people of Barcelona by being out on the street and in cafés, or window shopping with the steady stream of traffic in the pedestrian zones of the city. These are excellent ways of interacting with the Spanish people and becoming engulfed in the culture and relentless energy of Barcelona.

Remember, meeting people in any new place isn't easy, but if you take advantage of what past students have found helpful, you will probably enjoy your stay more and feel part of Barcelona sooner. Here are some examples of how previous students got involved in Barcelona:

- Volunteer at an elementary school
  "The IES staff told us about volunteer opportunities during orientation and brought us to the school for a visit."

- Join the IES Abroad Running Club!
  "I saw a flyer about the running club and ended up going every week!"

Other students have made friends through participation in musical, church, or sports activities. Keep in mind that you will not automatically
befriend Spaniards; it takes a concerted effort on your part to be outgoing and to introduce yourself.

Public Transportation

Barcelona is a logically structured city. City blocks, based on a 19th Century design, make it an easy city to navigate. Additionally, Barcelona boasts a very efficient and accessible metro, bus and tram system and the city has a large number of taxis available at all hours.

The public transportation webpage for Barcelona is www.tmb.cat. This page gives you a good idea of how easy it is to find your way around the city.

Currency

The Spanish monetary unit is the euro (€). For more information on the euro and related topics, locate the website europa.eu. You can check current exchange rates by looking in the business section of a large newspaper or at www.xe.net/currency/table.htm.

Handling Money Abroad

Before departing for Spain, you should exchange between US$50 and US$100 into euros in order to cover incidental expenses during your first few days in Spain. Euros can be purchased at large U.S. banks, American Express offices, and at most international airports in the U.S. and abroad.

During your time abroad, you should plan to obtain local currency primarily using an ATM card linked to your home bank account. In case of an emergency, however, you should have more than one way to access funds. The following guidelines will help you plan for financial management abroad.
ATM (Best option!)
When accessing a bank account through an ATM card, we recommend the following:

- Before departing for Spain notify your bank that you will be using the card for an extended period of time abroad, and inquire about usage fees and any special procedures that may be necessary to use your card abroad;
- If obtaining a new card, test your PIN number before departing for Spain;
- Give a family member access to the account in case of access problems abroad;
- Make sure the card is linked to a checking rather than a savings account; and
- Bring a duplicate card in case the card gets damaged, lost, or stolen.

Credit Card
You may also make purchases and obtain cash advances using a credit card. Visa and Mastercard are the two credit cards most widely accepted internationally. Keep in mind the following in terms of using credit cards abroad:

- Before departing for Spain, notify your bank that you will be using the card for an extended period of time abroad, and inquire about any additional fees that may be associated with using your card abroad;
- Although accepted in many places, credit cards are not used as frequently in other countries as they are in the United States;
- Arrange to pay your monthly balance;
- Using your credit card for a cash advance generally requires you to pay a finance charge and interest on the amount you withdraw, making a cash advance costly.

We recommend bringing a chip-and-PIN credit card which is common in Europe. You can read more about this type of card on the U.S. News & World Report website.

Emergency Funds
It is essential that you and your family members realize that financial responsibilities above and beyond those outlined in the Form of Agreement and Waiver are your responsibility, and IES Abroad’s general policy is not to provide students with personal loans. However, in case of emergencies (e.g., accidents, hospitalization) IES Abroad may
be able to provide cash advances or make payments on your behalf.

### Estimated on-site expenses

<table>
<thead>
<tr>
<th>Food &amp; Drink</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast at a restaurant</td>
<td>€3</td>
</tr>
<tr>
<td>Lunch at a restaurant</td>
<td>€9-11</td>
</tr>
<tr>
<td>Dinner at a restaurant</td>
<td>€15-20</td>
</tr>
<tr>
<td>Soft drink</td>
<td>€1-3</td>
</tr>
<tr>
<td>Coffee</td>
<td>€1-2</td>
</tr>
<tr>
<td>Meal at a student dining facility</td>
<td>€6-10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Load of Laundry in Residence Halls</td>
<td>€4.5-6</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Transportation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Metro Pass</td>
<td>€53</td>
</tr>
<tr>
<td>One-way Ground Transportation from airport to IES Abroad Center</td>
<td>€30-35 taxi or €6 bus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Activity &amp; Entertainment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Movie</td>
<td>€9</td>
</tr>
<tr>
<td>Theater performance</td>
<td>€20-40</td>
</tr>
<tr>
<td>Museum entry fee</td>
<td>€5-10</td>
</tr>
<tr>
<td>Fitness club membership per month</td>
<td>€40-60</td>
</tr>
<tr>
<td>Dance club cover charge</td>
<td>€10-20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone Calls</td>
<td>Varies</td>
</tr>
<tr>
<td>Pre-paid International Calling Card</td>
<td>From €10</td>
</tr>
<tr>
<td>Internet use at a Cyber-cafe</td>
<td>€2/hour</td>
</tr>
<tr>
<td>Wireless card for Laptop</td>
<td>€65</td>
</tr>
</tbody>
</table>

### Community Involvement
IES Abroad Barcelona usually sponsors some cultural and leisure activities in order to offer you new possibilities to interact with Spaniards, or to learn about the local culture. In past summers, we have organized activities like cooking, salsa, and wine-tasting, either at the IES Abroad Barcelona Center or in schools in Barcelona. IES Abroad also invites some of our interns to see theatre or music shows. Moreover, we will provide you with weekly suggestions about where to go and what to do and see around the city, for example theatres, parks, music or cinema festivals.

**Independent Travel**
When you go abroad, you may want to use this opportunity to travel outside of Barcelona. There are many places in Spain and Europe that are very appealing destinations.

Barcelona’s province of Catalonia offers a broad range of activities to match your interests in nature, architecture, ancient history, art, and more. Many exciting, off-the-beaten-path Catalanian destinations are a short train or bus ride away and provide very affordable, unique travel experiences. Destinations could include Vall d’Aran, Cerdanya, Costa Brava, Sitges, Cardona, Rupit, Figueres, and many others.

Beyond Catalonia, other popular travel destinations within Spain include Madrid, Sevilla, Toledo, Valencia, Granada, and Salamanca. Travel within Spain is easily done by plane or by train, which is less expensive and more environmentally friendly than flying.

Much of Europe is also very accessible from Barcelona since the Barcelona airport is a European travel hub. There are special offers through the year and sometimes being flexible with hours and destinations may have a very positive impact on your budget. Interns sometimes travel to London, Rome, Paris, Munich, Switzerland, Prague, and many more. If you plan to take these longer trips to other parts of Europe, we recommend that you do so before or after the program so that travel does not interfere with your work schedule.

**Travel Tips**
Eurail pass
If you plan to travel in continental Europe, you may want to consider purchasing a Eurail pass in the U.S., although some interns prefer just to buy individual tickets from Barcelona. It may also be possible to purchase comparable European rail passes in Spain. If you are interested in purchasing a Eurail pass, you should talk with a U.S. travel agent about costs and terms of use or visit the Rail Europe website.
Air travel
If you prefer to fly, Barcelona is a really convenient spot to visit other parts of Europe and Northern Africa. There are a number of low-fare air companies operating in the Barcelona airports that you can search online. Remember that flying has the highest carbon footprint!

Hostels
In cities around Europe, hostels are an excellent choice for inexpensive accommodations while traveling. For details about hostels worldwide, to purchase a membership card, or to book accommodation, visit Hostelling International.

Sports & Fitness
Barcelona is a large city with heavy traffic. Bicycles are only safe in some parts of the city, such as the bike lanes following the beaches of Barcelona, some avenues or parks, but it is not advisable to use them throughout the city as a transportation means. Running and jogging are more often done on tracks or parks than in city streets. Spaniards enjoy a variety of sports, the most popular being soccer, basketball, tennis, skiing, and handball. Sports equipment is easily purchased in Spain but you should expect to pay more than in the U.S. for items like sports clothing and specialty items. You will receive more information on available options once in Barcelona.

Diversity
Initiative to Diversify Education Abroad (IDEA)
Our Initiative to Diversify Education Abroad (IDEA) strives to make studying abroad a learning experience accessible to all students, creating a student body that reflects the diversity of both the U.S. and U.S. college students.

We define a diverse student as someone who identifies as a racial/ethnic minority, first-generation college student, economically needy, LGBTQ, and/or is a student who has demonstrated a history of overcoming adversity (a physical or learning disability, for example). We
hope the information here will answer some of the questions or concerns you might have.

If you have any questions or concerns, please feel free to contact our Diversity Director at 800.995.2300 or diversitydirector@iesabroad.org.

We are here to help you have the most enriching experience possible.

Diversity Abroad

There are few places where most of the population comes from one national, religious, or ethnic group. At IES Abroad, our faculty, staff, and programs are committed to recognizing and acquainting you with the diversity that exists within Spain. You are continually provided opportunities to explore the rich culture of your host environment and learn about economic, social, and political status of local populations. IES Abroad staff is always there to provide you with information and assistance regarding support networks, social organizations, places of worship, and other resources.

Minority Students

Students considered racial and ethnic minorities in the US will still be part of a minority population in Spain according to heritage. The CIA’s World Fact Book depicts Spain as a fairly homogeneous country racially. Spain, however, has had one of the highest rates of immigration in the last 20 years, both legal and illegal, of its EU peers, thus contributing to its changing demographic. Many immigrants are from North African, Latin American, and Middle Eastern countries.

Immigration has created a significant change in population demographics as well as affected the economic and social climates and attitudes within Spain. Depending on location, however, Spaniards may infrequently see or interact with a person of Asian or African descent. Therefore, students of these backgrounds may attract more attention and be subject to greater curiosity just because of their novelty. There may also be assumptions made that students from these backgrounds are immigrants and therefore subject to being labeled with assumptions or perceptions associated with that particular group. Throughout Spain, people are commonly described by physical characteristics, such as skin/hair color or body type/weight. In the United States, such references may be considered offensive; as a result, students may have difficulty in
Heritage Students
Hispanic/Latino heritage students may encounter different interactions or expectations from locals than their peers. Locals may expect you to have greater host country knowledge, familiarity with local customs or higher proficiency in Spanish. Additionally Latino heritage students might be identified with the most recent immigration waves into Spain with some of the prejudices associated with that. However, heritage students with proficiency in the language and whose own background includes customs that mirror those in Spanish culture may more easily acclimate to the new setting.

Sexual Orientation and Gender Identity
In Spain, same-sex marriage has been legal since 2005. However, despite this law, attitudes toward LGBT persons vary. Urban centers like Madrid and Barcelona have large and active LGBT communities and even host internationally famous Gay Pride events. Some smaller cities, like Granada, also have equally accepting climates. Regardless of where you are in Spain, you are still encouraged to consider how your sexual orientation and gender identity may affect your relationships with local residents, cultural adjustment, safety and overall education abroad experience.

Religious Issues
According to the National Spanish Research Institute (2013), around 70% of the population in Spain is described as Roman Catholic. However, the expanding immigrant communities are greatly contributing to the religious diversity with a particular increase in Islam. In addition, there is an increasing percentage of Spaniards (24% in 2013) who describe themselves as non-religious. Students who ascribe to a range of religions can easily find a community of worship or practice.

Physical Disabilities
Although Spain as a country is not fully accessible, large cities like Barcelona and Madrid are able to provide more accommodations for accessibility in public transportation, hotels, and tours. Legally, newer buildings are required to be fully accessible. Smaller cities and towns may not be able to provide particular types of facilities and/or accommodations.
Student Conduct

Code of Student Responsibility

The *IES Abroad Code of Student Responsibility* is based on the premise that our students are guests abroad. Students are expected to abide by the customs of the country in which they are studying and are legally subject to the same laws that govern local students. Students who participate in our programs are representatives of IES Abroad at all times for the duration of their enrollment. Any student who violates any policy outlined in the Code will be subject to administrative review and possible sanctions up to and including dismissal from the program.

There are four parts to the *Code of Student Responsibility*: the Academic Integrity Code, the Academic Integrity Code Violation Review Process, the Student Code of Conduct, and Judicial Procedures. Systems for dealing with violations of these policies are outlined in detail in the online IES Abroad Student Handbook. It is in the best interest of all students to read and become familiar with these policies. The Code of Student Responsibility, the IT Policy, the Alcohol and Other Drug Policy, and the Student Sexual Harassment Policy can be found in your IES Abroad Student Handbook.

**IES Abroad Alcohol and Other Drug Policy**

The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. IES Abroad allows for the consumption of alcohol, within reasonable limits, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES Abroad does not encourage the use of alcohol or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual, IES Abroad, or the community. The possession, use, or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Students are cautioned that ANY ALCOHOL OR OTHER DRUG INFRACTION WILL BE CONSIDERED A GRAVE VIOLATION OF POLICY AND WILL RESULT IN SERIOUS SANCTIONS THAT MAY INCLUDE DISMISSAL FROM THE PROGRAM. The complete Alcohol and Other Drug Policy can be found in the IES Abroad Student Handbook.
Contact Us

This section of your predeparture information gives detailed contact info for your IES Abroad Center and the IES Abroad Chicago office.

Chicago Contact Information

Who to Contact at IES Abroad
Your main contact at IES Internships before your program begins is your Program Advisor. You can reach your advisor at:

- internships@IESabroad.org
- 800.995.2300 or 312.944.1750

For questions about disability accommodations or medical concerns, contact the Dean of Students office at:

- studentaffairs2@IESabroad.org
- 800.995.2300 or 312.944.1750

Email application documents for IES Abroad scholarships to:

- scholarships@IESabroad.org

Chicago Office Hours
8:30 a.m.-4:30 p.m. U.S. Central Time, Monday-Friday

Chicago Office Address
IES Abroad
33 W. Monroe St., Suite 2300
Chicago, IL 60603 USA

Fax Number
312.944.1448

After-Hours Emergency Numbers
If you have an emergency before you depart for the program, call 800.766.7793 or 817.871.4100 to reach a Program Advisor at home. This number should also be used to report flight delays before you arrive in your host city.
If an emergency occurs after you arrive in your host city, your family can call 800.953.0171 or 812.355.3099 to reach a Program Dean at home.

Center Contact Information

Center Address
IES Abroad Barcelona
Ronda Sant Pere, 5, 1º, 1ª
Barcelona 08010

Center Phone Numbers
From the U.S.: (011.34) 93.342.8470 or (011.34) 606.460.919
From Barcelona: 93.342.8470 or 606.460.919

Center Fax Number
From the U.S.: (011.34) 93.302.4557
From Barcelona: 93.302.4557

Center Hours
Monday—Thursday, 9:00 a.m.—7:00 p.m.
Friday, 9:00 a.m.—4:00 p.m

Center Emergency Number
From Spain: 606.460.919
From another European country: (00.34) 606.460.919
Use this number if you arrive late for the program and must contact the Center staff. Also, use this number for all emergencies that may occur during the program. Emergency contacts are on-site IES Abroad staff, and they speak English. Please do not (and remind friends and family not to) use this number except in cases of a real emergency and keep in mind the time differences.