



# ORIENTATION FOLDER EXAMPLE



SPANISH-AMERICAN INSTITUTE OF INTERNATIONAL EDUCATION

**SAIIE**



## EXAMPLE CALENDAR



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						<b>MAY 18</b> <b>SESSION 1</b> STUDENTS ARRIVE
<b>MAY 19</b> <b>SESSION 1</b> ORIENTATION CLASSES BEGIN	<b>MAY 20</b>	<b>MAY 21</b>	<b>MAY 22</b>	<b>MAY 23</b> <b>SESSION 1</b> QUIZ 1	<b>MAY 24</b>	<b>MAY 25</b>
<b>MAY 26</b>	<b>MAY 27</b>	<b>MAY 28</b>	<b>MAY 29</b>	<b>MAY 30</b> <b>SESSION 1</b> MIDTERM	<b>MAY 31</b>	<b>JUNE 1</b> <b>SESSION 2</b> STUDENTS ARRIVE ORIENTATION INCLUDED WELCOME TAPAS DINNER <b>SESSION 1 &amp; 2</b>
<b>JUNE 2</b> <b>SESSION 2</b> ORIENTATION CLASSES BEGIN	<b>JUNE 3</b>	<b>JUNE 4</b>	<b>JUNE 5</b>	<b>JUNE 6</b> <b>SESSION 1</b> QUIZ 2 <b>SESSION 2</b> QUIZ 1	<b>JUNE 7</b>	<b>JUNE 8</b>
<b>JUNE 9</b>	<b>JUNE 10</b>	<b>JUNE 11</b>	<b>JUNE 12</b>	<b>JUNE 13</b> <b>SESSION 1</b> FINAL EXAM <b>SESSION 2</b> MIDTERM DEPARTURE TO CÁDIZ	<b>JUNE 14</b> <b>SESSION 1 &amp; 2</b> OPTIONAL WEEKEND TO CÁDIZ	<b>JUNE 15</b> <b>SESSION 1 &amp; 2</b> OPTIONAL WEEKEND TO CÁDIZ
<b>JUNE 16</b> <b>SESSION 1</b> LAST DAY TO MOVE OUT <b>SESSION 2</b> THE SCHEDULE OF SPA 371 CHANGES FROM 16:00 a.m. TO 13:30 p.m.	<b>JUNE 17</b>	<b>JUNE 18</b>	<b>JUNE 19</b> CORPUS CHRISTI HOLIDAY NO CLASSES	<b>JUNE 20</b> <b>SESSION 2</b> QUIZ 2	<b>JUNE 21</b>	<b>JUNE 22</b>
<b>JUNE 23</b>	<b>JUNE 24</b>	<b>JUNE 25</b>	<b>JUNE 26</b>	<b>JUNE 27</b> <b>SESSION 2</b> FINAL EXAM & INCLUDED FAREWELL DINNER	<b>JUNE 28</b> <b>SESSION 2</b> LAST DAY TO MOVE OUT BY NOON	



## INFORMATION FOR THE FIRST WEEKS (1)

### 1. EMBASSY REGISTRATION

All U.S. students have to be registered via the Internet Based Registration System (IBRS) on [travel.state.gov](https://travel.state.gov). Smart traveler Enrolment Program (STEP) ([state.gov/https://step.state.gov/STEP/](https://step.state.gov/STEP/))  
If you have any questions, please contact via email [ASKACS@state.gov](mailto:ASKACS@state.gov).

### 2. CELL PHONES

It is crucial for us, to have your cell number in case of any emergency.  
Please send us NOW an email to [admin@saiie.com](mailto:admin@saiie.com) with your name and cell number.

### 3. AUTHORIZATION OF PERSONAL DATA PROTECTION

We also need that you sign your “personal data protection” form giving or not your authorization to use your image. During the semester, we will take photos and/or videos of the activities and posting on our social media, brochures and so on. The first day of class at SAIIE, we will be deliver this form to be signed.

## May 19 (Session 1) & June 2 (Session 2)

- Students arrive.
- A member of SAIIE staff will be at the airport to greet you from 9:00 a.m. to 5:00 p.m.
- In case of lost luggage on your arrival, please use the SAIIE address at the airport:  
Calle Cuesta del Rosario 8, casa 1, 3ª planta. 41004 Sevilla, as well as, SAIIE phone number 954 222 304. This way they will deliver your luggage here at SAIIE.
- In case you arrive outside of the “arrival timeframe” schedule at the airport. Here you have different options to get to the city from the airport:  
**Public bus** from the airport, the line is named **EA**. More info [here](#). Price 6 €.
- **Taxis** are located right outside the airport terminal as well as, in Santa Justa train station. More info [here](#).  
Airport taxes have a flat fare of 25,72 € during the day and 28,67 € during the evening hours of 21:00 to 7:00 hours.  
For train station taxis – Add + 3,70 € to what the taximeter indicates.  
If you do not agree with the price of the taxi, do not argue with the driver. Ask for a receipt and be sure that the correct license plate and the price charged is on it. At the time of making a claim, we will need this information.
- Bolt, Cabify and Uber are available in Seville too.



## INFORMATION FOR THE FIRST WEEKS (2)

### May 18 (Session 1) & June 1 (Session 2)

- Meet with your Spanish family.
- Lunch and dinner with your Spanish family.

### May 19 (Session 1) & June 2 (Session 2)

- Summer Session 1 - Orientation at [SAIE](#) at 13:00 a.m. on Monday, 19 May
- Summer Session 2 – Orientation at [SAIE](#) at 10:30 a.m. on Monday, 2 June
- Lab fee payment for the visits of Art 301 and Spa 354. More info on page 9 of this folder.
- Sunday, 1 June - All session students will have an included welcome tapas dinner with SAIE staff. Place & time will be determined.
- The schedule of the class Spa 371 of Session 2 changes on June 16<sup>th</sup> from 16:00 to 13:30



## ACADEMIC INFORMATION (1)

### SAIE STAFF - Academic Board, Staff and Faculty

- Dr. Isabel M<sup>a</sup> Martín
- Mr. José Miguel Nuñez
- Mr. Nicolas Ricciuti
- Mrs. Susan Rizzo
- Ms. Rosa M<sup>a</sup> Rodrigo
  
- Ms. Samantha Chipres     Director
- Mr. Stuart Chipres       Resident Director
- Mr. Sean Chipres         Program Manager
- Mrs. Regla Rojo           Office Manager
  
- Prof. Virginia Álvarez
- Prof. Roberto Castro

### Academic Agenda (Quizzes, Midterm, Finals)

- **SUMMER SESSION 1**

Classes begin on Monday May 19<sup>th</sup> and end on Friday 13<sup>th</sup>.

Quiz 1                      May 23

Midterm                  May 30

Quiz 2                      June 6

Final Exams              June 13

- **SUMMER SESSION 2**

Classes begin on Monday June 2<sup>nd</sup> and end on Friday June 27<sup>th</sup>.

Quiz 1                      June 6

Midterm                  June 13

Quiz 2                      June 20

Final Exams              June 27

Quizzes for Language classes ONLY. Quizzes are normally 30 minutes or less of duration and are held during regular class hours. Midterm will be held during regular hours. Consult your exam schedule.





## ACADEMIC INFORMATION (2)

### Courses list

#### SUMMER SESSION 1

- MGT/MKT 301 English Business Communication
- SPA 371 S1 Spanish Business Spanish.

#### SUMMER SESSION 2

- ART 301 English World Art
- MGT 360 English International Management
- SPA 354 Spanish Artistic Expression & Society in the Spanish-Speaking World.
- SPA 371 S2 Spanish Business Spanish.

### SAIIE Academic Rules

#### • CLASS ATTENDANCE AND CONDUCT

- Attendance in class is MANDATORY.
- Attendance will be taken every day from Monday to Friday.
- It is absolutely forbidden to eat in the classrooms.
- Cellular phones must be turned off before entering the classroom.
- In case of illness, the student's señora must contact the school or must present a written medical form to justify the absence.

### SAIIE Lab Fee Payments and others

#### • LAB FEE PAYMENTS

- All students taking ART 301 (World Art) taught in English and Spa 354 (Artistic Expression & Society in the Spanish-Speaking World) taught in Spanish must pay a lab fee of 80 € for participating in the visits of these classes.
- 80 € fee must be paid at the main desk at the admin office the day of the Orientation.
- Payments must be in cash and it will be helpful if you could bring the exact amount.

#### • STUDENT ID CARD (ISIC)

Remember that you need to get your International Student Identity Card ([ISIC](#)). This ID is compulsory for all those students who have the Art 301, Spa 354. Click here to get yours online.

**CLASS SCHEDULE - SUMMER SESSION 1**

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>11:00 13:15</b>	<b>MGT/MKT 301</b> Business Communication.  Mr. Castro (Room 6)	<b>MGT/MKT 301</b> Business Communication.  Mr. Castro (Room 6)	<b>MGT/MKT 301</b> Business Communication.  Mr. Castro (Room 6)	<b>MGT/MKT 301</b> Business Communication.  Mr. Castro (Room 6)	<b>MGT/MKT 301</b> Business Communication.  Mr. Castro (Room 6)
<b>13:30 15:45</b>	<b>SPA 371-S1</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S1</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S1</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S1</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S1</b> Business Spanish  Mrs. Álvarez (Room 6)

**CLASS SCHEDULE - SUMMER SESSION 2**

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>08:45 11:00</b>	<b>MGT 360</b> International Management  Mr. Castro (Room 5)	<b>MGT 360</b> International Management  Mr. Castro (Room 5)	<b>MGT 360</b> International Management  Mr. Castro (Room 5)	<b>MGT 360</b> International Management  Mr. Castro (Room 5)	<b>MGT 360</b> International Management  Mr. Castro (Room 5)
<b>11:00 13:15</b>	<b>ART 301</b> World Art. <b>SPA 354</b> Artistic expression & society in the Spanish-speaking world.  Mrs. Álvarez (Room 6)	<b>ART 301</b> World Art. <b>SPA 354</b> Artistic expression & society in the Spanish-speaking world.  Mrs. Álvarez (Room 6)	<b>ART 301</b> World Art. <b>SPA 354</b> Artistic expression & society in the Spanish-speaking world.  Mrs. Álvarez (Room 6)	<b>ART 301</b> World Art. <b>SPA 354</b> Artistic expression & society in the Spanish-speaking world.  Mrs. Álvarez (Room 6)	<b>ART 301</b> World Art. <b>SPA 354</b> Artistic expression & society in the Spanish-speaking world.  Mrs. Álvarez (Room 6)
<b>16:00 18:15</b>	<b>SPA 371-S2</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S2</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S2</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S2</b> Business Spanish  Mrs. Álvarez (Room 6)	<b>SPA 371-S2</b> Business Spanish  Mrs. Álvarez (Room 6)

NOTE - From Monday 16 June, the class **SPA 371-S2** will change from 16:00-18:15 to **13:30-15:45**.



## SAIIE – OPENING HOURS AND HOLIDAYS

- **SAIIE OPENING HOURS**

SAIIE is open during the following schedule:

- Mondays to Thursdays      from 9:00 a.m. to 5:00 p.m.
- Fridays                              from 9:00 a.m. to 2:00 p.m.
- Closed on local holidays      Thursday, 19<sup>th</sup> June – Corpus Christi celebration

## SAIIE INTERNAL SERVICES

- **WI-FI**

Here you have the different Wi-Fi passwords around the building:

- **MAIL, PACKAGES, PHOTOCOPIES, PRINTED OR SCANNED DOCUMENTS**

- Personal MAIL received by students will be sorted alphabetically by last name and placed in the mailbox situated in the main entrance.
- If you receive a PACKAGE, your name will be placed on the bulletin board. It may be collected at the main desk at the admin office upon the presenting a valid I.D.
- In our many years of experience, packages that contains cookies, candies or any type of food are not normally a problem but packages with electronic devices, clothing, cameras and so on, must pass through customs where they are assessed with a customs fee. This fee is often very expensive. Many times it is much more than the value of the item shipped. In addition, this process takes a lot of time and paperwork on the student's part. E.g. if a student loses a camera and wants another one, it is not recommended that you have one sent from home. Most of the times it is much cheaper and less time consuming if you buy one locally.
- PHOTOCOPIES and PRINTED materials can be made at the admin office. Please consult at the main desk. You can send an e-mail to [admin@saiie.com](mailto:admin@saiie.com) and we will print your documents.
- If you need to SCAN any document, please consult at the main office.





## SAIIE EXTERNAL SERVICES

### CUESTA SPORT FITNESS CENTER



- SAIIE has a partnership with Cuesta Sport Fitness Center. Special prices are applied for our students. Please consult at the Student Affairs office in order to find out special conditions and prices for the fitness center for the Summer Sessions.
- Gym location – In Cuesta del Rosario number 8, 41004 Sevilla. [Here](#).
- Ask Sean if you are interested.
- Price for 4 weeks 35 €
- Price for 6 weeks 45 €



## MEDICAL INFORMATION



In case of illness, SAIE can recommend a physician. All medical appointments will be made through the Student Affairs Office. A SAIE member will accompany students to the doctor if necessary (students will be responsible of all taxis fares).

Private Doctor payments will be made directly to the medical institution. Receipts are not provided unless requested. Be sure you ask for a receipt in order to petition your insurance company for reimbursement. Remember that you will need your passport when requesting a receipt. Policy number and name of your company will be required.

In case that the student desires to return to the U.S.A. to consult with a physician, the student must first obtain a formal consultation with a Spanish doctor through the Student Affairs Office. Upon return to Spain, written documentation from the doctor in the U.S.A. must be presented to the Student Affairs Office.

## ACADEMIC PANEL AND BOARD

Any major academic problem will be addressed initially by an Academic Panel made up of the Director & Resident Director. The SAIE Academic Board consists of the Institute's Spanish and American lawyers, educators and business people.

Appointments with the Academic Board are made through the Director's Office.

## WORKING IN SPAIN

The European Union law and Spanish law prohibit all non-E.U residents to work in Spain without a government work permit.

Any student from the program found working without a legal work permit, WILL BE EXPELLED FROM THE PROGRAM IMMEDIATELY.



## EVALUATIONS



During the Session, students will be issued an on line evaluation form to comment on the various services offered by the program. Your opinion is important because it helps us improve and possibly change some aspects of the program to adjust to the needs of students who will follow.

However, it is important to understand the difference between constructive criticism and an accusation of incompetence or wrongdoing. Constructive criticism is one's opinion on how things might be changed or adjusted to provide better quality.

An accusation of incompetence or wrongdoing, directed at someone, that might have serious consequences must be made personally to the Academic Board of the Institute and presented with evidence to substantiate that accusation.

The Board will protect the rights of the accuser as well as those of the accused. An investigation will be opened to determine if such an accusation is true. Once the investigation is concluded, the Board will pronounce its conclusions and proper measures will be taken. However, it is very important to remember that SAIE is a Spanish institution on Spanish soil and accuser and accused are under Spanish laws and regulations. A false or misleading accusation can have very serious consequences for the student.



## GENERAL RULES AND REGULATIONS



The Spanish-American Institute of International Education (SAIIE) strongly believes that it is the responsibility of each student to adhere high standards of conduct and exhibit acceptable behavior at all times. These rules correspond to all aspects of the study abroad program, activities and housing accommodations. All rules and regulations established by SAIIE are consistent with Spanish customs, thus in some cases might differ from those in the United States. Students participating in this program are expected to follow all policies established by the Institute. Any students who is not willing to abide by these standards of conduct will be subject to disciplinary action.

### TRIPS AND ACTIVITIES:

These mainly include the trips and social-educational activities organized by the Institute. Students must maintain appropriate behavior during such activities. In particular, there are several points of significant importance:

- It is imperative to arrive on time to all activities.
- On trips always take into consideration fellow students who are travelling with you.
- No alcohol or smoking will be allowed on buses.
- Maintain proper behavior when staying at hotels and visiting monuments (with the Institute or your own).
- The Institute staff reserve the right to not allow students to attend or to continue on a trip if they consider their behavior to be disruptive.

### HOST FAMILY:

- Students must understand they are in Spain, where the culture and customs are very different from those of the United States.
- Students must respect their family and landlady at all times.
- Students must show adequate manners when dealing with the family.
- Students must respect and follow house rules.
- Drunken behavior will not be tolerated under any circumstances.



#### **ACADEMIC CONDUCT:**

- The student will show respect towards the staff, the professors and other fellow students at all times. Any behavior that may disturb or interrupt classes at any time is not acceptable.
- The Program will not tolerate any form of academic misconduct; this includes plagiarism, cheating or any other type of academic dishonesty.
- Spanish customs and rules prohibit eating or drinking during class.
- The professor will be responsible for maintaining these stated rules and regulations. The goal of such rules is to ensure the proper development of academics.

#### **EXTRA –CURRICULAR ACTIVITIES:**

These mainly include the trips and social-educational activities organized by the Program. Students must maintain appropriate behavior during such activities.

- It is imperative to arrive on time to all activities.
- On trips always take into consideration fellow students who are travelling with you.
- No alcohol or smoking will be allowed on buses.
- Maintain proper behavior when staying at hotels and visiting monuments.
- The Program staff reserves the right to not allow students to attend or to continue on a trip if they consider their behavior to be disruptive.

#### **SANCTIONS:**

If a student breaks any of the stated rules, disciplinary actions will follow:

- A written report will be sent to the Academic Board for review, and sanctions will range from oral or written warnings to probation and possibly an expulsion and consequently the loss of all student rights and privileges.
- Sanctions will depend upon the severity of the misconduct.
- The Academic Board is authorized to impose sanctions beyond the minimum if deemed appropriate.

#### **MISCELANEOUS:**

All students must realize that they must abide by Spanish laws. Any student who violates these laws may face Spanish government fines.

SAIIE is not responsible for the disciplinary conduct exercised by program participants.

The legal team of the Institute is not available for legal representation for any of the study abroad program participants.





## HOUSING RULES AND REGULATIONS



It is mandatory for all students must live in Spanish homes; not in apartments or residences. The University of Wisconsin - La Crosse regulations on housing are in effect here and no refunds will be given to students moving out of their houses. The Spanish-American Institute of International Education will ASSUME NO RESPONSIBILITY for any type of housing concern if a student moves out of their house without program's permission.

Living with students of the opposite sex is not allowed.

### Summer Session 1

Housing accommodation will be available from Sunday, May 18 to Monday, June 16, 2025.

Lunch and dinner on Sunday, May 18 are included. Monday June 16, you must move out before 12:00 noon.

### Summer Session 2

Housing accommodation will be available from Sunday, June 1 to Saturday, June 28, 2025.

Lunch and welcome dinner with all students and the SAIIE staff will be included on Sunday June 1.

June 28, you must move out before 12:00 noon.

### MEALS:

You will be provided with three meals a day from Sunday dinner to Friday lunch. You will not be provided with supper on Fridays, 3 meals on Saturdays, breakfast and lunch on Sundays.

Please be responsible about being punctual at mealtimes and let your landlady know if you won't be home for a meal. You will not be allowed to have access to the kitchen to prepare your own food without your landlady's permission.

If you going to be travelling on Fridays after classes. Ask your landlady to prepare a packed lunch, you must let her know 24 hours in advance. Do not wait to tell her the night before especially if you plan on leaving early in the morning because she will need enough time to prepare the meal.

### KEYS:

You will be given your own set of house-keys. You can come and go as you please and you have no curfew but do be considerate and responsible if you arrive home late at night and please make sure you lock the main door every time you go in and out.





If you lose your house keys, tell your landlady immediately. If you lose your keys, you will be responsible for replacing them and also for the cost of a new lock if this needs to be changed.

### SHOWERS:

Try to be flexible with the rest of the family when taking showers especially if you are sharing the bathroom with the family. On your first day here, your landlady will show you how the hot water system works. There are various systems using either electricity, city gas or butane gas cylinders, so please make sure you know how everything works, even if she has to show you more than once. You can shower as many times a day but please be considerate as Spain is suffering a severe water crisis.

### GUESTS:

No guests should be invited into your Spanish home without first consulting your landlady. Remember it is her home and you must respect her rules.

### TRIPS:

If you travel on weekends, please make sure to tell your landlady beforehand when you will be leaving and when you plan to arrive home, so she will know when to expect you and will not be concerned about your absence. If you are going away for longer than a weekend, please leave details of your trip with your landlady. Also, if you decide to prolong your trip while you are away please keep in touch with her.

### LAUNDRY:

You must make arrangements directly with your landlady. She will do one load of laundry, including ironing, for you free of charge every week. Anything extra will be charged at 3 € per load which you should pay her personally when you give her your laundry. If you decide for your landlady to do your laundry, please be considerate and understand that, especially in winter it may be difficult for her to dry large quantities of clothes quickly as most houses do not have dryers and all laundry are dried outside in the open air.

Sheets and towels for your personal use will be provided and will be washed by the landlady. They should not be included in your personal laundry.

#### Remember:

Domestic washing machines here in Spain are smaller than in the U.S one load is 5 kilos (maximum). Your landlady will provide you with a bag that holds exactly that amount. Each bag should contain either colors or white, don't mix both together. The alternative to this arrangement is to use a laundromat. The machines at the laundromat have more capacity (one load is 8 kilos) and each load costs between 4,50 € detergent included. Dryer costs 3€. Normally ironing is not included (for more info ask in the admin office).

You will not be allowed to wash your clothes by hand at home.

I hope this information will help you to feel more comfortable with what to expect at home.

#### Just a note to keep in mind:

If you plan to stay with your family after the program has ended, you must make your own personal arrangements with them and remember that SAIIE cannot intervene or be responsible for the terms of that arrangement.



## PUBLIC TRANSPORTATION: BUS, METRO, TRAM, BIKE AND TAXI



Although you can walk from your house to SAIE and it shouldn't take more than 30 minutes. Here you have public transport information in Seville in case you need it:

### **BUS:**

"Tusam" is the name of the Seville bus company. A one way bus ticket cost 1,40 € although you can buy a "bonobús" (rechargeable card) without transfer (0,35 €) or with transfer (0,38 €).

This is the cheapest way to move around the city.

The Tusam rechargeable card costs 1,50 €. A minimum of 7 € is required on the card.

Bus to the airport (**E A**) is available for a flat fare of 6 €. More info [here](#).

### **METRO ( L 1 ):**

Get your ticket at the automatic machine site in the stations. Credit card are available for payments too. More info [here](#).

### **METROCENTRO OR TRAM ( T 1 ):**

It connects from Plaza Nueva (city hall) to Luis de Morales in Nervión. Payments by credit card are available. More info [here](#).

### **BIKE:**

Seville is a pleasant and flat city to ride on a bike. With "Sevici" you can go everywhere quickly and ecologically. If you are interested in renting a bike it must be made through the web page. For more info [here](#).

### **TAXI:**

Taxis accept credit cards. For reservations, please call Tele Taxi - 954 62 22 22. They will require your address, your pick up time, your name and your cell number. For ordering a taxi online, click [here](#).

### **TARJETA DEL CONSORCIO:**

It is a rechargeable card available to use in most public transportations in the city: Bus, metro, tram & cercanías (commuter trains). Minimum charge of 5€ is required, as well as, a deposit of 1,50 € to get the card. The card can be purchased at any tobacco shop.



## FIELD TRIP AND OPTIONAL ACTIVITIES



### Rules and Regulations for trips

- You must pay before the cutoff date. No deposit will be accepted to reserve a place.
- No refunds can be given to students who do not turn up for the trip.
- Weekend trips must be paid one week before departure date. REMEMBER once you have paid for a trip your money only will be refunded if somebody goes in your place.
- On all trips, the **buses will only wait 10 minutes**. We will not call anyone at their homes so if you are not on the bus at the scheduled time, we will leave without you. This rule will also apply to the return journey and to all excursions organized.
- To maintain the original price, a minimum number of students is required (the minimum will depend on each individual trip). If we do not reach that minimum, either the trip will be cancelled or the price will be raised.
- When you sign up for a trip, only sign up if you are sure, you will be attending. The whole organization of the trip is based on the number of people who sign up originally. It is unfair to your fellow students if you sign up to go and then you drop out, thus causing the cancelation of the trip at the last minute or an increase in price.
- When you are travelling anywhere outside of Seville, you should always carry your **passport**, even on day trips.

### Optional Activities

- We will offer a list of optional activities for you to do during your stay. If you have any question or need any help organizing any of these activities, please contact the SAIIE Program Manager, Sean Chipres.
- Optional activities are not included in the program cost and might have an additional cost. We will keep you informed sharing the document in Google Drive. Please sign up in the activity of your interest in order to make the appropriate arrangements.
- Activities and dates are subject to change.





**SAIIE**

**(Spanish American Institute of International Education)**

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