

SUFFOLK UNIVERSITY MADRID CAMPUS

PRE-DEPARTURE HANDBOOK



Intercultural Orientation Workshop in Asturias – FA07

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2009
2010

Office of Study Abroad
Boston, MA
Tel. (617) 994 4243 / (617) 573 8072
Fax (617) 3051751
studyabroad@suffolk.es

Center for International Education
Boston, MA
Tel. (617) 573 8440



Downtown Madrid – Cibeles

Fees and payments

Now that you have been admitted to Suffolk Madrid, the next step would be to confirm your decision to enroll by submitting a **confirmation deposit of \$600/400€**. We encourage students to pay this confirmation deposit early, as it will help secure your **class registration** and **housing preferences**.

Once you have confirmed enrollment, you should finalize all financial arrangements prior to the date listed on the academic calendar.

Please contact Student Accounts in Boston if you have any questions.

Money and Finances

Spain's currency is the Euro, just like many other European Union countries. The Euro will fluctuate in its value against other currencies, so things will be cheaper or more expensive for you depending on the exchange rate of your home currency. You do not need to open a bank account in Spain, but you will not be able to cash a check unless you have an account. **Traveller's Cheques are no longer easily used, so we don't recommend bringing them.** This is where **bank cards** become very handy. **Get a debit card or credit card** that you will be able to use in Spain (check with your bank) and you will be able to withdraw money from an Automatic Teller Machine in Euros, while your account at home is debited the amount in your home currency. **Make sure you check with your bank about international withdrawals so you are not subjected to any unknown charges while in Spain.**

Before you leave for Spain:

Confirm that your bank card will work in Spain. **MUST HAVE A 4-DIGIT PIN**

Find out how often you will be able to withdraw money.

Find out how much money (limit) you will be able to withdraw at one time.

Plan your budget with your banking conditions in mind

Weather

The temperatures can vary a lot in Madrid. This will require careful packing and lots of planning - or an excuse to go shopping!

Fall Semester. Weather during the fall semester will range from quite hot in August when you arrive, to cold in December when the semester ends. The climate in Madrid is dry, so the heat index is lower than in other more humid areas. Temperatures might be **as high as 90°F/32°C** when you arrive, and winter temperatures can go down to **as low as 25°F/-4°C**.

Spring Semester. Weather during the Spring Semester will range from very cold in January (when you arrive), and all through the winter, to quite warm (May). Winter temperatures might be **as low as 30°F/-1°C**, while spring temperatures might be **as high as 70°F/21°C** (especially in May).



Excursion to Córdoba - Spring 2008

Summer Session. Weather during the summer will be extremely hot and dry, with temperatures that will range from **75°F/24°C** to **100°F/38°C**.

What to pack - If you can't carry it, don't bring it!

You will not only need to move your baggage within the airport, but **you will also need to carry it** to the entrance of the building where your housing is located, without assistance. Madrid has heavy traffic and we are not always able to deliver you to your front door, so count on having to move your bags on your own. We know it will be difficult to decide what to bring, but you must also keep in mind that space in Spanish homes, especially closet space, is extremely limited. Bedrooms here are smaller, so count on less space than you would have at home. **You don't need to bring sheets, towels or pillows**, but **comfortable walking shoes and a travel umbrella** will come very handy.

Spain uses 220 volts and two round-pronged plugs. If you bring your laptop computer, electricity should not be a problem since most have converters already installed, but you will probably need a plug adapter. You may not be able to connect to the internet with your laptop in your housing, but the campus has high-speed wi-fi in addition to an excellent computer system with high-speed internet connection. Most other electrical devices will need a voltage converter and a plug adapter.

Academic and Cultural Orientation

At the beginning of every semester, all new students will participate in orientation sessions in Madrid and then take a weekend trip together. The sessions include academic and cultural orientation to help students transition to their new surroundings as well as safety tips and logistical advice for getting around the city of Madrid. Museum visits and fun activities complement the weekend cultural excursion to see more of Spain before classes begin the following week.

How to Budget your Expenses in Spain

At Suffolk University Madrid Campus most of your expenses will be covered. However, you will need to allocate some money to the following:

- 1. Additional Meals.** You must bring money for meals not covered. Suffolk fees include half-board -- 14 meals a week in host families and family residences, and 10 meals a week in apartments. **Half-board means breakfast and one main meal – either lunch or dinner.** In most restaurants you can have a 3-course lunch called “menu of the day” for about 10€, a coffee costs around 1.50€ and a soft drink at an outdoor café is approximately 3€. Many students have lunch at a sandwich shop down the street: a Spanish-style “sub”, a soft drink and chips costs less than 4€.
- 2. Public transportation.** Madrid has excellent public transportation, and very reasonably priced monthly passes that allow you to get on the subway, buses and trains as many times as you want. **This unlimited monthly pass costs between 27€ and 43€** and is what most people use here in Madrid to get around the city. Information on how to buy a transportation pass will be provided during orientation.
- 3. Telephone Calls.** If you have an unlocked tri-band GSM cell phone, once in Spain you can purchase a SIM card (20€) and then pay for the air time. Most students, however, just buy a pay-as-you go cell phone (30€) in Spain which includes a free phone and minutes - usually enough to cover the cost of the phone. There is no charge for incoming calls on cell phones, and the pay-as-you go format allows you to control your spending better.
- 4. Books and supplies.** Suffolk University Madrid Campus students have **books included in tuition and get free printing** at the computer lab as well as free diskettes and cds to save documents and projects. Plan on buying some notebooks, folders, pens and pencils once you're here.
- 5. Additional Travel.** While in Spain/Europe you will probably want to take advantage of this opportunity to do additional travel, and you should budget for that too. **Your Suffolk University fees include one excursion** of the three we offer each semester, and you can go on the **others for an additional charge.** You can travel on your own at very reasonable costs as well, if you decide to stay in hostels (small, privately-owned lodgings) and use public transportation. Train and bus companies cover the entire country and are excellent.



Intercultural Orientation Workshop in Andalusia – SP08

Safety upon Arrival

You are most vulnerable to minor theft when you first arrive in Madrid and are jet lagged in new surroundings. **Do not carry all of your valuable and important items in the same place**, and try to **minimize the number of bags** you are carrying, so you can control them at all times. Beware of strangers who offer their “assistance” and **don’t wear your backpack on your back**; strange as it may appear, it’s safer as a “front pack”. We will also have a session during our **Madrid orientation** which will cover safety issues.

Arrivals in Madrid

All students are expected to arrive in Madrid (Barajas Airport) on **the date specified on your Airport Arrival Pick-Up Form**, between 7:30 am and 2:00 pm. (7:30h - 14:00h). Students arriving on this date and time will be met by Suffolk University Madrid Campus representatives, **if they have provided their arrival information in advance**:

1. Airline 2. Flight number 3. City of Origin of Flight 4. Time of Arrival

- **Complete the enclosed Airport Arrival Pick-Up Form.** This information can be faxed (34) 91 534 5024 or e-mailed to Ms. Amy McAllister at amy@suffolk.es.
- Upon your arrival to Madrid, you must **go through passport control**, then **collect your luggage** before proceeding through customs – watch for the “nothing to declare” signs and pass by some green-uniformed police agents. Once you **enter the arrivals hall**, you’ll see people waiting for the arriving passengers.
- **Suffolk University representatives at the airport will meet the students at Terminals 1 & 4. They will be holding a blue and gold "SUFFOLK UNIVERSITY" sign.** Please don’t expect to see your name on the sign.
- **Students arriving at Terminal 2 must proceed to Terminal 1- “Llegadas”** and look for the Suffolk University Madrid Campus representatives in front of **Sala 1 (Lounge 1) or Sala 2 (Lounge 2)**.
- **If your luggage is lost** – go to the claim counter (located near the baggage carrousel) for your airline and fill out a lost luggage claim form. The airline will give you a receipt with your claim number to follow up with. It’s advisable to **have the luggage sent to Suffolk’s address** (Calle de la Viña 3, 28003 Madrid) as there is always someone available (9am-9pm) to receive the luggage and sign for it. It is also helpful to ask when the airline predicts the luggage to arrive. Make sure **your luggage has your name** (not someone else in your family) **inside and outside** the bag. If your lost luggage claim is causing a significant delay or you need our help, ask the airline to call our representatives at the airport (**606 432 319**) so they know where you are and can assist you.

When you exit the baggage claim area in the Madrid airport: Please **look for the Suffolk University signs**, and introduce yourself to Suffolk University representatives. Suffolk University representatives will direct you to **the shuttle which will take you to the proper location**.

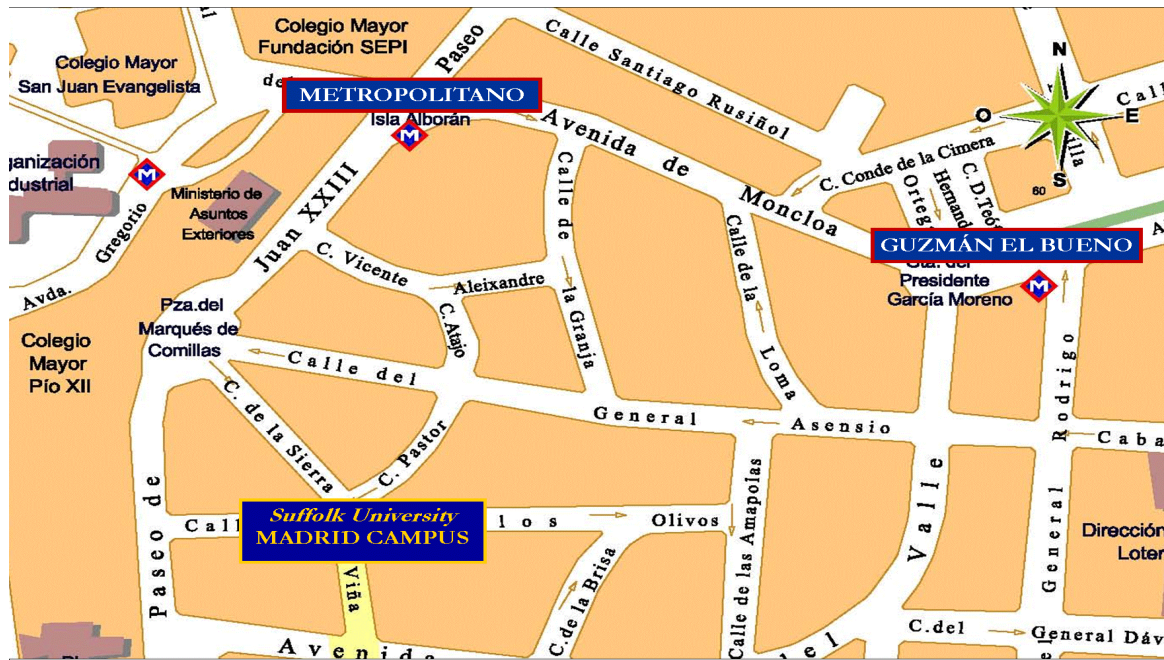
Students not arriving in Madrid on the group arrival day:

Before arrival day: Please be aware that **you will need to make your own housing arrangements**. Let us know of your plans so that we can arrange for you to meet up with the group.

After arrival day: Students are **strongly recommended to make all possible efforts to arrive on the specified date**, so as to not miss the **orientation sessions** that take place before classes start. **Our orientation includes a trip outside Madrid, and you would be responsible for arriving there on your own**. If for some exceptional reason you will be arriving later, you must also contact the housing department at housing@suffolk.es in advance to arrange alternate plans and ensure entrance into your Madrid housing location.

Directions to the Campus

Suffolk University Madrid Campus (SUMC) is located in the university district of the Spanish capital. Our building is adjacent to the intersection between the streets of Avenida del Valle and Isaac Peral, easily accessible by subway line 6 (the gray line) at the **Metropolitano** subway stop, or lines 6 and 7 (gray & orange lines) at the **Guzmán El Bueno** subway stop.



The address is Calle (street) de la Viña, #3

Dealing with Culture Shock

Most students experience culture shock sometime around their second week in Spain. **Adapting to life in such a different environment can be stressful** and will push your emotions sky-high. Symptoms of culture shock are different for each one of us, but some signs could be:

Negative feelings towards Spain, its customs and people / Nervousness, fear and feeling insecure / Homesickness / Irritability / Sadness

These are completely natural emotions and will probably pass after your third week in Spain, but the real victims of the previous phase will be your parents. Many students call home when they are feeling the effects of culture shock and will transmit their feelings to their families, leaving behind very worried and concerned parents. **Discuss culture shock with your parents** before you leave so that they will be prepared when the time comes. Keep in mind that all Madrid Campus administration, faculty and staff have international backgrounds and have gone through similar problems. **We will help you make a smooth transition to adjust to Spanish daily life.**

Keeping in Touch with your Family upon Arrival

Informing your parents that everything is going well is a good idea. They will be thinking about you, and listening carefully to every piece of news coming from Spain. You'll be able to send emails, use Skype or internet chat from campus but if you have trouble finding a way to contact home, the staff will be happy to let you use a campus phone.

Important Telephone Numbers

The country code for dialing Spain is **34**

Dial the international access code, then 34, then one of the numbers below

SUFFOLK UNIVERSITY MADRID CAMPUS

Telephone: 91 533 59 35

Fax: 91 534 50 24

24 Hour Emergency Number: 628 294 290

Ms. Amy McAllister (Arrivals/Student Activities) – **606 432 319**



S U F F O L K
U N I V E R S I T Y

**SUFFOLK UNIVERSITY
MADRID CAMPUS**

Calle de la Viña, 3
28003 Madrid
SPAIN

**FOR ADDITIONAL INFORMATION OR SUPPORT, PLEASE CONTACT US AT studyabroad@suffolk.es
WE LOOK FORWARD TO MEETING YOU IN MADRID!**