



# STETSON LAW

## MADRID A TO Z: WHAT YOU NEED TO KNOW

### PROGRAM WEBSITE

The majority of program information can be found on the program website: [Study Abroad in Madrid, Spain - College of Law \(stetson.edu\)](https://www.stetson.edu/study abroad/madrid).

### PROGRAM CALENDAR AND CLASS SCHEDULE

The program calendar and class schedule are published when the program opens for applications. Both are subject to change, and when changes occur, students who have applied to the program are notified via e-mail of those changes. Please check periodically to ensure you know what is planned, where you need to be, and when you need to be there. Many events, especially field trips, are mandatory components of the program, and you need to be prepared. You can also find the date of the final exams on both documents.

### THE APPLICATION PROCESS

#### STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

To be eligible for the Madrid, Spain program you need to have completed your 1L year, be in good academic standing, and have a minimum GPA of 2.25. If you meet these criteria, you may complete the online application. It is not necessary to pay your program deposit at the time you start your application; however, paying your program deposit will secure your spot in the program. You will not be accepted into the program until you have paid your program deposit.

### FINANCIAL RESPONSIBILITY/OBLIGATION

**After APRIL 1, you are financially responsible for the entire cost of tuition, fees, and any other costs Stetson University College of Law has incurred on your behalf.**

#### NON-STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

We welcome your applications and participation in our program! Our programs are richer for having students from other law schools in them, and no admission preference is given to Stetson University College of Law students. Most schools will require you to submit paperwork to them in advance of committing to our program, so you may need to start with your home institution first.

The criteria for non-Stetson University College of Law students are 1) completion of your 1L year, 2) be in good academic standing with your home institution, and 3) currently attend an ABA-approved law school. Your home institution will likely have a minimum GPA requirement, so you will want to check with them to be sure you meet their criteria as well.

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## WHAT WE NEED FROM YOU

- 1) **Letter of Good Standing**
- 2) **Official Transcripts**

Please send your Letter of Good Standing and official law school transcript to the following address:

International Programs Office  
Stetson University College of Law  
1401 61<sup>st</sup> St S  
Gulfport FL 33707

*Note: If you are an attorney or are a law student from another country, please contact our office directly.*

### APPLICATION DEADLINE

**MARCH 15.** For this deadline, we must receive completed General Questionnaires and program deposits (\$350).

### FINANCIAL AID

All of our programs are eligible for financial aid. The aid covers items listed in the Student Budget posted on the program website. **Please contact your financial aid office when you commit to the program so you can complete the additional required paperwork necessary to facilitate the processing of your financial aid package for this program (and there *will* be additional paperwork!).**

The e-mail address for the Stetson University College of Law Financial Aid Office is [finaid@law.stetson.edu](mailto:finaid@law.stetson.edu). Should you have further questions, or need to send a consortium agreement, please contact them directly.

### STUDENT AGREEMENT FORM

Please read this agreement prior to digitally signing it. You will be held to the standards stated in this document, and you should know what it is to which you are agreeing.

### PASSPORT

**PLEASE BE SURE THAT YOUR PASSPORT IS VALID FOR AT LEAST 6 MONTHS PAST THE RETURN DATE OF YOUR TRAVEL** – THIS FOLLOWS U.S. STATE DEPARTMENT GUIDANCE AS MANY COUNTRIES REQUIRE THIS. BETTER SAFE THAN SORRY! PLEASE UPLOAD A COPY OF YOUR PASSPORT INTO YOUR APPLICATION FILE.

### FLIGHT ITINERARY

**You will need to provide your flight information into and out of Madrid, Spain.** You should book your flight to arrive at the **Adolfo Suárez Madrid-Barajas Airport** (Airport Code is “MAD”).

### NON-STETSON STUDENTS ONLY: TRANSCRIPT REQUEST FORM

Located in your study abroad application, **please print out and complete the Transcript Request Form, then scan it to the International Programs Office.** We need this on file to send your Stetson University College of Law transcript to your home institution when the program is over. This form needs to be received **by July 1.**

We strongly encourage you to complete this form BEFORE you go to the program. It will be one less thing you have to think about or do when you return after the program ends. Please ensure that the address you list for your home institution is the address required to get your classes applied to your student record at your home institution. This transcript is provided to your home institution as part of your program costs. If you need additional copies of your transcript, for yourself or for your state bar, you will need to order them using the link provided below.

## BEFORE YOU GO

### STETSON E-MAIL ACCOUNTS FOR NON-STETSON STUDENTS

Non-Stetson students will receive Stetson e-mail credentials from our office around late April/early May. **Please set this e-mail up and ensure that it is working prior to leaving for the program.** You will need these credentials for several reasons:

- 1) To pay your invoice online;
- 2) To take your exams; and
- 3) To access your grades.

**Do NOT wait until exam week to set your account up as help may not be as available as it is in April, and in being that close to the exam deadline, you will not want to risk a “zero” due to technical issues!**

### PAY YOUR ACCOUNT BALANCE

**Your account balance must be paid prior to your arrival to the program.** If your balance has not been paid before your departure, you will not be allowed to check into the housing, nor participate in any part of the program until your balance is paid in full. If you encounter issues with financial aid availability with your school, please let us know as soon as possible so we can work with you. Late payments incur late fees that start at \$200!

### REGISTER FOR U.S. DEPARTMENT OF STATE’S SMART TRAVELER ENROLLMENT PROGRAM (STEP)

Please register your trip with the U.S. Department of State's STEP program. Their definition of the program: “The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.”

Please see the STEP Enrollment page (<https://step.state.gov/step/>) for more information

### NOTIFY YOUR BANK AND CREDIT CARD PROVIDERS

Let your financial institutions know that you will be traveling abroad as many of them will disable your card as soon as you start using it overseas if they are not aware of your travel plans.

### CURRENCY

Spain uses the Euro. If you use an ATM there, you will receive Euros. Getting local currency prior to departure for Madrid is encouraged. You can use credit cards there, which is also encouraged, as credit cards can be cancelled and replaced if lost or stolen, whereas cash cannot.

We suggest using a credit card that does not charge a foreign transaction fee. **Depending on your budget, you should plan to have approximately \$200 USD total converted into local currency.**

### PACK YOUR EMERGENCY CONTACT CARD

In your program packet, you will receive your program t-shirt and emergency contact card. **Please be sure to carry your Emergency Contact Card on you at all times during the program.** This card speaks for you should you not be able to speak for yourself.

### COST

Madrid is reasonable. Budget wisely, however, because you will be there for two weeks. Breakfast is included with the hotel, but food is relatively inexpensive, so if you manage your money wisely, you will be fine. As Comillas Pontificia Universidad students will be joining our class, you also will have the opportunity to tap into local knowledge about where to eat for less – usually avoiding the tourist areas allows you to stretch your budget!

Some examples of the cost of living in the Madrid, Spain are as follows:

**Basic lunchtime menu (including a drink) in the business district – €18**

**Combo meal in a fast food restaurant (Big Mac Meal or similar) – €10**

**2 liters of Coca-Cola -- €1.97**

**Basic dinner for two in a neighborhood pub -- €44**

**Dinner for two at an Italian restaurant in the expat area including appetizers, main course, wine, and dessert -- €57**

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

The exchange rate as of 4/11/25 is €1 EUR = \$1.13 USD, so €5 EUR = \$5.66 USD.

## WEATHER

The weather in Madrid in June is hot. The average temperatures are between **64°F and 86°F**. Usually the days in June are hot while the nights are a bit cooler. You can expect a few rainy days in Madrid during June, but usually the weather is comfortable. Be sure you bring appropriate clothing for Spanish weather. A few places in Europe have air conditioning. Please check [weather.com](http://weather.com) or any other weather service prior to packing. ([Weather Forecast and Conditions for Madrid, Madrid, Spain - The Weather Channel | Weather.com](#))

## VOLTAGE AND ADAPTORS

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

>Purchase some appliances on-site (strongly recommended for hair dryers, flat irons, razors, etc.)

>Bring dual-voltage items, e.g., most laptops, tablet cords. Almost all laptops and smartphones have dual voltage.

For more information on voltage converters or outlet adapters, visit. [The 7 Best Travel Adapter Converters \(Our Favorites in 2025](#)

## ON THE GROUND

### TRANSPORTATION FROM AIRPORT TO HOUSING

There are several options to exit the **Adolfo Suárez Madrid-Barajas Airport** to your hotel in Madrid. The airport is very well connected to the city and other transport hubs (bus and train stations).

**Taxi.** will cost approximately €30 EUR from the airport to the housing, if you arrive other than the day designated for arrival.

**Metro.** The subway is the most popular means of transport. There are two metro stations, one at Terminal 2 (T2) (floor 1) and the other one at Terminal 4 (T4) (floor 1). Both are part of **line 8 (pink)**. Approximate cost: between €4.50 and €6.

**Train.** It's a very good and sometimes faster alternative to the subway. The airport train station is located in Terminal 4 (T4). Approximate cost: between free and €2.60 (€5.20 return).

**Bus.** While it is not always the fastest option, there are several bus routes serving the airport. Approximate cost: €1.50 or €5.

You may also be interested in the [Madrid Tourist Travel Pass](#). This transport pass entitles you to get free unlimited rides.

For detailed information on how to reach the Metro/Train/Bus within the airport, please see the [Madrid Traveller](#).

## STUDENT HOUSING ACCOMMODATIONS

Residencia Universitaria EL FARO

Plaza de Cristo Rey, 7

Madrid 28040, SPAIN

Phone: +34 91 144 16 56

<https://yugo.com/es-es/global/spain/madrid/el-faro>

Check in: **SUNDAY, JUNE 1** @ 3:00pm

Check-out: **FRIDAY, JUNE 27** @ 10:00am

Single rooms with private bathroom. Three meals per day included in reservation (Monday to Sunday). Internet Wifi. Towels and bed linen included. On-site laundry available. Weekly cleaning with change of bed linen and towels. Access to all common areas. Concierge service 24 hours.

Should you arrive early or stay late, you must make your own housing arrangements for those days.



**WALKING MAP FROM EL FARO TO COMILLAS CLASSROOM**

## CLASSROOM

All classes will be held at:

### COMILLAS UNIVERSIDAD PONTIFICIA – Room E-103

c/Alberto Aguilera, 23

Madrid 28015, SPAIN

Tel: (+34) 91 542 28 00

[www.comillas.edu](http://www.comillas.edu)



[CLASS SCHEDULE](#)

## ACCESSIBILITY

ADA-compliant facilities, such as ramps, accessible bathrooms, etc., may not be available in all Madrid, Spain buildings and transportation as Madrid is a very old city. However, more and more accessible facilities are being built and provided, but not every business may be compliant. We do our best to assist anyone who may need assistance, so if you have accessibility needs, please let us know as early as possible for planning purposes. For more information on accessibility in Spain, please see

<https://www.spain.info/en/informacion-practica/turismo-accesible/>.

## YOUR RESIDENT DIRECTOR

The Resident Director is responsible for ensuring that the plans for the program run smoothly. This ranges from getting students to/from class to being on call in the event that someone is sick or injured. If you experience travel delays in arriving to the program, be sure to let your Resident Director know.

**Resident Director for entire program:** Prof. Rocío Álvarez Aguayo [rocioaa@ghis.ucm.es](mailto:rocioaa@ghis.ucm.es) [lives in Madrid]. Cell #: (+34) 676686765

## ORIENTATION AND WELCOME RECEPTION

The mandatory orientation introduces students to the Resident Director and Comillas staff and sets the parameters and expectations for the program. Please be sure to arrive in time for the orientation on **SUNDAY, JUNE 1 @ 5:00PM at EL FARO** (see program calendar for specifics).

## ATTENDANCE AND FIELD TRIP POLICY

The official attendance policy will be provided to you closer to the start date, but students are required to be in class every minute of the first and last days of classes. Students can miss no more than one hour and twenty minutes of days 2 and 3. Students who miss time on the first or last day or exceed the maximum allowable time for absence on days 2 or 3 will not be eligible to sit for the final exam for the course that week.

Students are also required to attend all mandatory field trips. Those who miss required field trips will not be eligible to sit for the final exam for the course offered that week. Please refer to the [Class and Field-Trip Attendance in Study-Abroad Programs policy](#).

## ATTIRE

Classroom attire should be similar to what you wear to class normally on campus. Some legal visits will require that you wear business or court attire. Please pack accordingly.

## INSURANCE

All participants are required to have the CHUBBS travel insurance. This insurance covers accidental illness or injury. Do NOT cancel your regular health insurance. This insurance is also not rental coverage should you rent a car or bike; you would be best to purchase the insurance offered through the rental company. Our strongest recommendation, however, is to use public transportation whenever possible.

Should you seek medical assistance during the trip, the Resident Director can guide you through the process of using their insurance.

You do not need to sign up for this insurance as you will be covered as a participant in the program for the program dates and the charge for this insurance will be billed to your student account (\$60 for four-week program).

**The insurance provided is NOT travel insurance and does NOT cover lost or stolen items or cancelled airline tickets.**

## ACADEMICS

### COURSE MATERIALS

No books are required for this program. All course materials are available on CANVAS and you will receive an invitation to join CANVAS by Stetson's Webteam.

### ADA ACCOMMODATIONS (ACADEMIC)

If you are requesting ADA Accommodation(s), ESL Testing Modification(s), or both, you must submit your request through Accommodate software. The [Accessibility Resources](#) webpage) has additional information you will need to review to register with the ADA Coordinator, create your Accommodate Student Portal Account, and submit your requests.

- If you are requesting an ADA Accommodation or ESL Testing Modification for the first time at Stetson Law, you must create your Accommodate student account by submitting a new student request through the Accommodate Public Registration Page ([https://law-stetson-accommodate.symlicity.com/public\\_accommodation/](https://law-stetson-accommodate.symlicity.com/public_accommodation/)).
- If you are renewing an ADA Accommodation or ESL Testing Modification Request from a prior semester, you already have an Accommodate student account. Simply visit the Accommodate Student Portal (<https://law-stetson-accommodate.symlicity.com/>) to access and manage your requests. Use your Stetson Credentials to login.
- If you have further questions, please contact the ADA Coordinator at [ada@law.stetson.edu](mailto:ada@law.stetson.edu).

**Please remember that time is of the essence; all ADA Accommodation and ESL Testing Modification requests must be renewed each semester prior to being implemented. No retroactive academic adjustments will be granted.**

## EXAMS

**You will have four one-hour, take-home exams sent to you via e-mail to your Stetson e-mail account.** These exams will be sent to you on **Monday, JUNE 30, 2025 at 10 am EST**. You will have until **Monday, JULY 7, 2025 at 5 pm EST** to take and upload your 4 exams and return to our Registrar's Office. If your exam is not uploaded by the deadline, you will receive a "zero."

## AFTER THE PROGRAM

### COURSE AND PROGRAM EVALUATIONS

Students will be given course evaluations on the last day of class for each course taken during the program.

**Program evaluations will be done electronically, though still anonymous, at the end of the program.** We encourage your constructive feedback as we strive to continually improve our programs. If something works, tell us, and if it does not, please tell us that too. Suggestions are also welcome!

### GRADES

You will be able to view your grade through your [my.stetson](#) account when they become available.

For non-Stetson students, your transcripts will be mailed, free of charge, to your home institution shortly after all of the grades are in.

## FINAL NOTES

We strive to provide all of our students with not just an educational opportunity, but also with a cultural experience that will remain with them long after they finish our program and earn their credits. For this reason, we wish to offer a few final thoughts to help make this experience the best one possible for all participants.

- 1) Not all students are on the same journey; be respectful of each other's individual journeys. Some may be there to pick up extra credits in a short amount of time; some may be interested in seeing more of Europe; some may just want to get away.
- 2) Madrid, Spain is NOT the United States. Many amenities there will be similar to what you can expect here in the U.S., but if something is not "just like here," take it for what it is – a cultural difference/experience. Be prepared for the differences.
- 3) Keep an open mind. Speak with the locals and be a good ambassador for all Americans and for Stetson University College of Law as well.
- 4) Expect a lot of walking. Please be sure to bring comfortable shoes and clothing.
- 5) Be aware of your surroundings, particularly when you are walking alone after dark.
- 6) Watch your valuables carefully. Beware of pickpockets; they often work in teams; one distracting, the other taking your valuables. Avoid putting valuable items in outside pockets that are easy targets for thieves.
- 7) Send a scanned copy of the passport to your email so that you can always access an online version of it in case it is lost or stolen. Keep a photocopy in a safe place.
- 8) Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.
- 9) Be aware of airlines' limits to the weight and number of bags.
- 10) Bring clothes you can mix and match. Bring at least one outfit of business attire for courts visits.
- 11) Bring around 100€ from the States for your first expenses before you can obtain Euro onsite.

**!! ENJOY MADRID !!**

4/11/25