2026/2027

BERKLEE VALENCIA

STUDENT HANDBOOK

Taking your passion and talent
to the next level



OUR MISSION

The Berklee Valencia Mission

Berklee Valencia is a creative community where students from around the world engage in a collaborative and career-focused environment that blends artistic experimentation and global perspectives. Located on Spain's Mediterranean coast, the intimate campus fosters real-world readiness through practical and student-centered educational programs that mirror the realities of the music and entertainment industries.



WHAT TO EXPECT FROM THIS HANDBOOK

The Valencia Student Handbook provides comprehensive information about on campus services and resources as well as references to off campus local resources (*) provided by staff as well as previous students.

Berklee College of Music's policies are further detailed in the following documents:

- Policy Handbook for Students
- Equity Policy
- Student Code of Community Standards

All students are also encouraged to review their pre-arrival action items portal as soon as it is ready.

(*) "Berklee College of Music Inc." or its Branch in Spain, "Berklee College of Music, Delegación de la Fundación en España" do not take any responsibility for services provided to students by third-party providers; or for those provided by recommended services / resources external to "Berklee College of Music Inc." or its Branch in Spain, "Berklee College of Music, Delegación de la Fundación en España" included in this handbook.

WELCOME TO VALENCIA

Clara Barberá

Director of Student Affairs, Diversity and Inclusion



Welcome to Berklee Valencia! The SADI team is excited to welcome you to our community! We believe in creating a supportive and encouraging environment where students can thrive. As your dedicated support system, we'll be here to answer your questions, connect you with helpful resources, and ensure you have a smooth and enriching experience.



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1. SECURITY ON CAMPUS

1.1 Berklee ID Card

The Berklee Card is the official identification card issued to all members of the Berklee community. It is required for identification and access to essential campus services.

Policies and Procedures for Students: Students from the First Year Abroad Program, Graduate Programs, Summer Programs and those coming as part of the Study Abroad Program from other institutions, including Berklee Online, are issued a new Berklee ID card upon check-in and registration, while Study Abroad Students from the Boston campus have to bring their ID with them.

Students are responsible for keeping this card for the duration of their time at Berklee. Students who lose or misplace their Berklee Card will be charged 20 € for a replacement. Students are able to present a copy of the police report as evidence. Further details about the policy can be found in the following link.

In case you have a problem with your card, or you need to be issued a new one, contact the Operations Department at: facilitiesvalencia@berklee.edu or fill out this form.

1.2 Campus Opening Hours

The standard operational hours for the Valencia campus are as follows:

Weekends and Holidays: 08:30 am - 02:15 am
Weekdays (Monday–Friday): 8:30 am - 02:15 am

You can check the Valencia Academic Calendar for more information. Any changes in the opening hours of the campus and/or services would be notified via Berklee email.



1.3 Student Building Access Policy

In order to make sure that the Valencia campus is a safe place for all students and their belongings, Berklee students are required to follow and respect the campus security policies.

Campus Access:
Access to the campus is only permitted through the principal entrance located in front of the reception area, and only during opening hours. There are a series of emergency exits along the length of the campus. We ask that students only use these doors in case of an **emergency.** *Improper use of the emergency doors can lead to disciplinary action.*

Students that are only enrolled in Culminating Experience (CE) extension and/or the Internship course, do not have access to campus or to facilities.

Personal Transportation:
Only small vehicles such as rollerblades, skateboards, longboards, and similar are allowed entry on campus but must be stored in a locker and their use is not permitted inside the facilities. If the vehicle does not fit in the campus lockers, it must remain outside the building. Remember there are specific areas for bikes, bicycles and electric scooters at the Umbracle parking lot.

Personal transportation devices, which by definition are vehicles with one or more wheels and propelled exclusively by electric motors with batteries, are not permitted access to Berklee facilities. The misuse of any of these vehicles may result in disciplinary action.

Berklee ID Cards:
Berklee students must have their ID with them at all times, since it is required to enter and exit the campus via the control system in place.

Security guards are permitted to ask for a student's ID at any time on campus or in the Palau building. Students who do not have their IDs will be held until their identity is confirmed. If their identity cannot be confirmed by security, they will be asked to leave the building.

Please remember that students are only authorized to access the Berklee campus, sala E and the cantina in the Palau; access to other spaces in the Palau is limited to planned classes or events under the supervision of Berklee staff or faculty.

Visitors:
Enrolled students and employees may request to bring to campus guests who fall into the following categories:

1. Visitors: any person, including friends or family members, who will be on campus to participate in a tour or attend an activity with the prior approval of a Berklee official. Visitors are not permitted in Sala E.
2. Guest musicians, visiting artists, or guest speakers: any person who participates actively in a rehearsal, recording, audition, master class, training session, workshop, or any other academic-related activity.
3. Institutional Guests: individuals participating in a business or institutional meeting hosted in the facilities.

The procedure for requesting the authorisation of a visitor on campus can be found here.



1.4 General Rules And Regulations

Berklee endeavors to provide a living and learning environment in which students can meet their creative, artistic, and personal goals. The institution determines, publishes, and makes known its rules and regulations concerning student and organizational conduct in the Student Code of Community Standards.

By enrolling at Berklee, students accept the responsibility to become fully acquainted with the institution's regulations, to comply with the institution's policies and authority, to respect the rights and property of others, and to recognize that student actions reflect upon the students involved as well as upon the entire Berklee community.

Unfamiliarity with Berklee's policies will not exempt students from the obligation to adhere to them or from being subject to a conduct process if they fail to do so. Officially recognized student organizations are also expected to adhere to the Student Code of Community Standards.

Alcohol and other drugs

Berklee seeks to maintain a healthy, safe, and productive learning environment for students and its members. Berklee, therefore, requires responsible decision-making regarding the use of alcohol and drugs and strictly prohibits the use of illegal drugs. Recognizing the detrimental impact of alcohol and other drug abuse, Berklee offers counseling and educational programs for students. All Berklee students also are responsible for observing and abiding by federal, state, and city laws and ordinances regarding the use of alcohol and other drugs.

The complete alcohol and drug policy, including considerations for students enrolled in Valencia, can be found by reviewing the Student Code of Community Standards. It is the responsibility of each student to review and comply with the expectations set forth by Berklee regarding alcohol and drugs.



Please note that, all Valencia students should know that in Spain, the following are considered illegal substances: cannabis (marijuana, dope, grass, hash, pot), heroin, sedatives (unless prescribed by a doctor), hallucinogens (LSD, acid, magic mushrooms,) cocaine, crack and amphetamines (speed, ecstasy). Drug laws in Spain and other countries students may visit are different, and often less tolerant than US laws.

The possession, cultivation, elaboration, and dealing of any of these drugs are a criminal offense and those who violate this law can be arrested. Local police will notify the foreign embassy of anyone who has been arrested, and foreigners can be deported for drug convictions. Berklee's campus in Spain will cooperate with the police and will not circumvent the civil authorities.

Discipline

Berklee will take appropriate disciplinary action for any conduct that violates the Student Code of Community Standards, whether such conduct occurs on campus, off campus, or online.

The Student Code of Community Standards is generally reviewed on a biannual basis with input from students. We encourage you to share with Berklee officials and the Student Advisory Board ideas and concerns regarding these policies and their implications.



2. CAMPUS SERVICES

2.1 Intranet And LinkedIn Learning



The Valencia campus Intranet is a unique, internal website that will connect students to daily life on campus.

The Intranet provides access to:

- Room and equipment reservations (practice rooms, ensemble rooms, classrooms, teaching studios, tech labs and recording studios);
- Special offers from software and hardware vendors;
- Campus access request for guests and visitors;
- Berklee ID replacement request form;
- And much more.

Students should use their Berklee OnePass username and password to access the Intranet.

As Berklee students, you also receive complimentary access to LinkedIn Learning, the world's leading online community for expert-created training videos on software and other tools. Your Program Director may require that you complete certain tutorials before arriving on campus. Additionally, please take time to explore the site on your own so that you can start to take advantage of the resources most relevant to you. To access them, go to valencia.berklee.edu, and hover over the icon at the top right for a dropdown menu with links to all campus websites.

Apple Educational Discount

Apple offers an educational discount to students, faculty, and staff affiliated with educational institutions worldwide. As a Berklee student, you are eligible to take advantage of this program.z

A) In-Store Purchases

- Visit any Apple Store in person.
- Ask an Apple Store attendant for the education discount.
- Present your Berklee ID as proof of your student status.
- Note: Apple Stores in Spain typically do not have laptops with a U.S. keyboard layout readily available in stock. If you require this configuration, your order is subject to additional lead time and may take several days or weeks for delivery.

B) Online Purchase

- Create a UNiDAYS account and upload proof of affiliation (e.g., a photo of your Berklee ID).
- Once you are verified, you can visit Apple's Educational Online Store and shop at discounted prices.
- During checkout, Apple will prompt you to sign in to your UNiDAYS account to confirm your eligibility.
- Note: As with in-store purchases, non-Spanish keyboards may require additional delivery time.

Keep in mind that:

- The discount is approximately 8%, and applies to most, but not all, Apple products.
- The default keyboard layout for laptops purchased in Spain is the Spanish layout. If you prefer a different one, such as the U.S. version, make sure to specify it during the ordering process - it is not selected by default.
- The websites for both Apple and UNiDAYS are in Spanish; but a browser extension can be used to translate it to English, if needed.
- A valid student ID is required for both in-person and online purchases and must be presented or uploaded as proof of student status.

Printing Procedures

Berklee Valencia offers the service of printing, scanning and copying on campus. The system requires that there be a cost associated with each copy, but you will be given a 10 € credit for these services. If you finish your balance, please contact the IT department (itsupportvalencia@berklee.edu or Room 107) in order to provide you with recharging options. The cost per copy is:

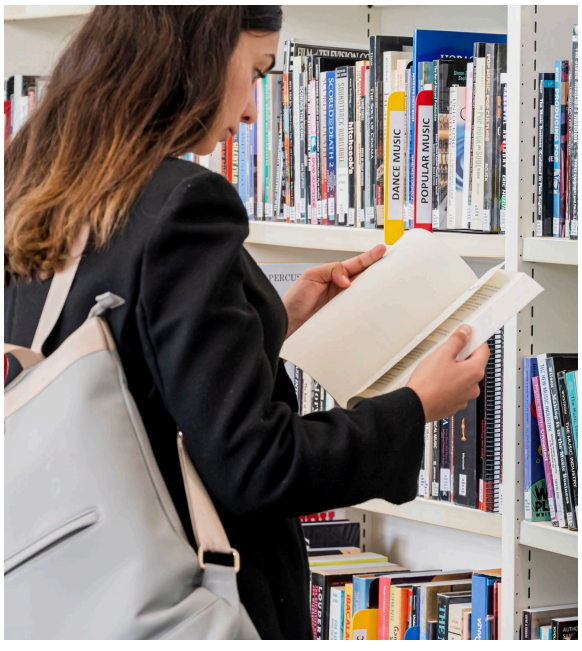
B/W A4	0.02 Euros
Color A4	0.07 Euros
B/W A3	0.04 Euros
Color A3	0.10 Euros

You can print from your laptop or with IOS device, or Android device, downloading a specific app in this case.

You must be connected to the “Berklee” wireless network in order to print.

You can find more information regarding printing, as well as instructions, on the Intranet.

2.2 Valencia Campus Library



Valencia Library is located on the ground floor, in room 100.

Its resources and services continually evolve to satisfy the needs of its users to provide support for Berklee's curricula and community.

Opening Hours:

- Circulation Area (Room 100): Monday-Friday, 9:00 am - 7:00 pm
- Study Area (Room 103):
  Remains open as campus operating hours.

Any changes in opening times due to national holidays or similar will be advertised on the library website, Intranet, screens, and noticeboards.

Book Reservation Service: The library offers a book reservation service to make your daily study more efficient. Users can reserve materials on the library website and pick them up at the Library. Please follow the steps below to reserve an item:

1. Go to the library website, https://catalog.berklee.edu/
2. In the top right corner, click on "My Library Account."
3. Login by using your Berklee OnePass.
4. Find the item you need in the catalog (make sure you are searching within the Valencia Library filter).
5. Click on the item title, scroll down and click **Place a Hold** (next to the red flag)
6. "Click **submit**". You should see a confirmation message "Your hold was successfully placed."
7. An email will be sent to you when your request has been processed and it's ready for pick up.

Library Collection: The library has a regular, ongoing collection development of both printed and electronic materials, which are cataloged and available via https://library.berklee.edu/.

Physical collection: Our collections include books, scores, and multimedia on a wide range of musical topics in contemporary performance, business, technology, and film & video game scoring. As gateways to diverse knowledge and culture, our collection also emphasizes many other non-musical materials to support diversity, equality, & inclusion, Spanish culture/language learning, health & wellness, and more. Students are welcome to suggest books and scores at any time to the library by simply contacting us at libraryvalencia@berklee.edu

Library accessories: Besides the traditional library items, you can also borrow academic-related accessories, such as laptop/phone chargers, adapters, headphones, DVD players, whiteboards, etc. Click Here to check a full list of available items.

Electronic resources: Berklee offers on/off-campus online access to more than 12,000 electronic books; 1,098 online journals; over 2 million tracks for streaming; and 216 databases. These authoritative and valuable e-resources are available at A-Z Databases .

Library Circulation Policy

Loan Periods / Check-out Limits			
Material	**Students / Staff**	**Faculty**	**Renewable**
Books/Scores	3 weeks / up to 5 items	100 days / up to 5 items	Renewable, up to 2 times
CDs/DVDs	7 days / up to 20 items		Not renewable
Class Reserve	3 days		Not renewable
Equipment	Same day return (before 7:00 pm) / up to 3 items		Not renewable

Fines: You will be charged for Lost/Damaged items and actual amount varies.
Lost materials: You will be charged two fees, one for replacement and one for processing so that we can restock the lost item for other patrons.

Library Item Overdue and Lost Policy

Overdue Fines: **As a courtesy, the library will attempt to send you emails before and after items are due back to the library (Pre-Overdue and Overdue Notices), but you are still responsible for returning the items on time even if the email notices are not received. Overdue items will incur fines as follows:**

Reserve items and accessories **(e.g., chargers, adapters, headphones, etc.) are not renewable. These items will incur a fine of 5 euros after 2 days beyond the original due date. That amount will increase by 5 euros every 2 days following until the items are returned.**

Should items NOT be returned within 30 days of the original due date, Processing and Replacement Fees (listed below) will apply.

Processing & Replacement Fees: All items, reserve and non-reserve, will still be subject to lost fees if not returned after 30 days from the checkout date or for being returned in a damaged condition. For lost or damaged items, the fees are based on the cost of the original item, starting at 5 euros.

Payment System: Fines may be paid in person with cash or credit-debit card at the Library (Room 100). Students who owe fines cannot borrow additional books or equipment until their fine has been paid.

Academic Research and Writing Support: Apart from the development of the library collection and front-line services, the library offers research workshops and one-on-one online office hours (by appointment via email at libraryvalencia@berklee.edu) to support students with their academic skills and curricular requirements. These activities cover areas such as information literacy, academic writing, research methods, citing & referencing, and paper formatting. More information can be found on our Valencia LibAnswers.

Online Tutoring Services
As a Berklee student, you have access to a wide array of online tutoring services (see the options below).

Acoustics
If you are a student in the LMSC-208 course, you may benefit from further acoustics tutoring. Whether your goal is to better understand the sound waves generated by your instrument, the human ear, or what makes for an ideal recording studio, gaining familiarity with acoustics will help you in learning how music works and why we react to it in the ways that we do.

Core Music
If you are enrolled in the undergraduate core music curriculum at Berklee, and would like an extra push to reach your potential, you can sign up for assistance in the following: Fundamentals of Ear Training, Music Fundamentals, Music Application and Theory, Harmony 2–4, Ear Training 1–4, Solfege 1–2, Arranging 1–2, Tonal Harmony and Composition 1–2, Art of Counterpoint, and Conducting 1.
(**Note:** While signing up for Core Music tutoring, please remember to select "Valencia Campus" on the form).

***English Writing** (Undergraduates and Graduate Students)*
Whether you need to better convey a formal academic tone in your course papers or make your scholarship essay shine, it's almost certain that the ability to write well will be critical to your success, both at and after Berklee. With help from our trained writing experts, who draw upon experience in higher education, business, and creative fields, you'll gain confidence in communicating your message by learning to fully engage in the editing and proofreading process.

ESL
Berklee provides dedicated online ESL tutoring tailored for your coursework. Our trained writing tutors and experienced faculty members are here to assist you in articulating your thoughts with the right tone and clarity. If you're an ESL student, you have the opportunity to engage in private 50-minute online sessions with an English tutor throughout the academic year (**Note:** It is open to undergraduate and graduate students, a limited number of spots are available. If you are interested in ESL tutoring, please contact your Program Director).

Berklee Workbook & Merchandise Purchase:
Berklee workbooks (e.g., Ear Training, Harmony, Arranging, etc.) and merchandise can be purchased at the Valencia Library. However, if you prefer digital workbooks, they can be purchased at Berklee's online bookstore.

Your Berklee One-Pass will be required to use some of the library services and resources. For any inquiries or questions, please check our Library FAQs or contact us at libraryvalencia@berklee.edu.





2.3 Recording Studios And Tech Labs

Our campus features state-of-the-art technology labs, accessible to all students, and studio facilities, available to most students depending on their program and enrolled courses.

Berklee Valencia's two technology labs (Rooms 112 and 239.2) and keyboard lab (Room 239.1) serve both as primary instructional spaces and as reservable workstations for individual student use. The campus also includes five recording studios. Access to the Ann Kreis Scoring Stage (Room 122) - our main and largest studio - is reserved exclusively for students in the Music Production, Technology, and Innovation (MPTI) program. However, this space also hosts sessions and events that serve the broader campus community throughout the academic year. Studios A–D (Room 123) and the new Creative Suite (Room 117) are available for reservation by all students.

Academic Technology Assistants are at hand in the Studio Office (Room 123.8) to support students during their sessions and lab time.

Access to all labs and studios is granted in accordance with the class and academic calendar and reservations must be made via the Berklee Valencia Intranet (see Section 2.1 for more information). Please note that both lab and studio facilities may operate on reduced schedules—or be closed entirely—during semester breaks due to essential maintenance tasks.

Your Berklee ID Card is required to check-in for Tech Labs and Studios services.

For a complete overview of policies and procedures, refer to the Rooms and Equipment Handbook (see Section 2.5 for more information), available on the Berklee Valencia Intranet.

If you have any inquiries related to technology labs, please contact the Academic Technology Team at atvalencia@berklee.edu

And for studio-related inquiries, please reach out to the Studio Engineering Team at engineering@berklee.edu

2.4 Equipment Room

The Equipment Room (ER) plays a vital role in providing access to campus facilities and equipment, supporting students in completing coursework and musical projects.

Located in Room 111, the ER serves as the central hub for picking up and returning reserved equipment—except for gear associated with studio reservations, which must be collected directly from the Studio Office. It is also where students collect keys for access to practice rooms, ensemble rooms, teaching studios, and the DJ lab.

The ER houses an extensive collection of musical instruments, MIDI controllers, and photography, lighting, and video equipment. Access to certain items may be limited based on a student's program and enrolled courses. While most equipment is intended for on-campus booking, a limited selection is available for off-campus use. All equipment and room reservations must be made through the Berklee Valencia Intranet (see Section 2.1 for more information).

Although the ER offers a wide range of resources, students are expected to bring their principal instruments and any necessary accessories.

As with labs and studios, opening hours of the Equipment Room and rehearsal spaces may be limited during semester breaks.

Your Berklee ID Card is required to check-in for ER services.

For a complete overview of policies and procedures, refer to the Rooms and Equipment Handbook (see Section 2.5 for more information), available on the Berklee Valencia Intranet.

If you have any inquiries related to ER services or resources, please contact the Production Team at production@berklee.edu.

2.5 Rooms and Equipment Handbook

Berklee Valencia is committed to maintaining clear, transparent, and well-communicated guidelines to ensure the responsible use of campus equipment and facilities. These policies are outlined in the **Rooms and Equipment Handbook**, available on the Intranet landing page.

All rooms and equipment—whether managed by the Academic Technology, Engineering, or Production teams—are subject to the policies detailed in the handbook.

We strongly encourage all students to familiarize themselves with the booking procedures and to understand the potential consequences of not following the established guidelines. Doing so helps ensure fair and efficient access for the entire campus community.

2.6 Lockers

A limited quantity of lockers is available on campus and will be provided on a first-come, first-served basis (each student will be allowed ONE locker only). Lockers are available only for students registered in Berklee programs. We have a limited number of large-size lockers; therefore priority will be given to students enrolled in a performance track, whose principal instruments are double bass, drums, or any other instrument of a larger size.

To obtain a locker, students must fill out this form to request a locker, complete and sign the locker rental agreement, and pay a non-refundable rental fee of 30 € at the Student Affairs Office.
This amount must be paid in cash and the exact amount as we do not offer change. In case of loss, a replacement locker key will be provided for an extra 20 €.

2.7 Social Media, Marketing, and Communications

The Valencia campus Marketing and Communication areas work to showcase the amazing talent of our community and communicate our programs, what's going on at our campus, as well as the experiences of our students, faculty, staff and alumni. For that reason, photographers and video crews that we collaborate with will be on campus and at events frequently, and you will be advised throughout the year about other opportunities to get involved in different communications pieces and materials.

Throughout the year, students have the chance to collaborate and get involved in different communications initiatives: from social media to editorial, blog posts, and video content, promotional materials, etc.

If you have new music you would like to promote or to be featured in Berklee Valencia's videos or campaigns; if you have any ideas for compelling stories, photos, videos, social media actions, or would like to find out how you can collaborate with us, please reach out and tell us about it at promoteitvalencia@berklee.edu. We appreciate any suggestions or ideas and will gladly consider your proposals.

Students can also use the Friday Student Activity Newsletter as another resource for promotional purposes. In this case, students can email studentaffairsvalencia@berklee.edu

Connect with us on social media:
Our social media shows day-to-day life on campus, with photos and videos from classes, seminars, concerts, and recording sessions that you can share with friends and family so they don't miss out on everything that goes on in Valencia. Follow us!

- @facebook.com/BerkleeValencia
- @berkleevalenciastudentlife
- x.com/berkleevalencia
- flickr.com/BerkleeValencia
- @berkleevalenciacampus
- youtube.com/BerkleeValencia
- Berklee Valencia
- tiktok.com/@berkleevalencia

Engage with us on social media, tag us on your posts and add some hashtags!

Hashtags we use:

- General: #BerkleeValencia
- Fall and Spring Orientation: #MyBerkleeStory
- First Year Abroad and Berklee Study Abroad: #BerkleeAbroad
- Contemporary Performance: #BerkleeCPPD
- Global Entertainment and Music Business: #BerkleeGEMB
- Music Production, Technology and Innovation: #BerkleeMPTI
- Scoring for Film, Television, and Video Games: #BerkleeSFTV
- Graduation 2027: #BerkleeGrad2027
- Summer Programs: #BerkleeSummer



Poster and Flyer Policy

In being more sustainable with the environment, Berklee Valencia students can only print essential communications that are open to all students:

- Using ONLY the Student Notice Boards as the physical platform to promote concerts and other events.
- Any sign, poster or flyer placed outside of those boards will be removed.
- It will be the responsibility of the person who placed it, to remove them after the date that appears on it, if any.

Failure to comply with any of these three points could result in a disciplinary action.

Prohibited postings are those that Berklee Valencia deems unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially/ethnically/religiously demeaning or threatening, or otherwise objectionable, including, without limitation, any content which encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law or college policy.

Berklee Valencia reserves the right to remove any posting that it believes to be harmful to Berklee or to others. More specifically, and without limitation, the following conduct violates college policies and is not permitted:

- Offensive Communications and Images. Use of vulgar, abusive, or hateful language is prohibited. Sexually suggestive objects, pictures, videotapes, audio recordings, computer communications, or literature placed in a work or study area that may embarrass or offend, or other communications or images Berklee Valencia deems to be offensive, are also prohibited.

- Harassment. Targeting another person, group, organization that causes distress, embarrassment, injury, unwanted attention, or other substantial discomfort is harassment, which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group, or organization, or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are prohibited.

Use of the Berklee brand and logo:

The use of the Berklee brand and logo is reserved for official and institutional purposes. If you want to add the logo to any of your materials please check in advance with the Communications Department at: communicationsvalencia@berklee.edu

3. ON-CAMPUS STUDENT SERVICES

The Academic Affairs, Student Affairs, and the International Career Center offices are located in room 116. Room 116 is open in the morning and afternoon for walk-ins and remote drop-in slots. Individual appointments, even if those happen remotely, need to be requested within twenty-four hours to guarantee a thirty-minute slot of our undivided attention for more complex or sensitive issues.

3.1 Academic Affairs, Student Affairs and International



Academic Affairs
This office follows students through their academic careers at Berklee. It coordinates the Valencia Registrar's office, student course registration, check-in, scheduling, and accreditation services and provides degree and enrollment verification, certificates, and academic advising.

There are many services available through the my.berklee.edu internet resource. Students can check their course schedule and semester grades, access unofficial academic transcripts, and more - all online. Contact them at: academicaffairsvalencia@berklee.edu

Student Affairs
This office provides students with the services and support systems needed to ensure their well-being and ultimately their success at Berklee. It is responsible for enriching the student experience through a wealth of extracurricular opportunities for growth and development. Services include but are not limited to, student immigration questions, student initiatives, student housing, health insurance and medical services, and general advice. Contact them at studentaffairsvalencia@berklee.edu

International Career Center
The mission of the International Career Center (ICC) is to provide expert guidance, exclusive resources, and professional development experiences for students to build the skills needed to thrive and achieve their career goals. Rather than acting as a one-time job link, our overall focus is to empower students to forge a unique career path where their values, interests, and professions align.

While on campus all students get to experience, along with the academic program, a set of group workshops, one-on-one advising appointments, company presentations, performance opportunities, and other career-related activities that will enhance their professional profile.

The transition from student to music professional is an exciting one, but it isn't always a linear path to success. To support this transition, the ICC works with you, the student, to discover, define, develop, and distinguish yourself as a music professional. Because of this, more than 80 percent of the students who use the ICC's services feel more prepared to enter the music industry upon completion of their graduate program.

Career Development

The ICC provides a variety of services to best prepare you for your career.

Career Advising Appointments

The ICC staff provides one-on-one guidance to help you on your career path. Select from four advisors specializing in different industry areas to meet with throughout the year. From topics like a job application to building your freelance business, your advisor will help guide you in your search for a career that aligns with your personalized professional goals. You can book a 30-minute session with an advisor to discuss any career-related topic via the Berklee Career Manager website.

Career Events and Workshops

Every academic year, the ICC hosts more than 25 events to promote the advancement of your career in music, including presentations from industry professionals and workshops. Topics Include: resume and portfolio preparation, interview strategies, branding, releasing music, networking, and social media and digital strategy.

Berklee Global Career Summit

Every January we organize a 4-day Global Career Summit for graduate students where top-tier industry professionals are invited to join various panels and masterclasses on career development and current industry trends. Students have the opportunity to apply for mentoring sessions with the guest speakers as well.

Career Resources and Opportunities

The ICC has many resources available to help with your job search process. Resources include Berklee Career Manager, online periodicals, subscription-based directories, and materials created by the ICC, to name a few.

Internship Programs

If you are a graduate program student and you have secured an internship, you have the option to enroll in a graduate internship course for college credit. This course provides you with an opportunity to integrate your professional and academic experience through an internship.

All graduate students can intern in either Spain, the U.S., or any other country where they can legally work by enrolling in the graduate internship program.

Undergraduate students can see internship courses and options available to them here. The ICC provides additional support for students in this process.



Our Alumni Work in +75 Countries



3.2 Student Accounts And Financial Aid

The Office of Student Accounts is responsible for all financial matters about students' accounts, including the billing and collection of tuition, fees, and refunds due to overpayments. Find information here about how to pay, sign up for e-refunds, and learn more about Nelnet Campus Commerce (Nelnet). Contact them at studentaccountsvalencia@berklee.edu.

The Office of Student Financial Services is located on the Boston campus. This office can answer questions related to financial aid and help Berklee students and families manage the cost of quality education through a wide variety of sources, including federal, state, and institutional aid programs, as well as educational loan opportunities. If you have any questions, please feel free to contact them by phone at +1 617-747-2274 or by email at financialaid@berklee.edu.

3.3 Diversity and Inclusion in Valencia

The Student Affairs, Diversity and Inclusion team works in collaboration with the Center for Diversity, Equity and Inclusion in Boston as well as other units and individuals across Berklee to foster a more diverse, inclusive, and equitable community through institutional engagement, education, resources, and programming. A core mission of our work is to deepen awareness, knowledge, skills, and practices across our community in order to effectively engage across the rich tapestry of differences in backgrounds and identities in our school and world.

3.3.1 Programming

Diversity and Inclusion Signature Programming Series

This series consists of a variety of educational and social programming initiatives around a core theme. The programs offered through the series build community and provide learning opportunities for members across Berklee Valencia. Some examples include our Black History Month Series, International Women's Day, and Mental Health Awareness Residences.

Community Connections and Affinity Spaces

The Student Affairs, Diversity, and Inclusion team aims to create spaces in which members of the Berklee Valencia community can connect and be in community with each other, within and across identities. These spaces are often student-initiated precisely to honor the needs of our student body each semester. We also often partner with external collaborators to offer contextualized support, resources, and information





In full consideration of our journey so far as a campus, students' needs and requests, and current issues impacting humanity and our planet; we have identified the following five - and their intersections - as the lenses through which to design, execute and assess progress:

- Racial Justice
- Gender Equality
- Mental Health
- Accessibility
- Climate Change

The impact areas we are focusing on in order to address these topics are:

- Curriculum & Pedagogy
- Structural & Demographic Diversity
- Admissions Practices
- Student Engagement and Community Building

3.3.2 Accessibility Services

Berklee strives to provide equitable access and full participation in its programs and activities. Accessibility Resources for Students (ARS) is the office responsible for facilitating individualized accommodations for students with disabilities and supporting Berklee's commitment to creating and maintaining an accessible and inclusive environment.

The Valencia ARS Liaison is based at the Berklee Valencia campus and can provide assistance and support connecting students to the Boston Accessibility Resources team as well as Valencia resources.

Testing Accommodations in Valencia

Proctored testing services for students with approved testing accommodations are available at Berklee's Valencia campus. Accommodated testing in Valencia is administered by Student Affairs Valencia under the guidance of Accessibility Resources for Students. For more information, please contact arstestingvalencia@berklee.edu. Students wishing to make use of accommodated testing services for written and electronic exams will need to submit an exam request prior to each exam through the My Accessibility Portal. In order to provide time to make arrangements, students should plan to submit requests two weeks prior to each exam.

For questions about testing accommodations, please contact accessibilityresources@berklee.edu. For questions about utilizing your exam accommodations in Valencia, please contact arstestingvalencia@berklee.edu.

3.3.3 Funding Opportunities for Students

The Diversity Grants were designed to help and support students with ideas for events, projects, programs, and initiatives that reflect and promote diversity, equity, and inclusion for the Berklee community. Through these grants, the Office of Student Affairs, Diversity and Inclusion at the Valencia campus provides financial, logistical and organizational support to help student ideas become a reality. Core themes to focus on when applying for a grant should include access and equity, community engagement, community learning and development, and expanding outlooks.

Heritage in Motion, Racial Barriers & Advocacy, Plastic Free Playlist, among others, are only a few of the initiatives that have emerged from these grants. Some have developed into career opportunities for students.

3.3.4. Off Campus resources:

There are a number of Spanish based organizations offering support, information, community building and engagement opportunities around specific topics. For detailed information about these off campus resources students may visit our website.

3.4 Equity

3.4.1 Equity Policy and Process

The Equity Policy prohibit acts of identity-based discrimination, harassment, and sexual misconduct, including, but not limited to, sexual assault or harassment, domestic/dating violence, and stalking. Such acts undermine Berklee's community values and are strictly prohibited. The Equity Policy and the institution's commitment to fostering a safe, supportive, and diverse climate are a fundamental part of a Berklee community where all can study, live, and work together in an environment of equal opportunity, inclusiveness, and mutual respect.

The Equity Policy applies to all students, staff, and faculty at the Valencia campus. If you have experienced or witnessed an incident that may violate the Equity Policy, you can report it to Berklee, local law enforcement, both or neither.

All community members are encouraged to contact the Equity Office to report any instances of potential violations of the Equity Policy and receive additional information, resolution options, and supportive measures.



3.4.2 Reporting Harassment or Violence at Berklee Valencia

Step 1

Filing a complaint

- Start by filling out a Formal Complaint form, which you can get from the Deputy Equity Office. You can do this in person, by sending it through the mail, or by emailing it.
- Once you've filed your complaint, you'll have a chat with the Deputy Equity Office about what to do next. You'll talk about whether you want to try to solve the issue informally or go through a more formal process.

Step 2

An informal resolution

- If you and the other person involved both agree, you might be able to sort things out informally. This means you'll sit down with someone from Berklee and talk through what happened, and maybe come to an agreement about how to move forward.
- Anything discussed during these informal talks stays private, and there's no appeal process if you don't like how things turn out.

Step 3

The formal grievance process

- If informal resolution isn't an option or doesn't work out, you'll move on to a more formal process.
- Berklee aims to handle things quickly and fairly. The first review of your complaint should happen within 15 days, and the whole investigation should wrap up within 90 days.
- Once the investigation is done, there will be a hearing within 21 days. This is where all the evidence gets looked at and a decision is made.

Step 4

The notice of the allegation

- After you've filed your complaint, you'll get a notice that lays out all the details of what you're accusing someone of. This gives you a chance to respond before any investigation starts.

Step 5

Choosing your advisor

- You can have someone with you during this whole process to support you and help you understand what's going on. It can be someone you choose, like a friend, family member, or even a lawyer, or Berklee can assign someone to you.

Step 6

Addressing challenges to bias or conflict of interest

- If you think someone involved in the process is being unfair, you can speak up about it. Berklee will listen to your concerns and make sure everything is being handled properly.

Step 7

The investigation

- Berklee will appoint someone to look into your complaint. They'll talk to you, the person you're complaining about, and anyone else who might have information.
- They'll gather evidence and try to figure out what happened.

Step 8

The hearing

- Once the investigation is done, there will be a meeting where everyone involved can talk about what they found out. This can happen in person or online.
- A decision-maker will listen to everyone and decide what should happen next.

Step 9

Determination of responsibility

- The decision-maker will look at all the evidence and decide if the person you're complaining about is responsible for what you're accusing them of.
- You'll get a written report that explains what they found and what's going to happen next.

Remember:
Berklee wants to handle things fairly and quickly.
Everyone involved needs to behave respectfully.
If you're not happy with how things turn out, you can ask for a review of the decision.

Please review this page of our website for an in-depth explanation of the reporting process.

3.4.3 Equity at Berklee Valencia

The Equity Policy and Process also applies to Berklee's campus in Valencia, Spain, supported by a team of representatives in Spain, led by Berklee's assistant vice president of equity and Title IX/ Title IX coordinator.

Please refer to the Equity in Valencia section for more information on how to submit a report to the Equity office, who the Valencia Equity Leadership team is and more.

3.4.4 Pregnant and Parenting Students

Students may request adjustments based on general pregnancy needs, including pregnancy, childbirth, false pregnancy, termination or loss of pregnancy, or recovery therefrom.

Additionally, students may request a disability accommodation based on a chronic pregnancy-related medical condition or exacerbated symptoms of pregnancy, which may include, extreme/ chronic morning sickness, gestational diabetes, and preeclampsia.

Please visit the Pregnancy and Parenting Students section on the Equity website to learn more about what kinds of accommodations are available to those who are managing health conditions related to pregnancy or need modifications to care for their children, and note that students may request a pregnancy or parenting adjustment by using our online form or emailing the Title IX Coordinator [Sarah Onori] at sonori@berklee.edu.

Please don't hesitate to reach out to the Equity and Title IX team with any questions about qualifying conditions, modification details, and the request process at equity@berklee.edu .



4. STUDENT LIFE

4.1 Guidelines to setting up in Valencia






4.1.1 Student Housing

Undergraduate students

Undergraduate students are required to stay in housing arranged by Berklee. Visit the links below for more information on housing for the two specific undergraduate programs.

- Berklee Study Abroad program housing
- First Year Abroad program housing

* Please note that in addition to housing Berklee's undergraduate students, micampus lodges students from Berklee's non-residential programs as well as students from other academic institutions. Therefore, room availability is limited. Housing at micampus will be assigned on a first-come, first-served basis upon receipt of the program deposit. Berklee will provide students with alternative accommodation if the appropriate lodging for Berklee undergraduate students is no longer available at micampus. Should you be provided with alternative housing, please keep in mind that the amenities and location may vary. More information will become available to you as soon as possible once the need for alternative housing is confirmed.

If a student needs specific housing accommodation during their time in Valencia, they must reach out to Accessibility Resources before the deadline set on their website in order to file their application.

Graduate Students

Graduate students are responsible for arranging their own housing. Options include finding an apartment or staying at a nearby private student residence hall. For more information and details on housing options, please visit our website.

.

The following links might provide additional recommendations to help in the accommodation search:

FAQ About your Lease
General aspects you should consider about your lease

Berklee Valencia does not officially endorse the aforementioned law firm or lawyer. The information provided here is solely intended to offer students an additional option. Neither Berklee nor its staff can intervene in any interactions students may have with representatives of the law firm, either on behalf of the student or the law firm.

4.1.2 Public Transportation

- **EMT:** the public bus company in Valencia. Citizens can buy single trip tickets (2 €) as well as multiple trip travel cards. Points of sale: tobacconists, kiosks, and the Customer Office of EMT. Online recharge can be done in www.emtvalencia.es and app EMTValencia.

  EMT bus stops near Berklee's campus: 1, 19, 35, 95, 40. We highly recommend students download the EMT Valencia app to get all the information they need to travel in the city of Valencia by sustainable transport (Bus, Metro, Tram, Valenbisi bike sharing, personal bike, or walking) and visit their webpage.



- **Valenbisi:** a bicycle-sharing service that allows citizens to take and leave bikes at hundreds of stations around the city (there are two very close to campus). More info can be found on valenbisi.com.

- **MetroValencia:** the subway and railway service in Valencia and surrounding suburbs. Single-trip, multi-trip, monthly, and annual tickets/cards are available. Riders must validate their ticket (by swiping the ticket at the turnstiles) before getting on the Metro. Make sure to check their schedule before traveling. Find more information on metrovalencia.es.

- **Taxi Service Companies:** Taxis are relatively cheap in Valencia and are easily identifiable. There are a number of taxi ranks (taxicab stands) around the city. Taxis can be hailed, grabbed from a taxi rank, or booked in advance by calling or filling out a form.

  Radio Taxi Valencia: calling 963 70 33 33 or filling out this form.

  Tele Taxi Valencia: calling 963 57 13 13.

  Taxis or other types of vehicles can also be booked through the Cabify or FreeNow applications.

4.1.3 Translation Services

Our campus officials may help translate short messages. For larger translations, we recommend the following professional translation hub: Translated / info@translated.com / (+34) 902 848 868

*Please note that these translation services should not be used to translate legal documents as these must be translated by official legal translators recognized by the immigration authorities. If you would like to request more information for legal translation services please email studentaffairsvalenc@berklee.edu.



4.1.4 Banking

While studying in Valencia, students are not required to open a Spanish bank account. However, some may opt to do so, particularly graduate students and undergraduates staying for more than one semester. Non-resident students have the option to open a bank account at either of these offices.

Banco Santander
Staff member: Clara López Ronda
3098-Urbana Justicia
Calle Poeta Josep Cervera y Grifol, 12 46013 Valencia
clopezro@gruposantander.es
(To open a bank account students will need to book an appointment first by emailing Clara Lopez Ronda)

Banco BBVA
Patricia Díaz Marrero
Gestora comercial
Móvil +34 608 32 78 92
patricia.diaz.marrero@bbva.com
6501 - JJ Domine 8, 46011 Valencia

Banco Sabadell
Staff member: Raquel Alacreu
Oficina núm. 5515
Calle Pintor Sorolla, 15
46002 Valencia
Landline: +34 963 531 970 / Direct cell no: +34 686 284 893
alacreuraquel@bancsabadell.com
(For more information about Sabadell services please review the following documents)

Money Jar
Please review the following brochure for more information.
Welcome code for Berklee students.
www.moneyjar.world | support@moneyjar.es

Berklee Valencia does not officially endorse any of the mentioned banks. The information provided here is solely intended to offer students various options to consider and evaluate in the vicinity of the campus. Berklee and its staff cannot intervene in any interactions students may have with bank representatives, either on behalf of the student or the bank. Additionally, it's important to note that all banks reserve the right to determine whether to allow or restrict anyone's ability to open an account with them.



For US, Canadian or European citizens

Banks typically require students to provide the following documentation:

1. Passport, Identity Card from their country or NIE (residency card)
2. “Certificado de Empadronamiento” (or any documentation that shows you are residing in Valencia. Ie: a rental agreement)
3. Certificate of Taxes (Proof of origin of income)
4. Verification of Enrollment letter from Berklee
5. 50 euros opening fee (this fee will only be returned when closing the account)

Citizens from any other country

Banks typically require them to provide the following documentation in addition to the documents listed above:

6. A sworn or official translation of the documentation above, unless it is already presented in English, Spanish or French.
7. If the student does not have income of their own, the documentation provided must be that of the person who takes care of them (parents, guardian, spouse, legal partner, etc.) and the proof of kin:

    7.1 Proof of Kin (i.e.: Marriage license or legal partnership)
    7.2 Passport
    7.3 Taxes certificate (proof of origin of income)

8. DRF (Documento de Residencia Fiscal). This is a tax document that must be issued by the bank in Valencia at a cost of 7€ (for issuing the document) in addition to 15€ for state taxes.

When opening a bank account in Valencia, be aware of potential maintenance fees, which vary among banks. Banks generally operate Monday to Friday from 8:30 a.m. to 2:30 p.m., with some offering extended hours and Saturday morning service. ATMs usually provide international services 24/7; look for ServiRed and 4B signs.

You can use your ATM card at Spanish ATMs to access funds from your international bank account but expect small transaction fees from both banks. Major credit cards like VISA, MasterCard, 4B, Diners Club, and American Express are widely accepted but remember to carry identification when using them. Most credit cards impose a small percentage-based fee for international transactions.

Before traveling, notify your bank and credit card companies of your trip to prevent account freezes when using your card abroad.



4.1.5 Getting a Phone

As a Berklee student in Valencia, it's mandatory to provide local Berklee staff with your contact phone number within your first five days. This is essential for emergencies and staying connected with the program office, peers, acquaintances, and family.

Consider purchasing a cheap handset for "pay as you go" calls to local numbers and using free campus Wi-Fi for internet access. Alternatively, explore options with recommended phone service providers such as Vodafone, Lobster (English service), Orange, Movistar, and Tuenti, and Connectivity, as suggested by previous students.

Berklee does not endorse any of the aforementioned phone stores and cannot guarantee their quality, service and professionalism.

A good internet connection is extremely important in helping you stay connected with Berklee's online services and your family back home. For home internet providers, you might want to try Pepephone or PTV Telecom.

Saving tip: You might be able to put your U.S. plan on hold while abroad and save on your monthly service fee. When you call your carrier to unlock your phone, ask about putting your account on hold for the period you will be abroad. The money you save on could more than offset what you pay for your cell service locally.

4.1.6 Music Stores in Valencia

Several music stores in Valencia provide various options for purchasing or renting musical instruments. This information has been compiled and shared by former students who found these stores to be helpful.

- Unión Musical: (Music store)
- La llar del músic: (Music store)
- Centro música: (Music store)
- Valencia Musical: (Music Store)

For live performances and other similar opportunities, students tend to rely on rental services because our campus cannot provide enough off-campus equipment for the large amounts of performances happening on a weekly basis. In these situations, Call & Play (music instrument & backline rental) has been useful.

Berklee does not endorse any of the aforementioned music stores and cannot guarantee their quality, service or professionalism. Berklee staff and faculty will not be able to intercede in the interactions the student holds with the music stores. The resources provided are simply options within the city of Valencia for students to consider during their time abroad.





4.1.7 Grocery Shopping

There are a couple of shopping malls conveniently located near the campus where you can find a variety of amenities such as restaurants, retail shops, supermarkets, phone shops, pharmacies, cinemas, and more.

- Centro Comercial El Saler: shopping mall
- Carrefour: supermarket
- Centro Comercial Aqua: shopping mall
- El Corte Inglés: the biggest department store group in Europe. There are six El Corte Inglés
- around Valencia and you will be able to find anything you can think of in any of them.
- Mercadona: the largest supermarket chain and food distributor in Spain. In Valencia alone, there are more than 40 locations. Opening hours are 9:00 a.m. to 9:30 p.m. (closed on Sundays).
- Consum: a less expensive supermarket chain with less variety of options but a delivery service called “Tienda Online”. Opening hours are usually from 9:00 a.m. to 9:30 p.m. (closed on Sundays).

Tips:

- The closest El Corte Inglés to campus is on Avenida de Francia, Pintor Maella, 37 (Tel.: 963 350 500). Open hours are 10:00 a.m. to 10:00 p.m. (Monday–Saturday) and 11:00 a.m. to 9:00 p.m. (Sundays and holidays).
- There are no 24-hour grocery shops in Valencia. SuperCor is a convenience store chain that operates 18 hours per day. You will find SuperCor shops all over the city. The closest one to Valencia Campus is on Avenida Autopista El Saler, 4, which is open from 8:00 a.m. to 2:00 a.m.

4.1.8 Access to Pharmacies

Pharmacies (farmacias) are located in every neighborhood in Valencia. They’re generally open Monday–Friday, from 9:30 a.m. to 2:00 p.m. and 5:00 p.m. to 9:30 p.m., and Saturday from 9:30 a.m. to 2:00 p.m. Information about pharmacies that open 24 hours a day (farmacia de guardia) can normally be found on the window or doors of any pharmacy. Here are recommended pharmacies, located close to Campus that are open 24 hours a day.

Farmacia Teresa Genovés (24H)	Avenida Francia, 12, 46023	Tel: 963 30 0191
Farmacia Llorca Chulia (24H)	Avenida Baleares, 45, 46023	Tel: 963 37 1181
Farmacia Cañizares Bellot (24H)	Avenida Dr. Manuel Candela, 6, 46021	Tel: 963 30 7882

4.1.9 Receiving Post from Home

If you'd like to receive goods from home during your stay, please note that Berklee's campus officers cannot collect or store parcels on students' behalf. All mail, including suitcases, parcels, and certified envelopes, must be sent to your home address or residence hall.

Additionally, goods arriving from outside the European Union are held at customs, and as the receiver, you will be required to complete several documents to release them. Items from outside the EU are subject to customs taxes if they are new. To streamline the process, we advise students to inform senders to clearly label any used items as "USED OBJECTS" or "USED CLOTHING" in the delivery note to avoid taxes. However, customs officers may still apply taxes on electronics if they arrive in Spain as new items.

Medications, food, and beauty products often attract high taxes and undergo lengthier customs inspections compared to other items. We recommend that students conduct some research beforehand to determine if they can procure what they need locally in Valencia, thereby avoiding the need for items to be sent from home.

Once your parcel arrives in Spain, you will receive a letter from the Post Office (Correos) in Spanish, outlining the next steps to release the parcel from customs.

You will then need to:

- Activate your NIE or NIF number at the tax office in Spain.
- Provide a Berklee Registration letter.
- Fill out and sign the letter received.
- Complete a declaration of value and recognition of responsibility (written in Spanish) form.
- Provide a copy of your passport.

All necessary documents (in PDF format) must be uploaded to www.adtpostales.com/ within the "aportación de documentación" section. Please note that all information on this website is in Spanish. For those who require assistance due to language barriers, please seek support from the Student Affairs, Diversity, and Inclusion Office. However, please remember that the campus cannot receive mail on behalf of students.



4.1.10 Religious Services

Here is a list of the various places of worship that Berklee Valencia students have used in the past. For more specific recommendations and information on religions not included below, please visit the Student Affairs Office.

Christian
El Faro Church or River Valley Church

Catholic
Valencia Cathedral (Basilica of the Assumption of our Lady)

Muslim
La Gran Mezquita De Valencia

Bahá'í
Bahá'ís De Valencia

Jewish
La Javurá (United Synagogue of Conservative Judaism);
Beth Chabad Loubavitch Valencia (jabadlvalencia@gmail.com)

Buddhism
Centro Budista de Valencia

4.1.11 Things to do in Valencia

Life in Valencia offers a diverse range of activities. To know more about the Valencian way of life, explore some of these websites:

- AngloInfo: An English-language site that allows you to find local music, sports, and other entertainment events using the site's filters.
- Love Valencia: A Spanish-language site that includes upcoming Valencia cultural activities, including plays, art exhibits, and live music, as well as suggestions for dining and daytime activities.
- Agenda Urbana: A cultural calendar (in Spanish) with a focus on music, exhibits, and theater.
- Towns and Cities in Valencia: A list of towns and cities in Valencia (in English) that offer unique tourist attractions.
- Valencia Language Exchange: VLE is an association open to people of all ages interested in learning new languages and sharing their own
- Experiences Valencia: Information on the best getaways and experiences in Valencia.

Live Music Scene: Berklee students have performed in a number of venues around the city, including Jimmy Glass, Upper Club, Restaurante La Mafia, Loco Club, Black Note Club, Radio City, Café Murnau, Monterey Pub, Ubik Cafe, Bluebell Coffee Co, Café Mercedes, En Babia, and more.

4.1.12 Busking in Valencia

If you would like to perform as a busker in Valencia, you must obtain permission from the local authorities by following these steps:

1

Complete the Required Form

You need to fill out an application form, which is available only in Valenciano or Spanish. Use Google Translate if needed.

2

Gather Additional Documents

Along with the application, you must present a Verification of Enrollment from Berklee to confirm your student status.

3

Submit Your Application

The documents must be submitted in person at one of these two locations:

Oficina de Atención Ciudadana - Tabacalera
C/ Amadeu de Savoia, 11. Nave Oeste, 46010 València
Hours: Monday–Friday, 8:30–14:00
Contact: oactabacalera@valencia.es
Tel.: 962082015, 962082016

Registro General de Entrada - Ayuntamiento
Edificio Casa Consistorial, entrance via C/ Arquebisbe Mayoral, 1
Hours: Monday–Friday, 8:30–14:00
Contact: Tel.: 96.208.10.35

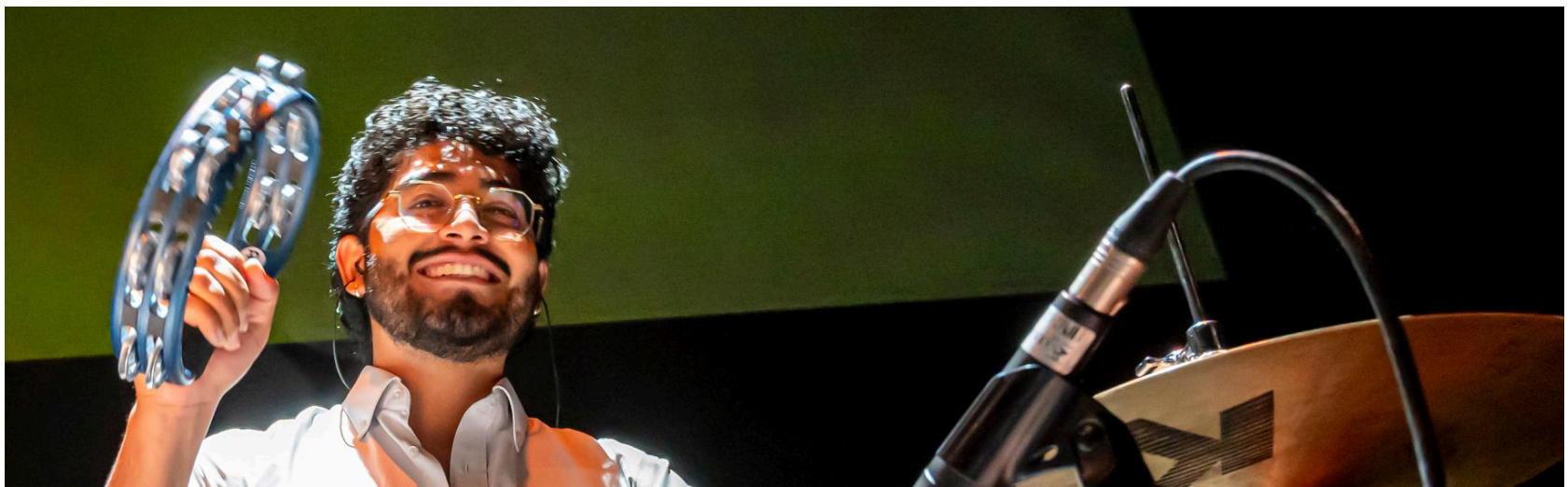
4

Schedule an Appointment

Before visiting, you must book an appointment online at: Valencia City Council Appointment System

- Select "Ayuntamiento" or "Tabacalera" under the CENTRE section based on availability.

Approval for busking permits is not guaranteed, as applications are reviewed at the discretion of local authorities. Make sure to carefully follow all requirements and provide the necessary documents to improve your chances.



4.1.13 International Student Identity Card and European Youth Card

The International Student Identity Card (ISIC) is a globally recognized student ID that provides access to discounts on travel, accommodation, cultural attractions, and more. It serves as official proof of student status and offers benefits in over 130 countries.

The European Youth Card is designed for young people under 30, offering discounts on public transport, cultural events, leisure activities, and educational services across Spain and Europe. The Valencia-specific version provides additional local benefits for students in the city.

Both cards can help students save money and enhance their experience while studying in Valencia.



4.2 Health and Wellness Support Services

Berklee Valencia embraces an integrated, holistic approach to fostering the health and well-being of every student. Our mission is to foster a lifelong ethic of care so that students may thrive during and after their time at Berklee; to affirm students' personal and social identities and experiences; and to create safe, compassionate, healing, inclusive spaces that inspire learning, positive growth, and global citizenship. In this section we offer more detailed information on each of our services, as well other resources relevant to your stay in Valencia.

4.2.1 MAPFRE Spanish Health Insurance

All students enrolled in a program at Berklee's campus in Valencia are automatically enrolled in a Health Insurance Policy provided by MAPFRE and specifically designed for Berklee Valencia students. The table below offers a quick overview of coverage, but you can access the full terms and conditions through the Berklee Valencia website.

What Does The MAPFRE Insurance for Berklee's Students Cover?

Yes	No
Pre-existing conditions	Non-urgent dental care
Appointments with English-speaking Doctors	Routine health check-ups
Illness and injury that happens while in Spain	Prescribed pharmaceutical medication
Physiotherapy treatment (not pharmaceutical)	Alternative medical treatment
Medical treatment (not pharmaceutical)	Healthcare assistance and/or medical expenses arising from the consequences of risky behavior/ high-risk activities
	Orthopedic devices
	Medical treatment at Public hospitals
	Medical attention outside of Spain

The Health Insurance Policy (MAPFRE) also provides some basic and limited travel insurance in case of a medical emergency outside of Spain but all Berklee Valencia students traveling abroad for personal reasons while enrolled at Berklee Valencia are expected to purchase their own independent travel insurance. Additional information regarding travel insurance is available in the Travel Insurance section below.

If you have any questions about the Health Insurance Policy (MAPFRE) please contact wellnessvalencia@berklee.edu.

4.2.2 Berklee Medical Assistance Coordination Team

In order to help students navigate their Health Insurance Policy (MAPFRE) and network of providers, Berklee Valencia offers a free-of-charge medical assistance coordination service, provided by Upromedes. Services covered by Upromedes include guidance in understanding the Health Insurance Policy (MAPFRE) coverage and any required paperwork, assistance in connecting students to medical providers, and obtaining appointments with (where possible) English-speaking doctors and specialists.

4.2.3 Medical Centers for Berklee Valencia students

The Health Insurance Policy (MAPFRE) provides extensive coverage through a vast network of providers across the city of Valencia. However, those most used by Berklee Valencia students include Clinica Sorolla and MAPFRE Salud, which provide general medicine and medical specialities by appointment, and Hospital La Salud, which is a multi-specialist hospital offering a wide range of medical and surgical specialities, by appointment as well as out-of-hours and emergency care, including evenings and weekends, which do not require prior appointment. We recommend that students make use of the services of Upromedes for both booking appointments and when presenting at Hospital La Salud for emergency assistance as they can help navigate the care, as well as secure any follow-up appointments.

4.2.4 Counseling Services

Berklee Valencia is committed to the mental health and wellbeing of all students and we offer comprehensive free-of-charge mental health support services, including on-campus drop-in counseling sessions and referrals to off-campus ongoing support through CEDIN Salud Counseling Services. These services provide students with the opportunity to address and receive help with depression, anxiety, stress management, relationship and family concerns, sexual assault or harassment, substance abuse, wellness, crisis intervention, and any other concern impacting their mental health.

4.2.5 Berklee Valencia Health & Wellness Dedicated Phone Line

Berklee Valencia students have access to a single Health & Wellness dedicated phone line that provides access to our various health and wellness services, including the medical appointment booking service provided by Upromedes and information regarding CEDIN Salud counseling and other mental health support services.

The Health & Wellness dedicated phone line also provides out-of-hours assistance for urgent matters, including out-of-hours urgent mental health assistance, out-of-hours urgent medical assistance and out-of-hours urgent assistance from the Student Affairs team. The Health & Wellness dedicated phone line extensions for out-of-hours urgent assistance services are available 24/7, including weekends and bank holidays.

Please note that access to the services provided through the Health & Wellness dedicated phone line can only be guaranteed when using a Spanish SIM card, which we strongly recommend that all students procure for their time in Valencia. Please also note that the out-of-hours services provided through this line are for urgent matters requiring prompt assistance. However, in the event of an emergency and/or life-threatening situation requiring immediate police, ambulance or fire brigade response please dial 112 to access local emergency services in the first instance

4.2.6 Berklee-sponsored Student Health Insurance Program (SHIP) for Valencia students

Please note that SHIP is different from the Health Insurance Policy (MAPFRE). Carefully review the information below for more information

The state of Massachusetts requires that all Berklee students be enrolled in a health insurance plan that offers comprehensive coverage, wherever their location of study. All coverage must be in effect while students are enrolled at Berklee College of Music, even when studying abroad at the Valencia campus as a graduate or undergraduate student. We recommend that your primary insurance plan provides coverage everywhere in the United States and abroad, and that it includes provisions for medical evacuation and repatriation of remains.

The Berklee Student Health Insurance Plan (SHIP) is underwritten by Blue Cross Blue Shield of Massachusetts and administered by Gallagher Student Health and Special Risk (gallagherstudent.com/Berklee). For more information on coverage details, please contact Gallagher Student Health and Special Risk Customer Service.

All Valencia students are automatically enrolled in and charged for the Berklee SHIP but may waive (decline) participation in Berklee's SHIP by demonstrating they are enrolled in a health insurance plan that meets the requirements of their program.

The insurance coverage requirements for waiving the SHIP are determined by Massachusetts Student Health Insurance Plan regulations; they are not internal policies set by Berklee.

Valencia Waiver process: Graduate students, First Year Study Abroad students & Full Academic Year Study Abroad students, Berklee Online students:

All graduate students, First Year Abroad students and students studying in Valencia for a full academic year as part of the Study Abroad program are eligible to waive the SHIP with their MAPFRE Spanish health insurance coverage. To submit your waiver, please follow the instructions below:

1. Go to www.gallagherstudent.com/Berklee
2. Follow the login instructions
3. Click on the “Waive” button under “Plan Summary”
4. Access the drop down box to select “MAPFRE” as your insurance company
5. Select “No” when asked if this is a US-based insurance company
6. Enter “Spain” as the country
7. Enter your Berklee ID # as you may not have your MAPFRE ID when completing this form
8. Enter “International Plan” for type of plan
9. Use the following company address and city “SCHOLAR ORELLANA 18 46008”, Valencia
10. Enter “MA” for state and 02115 for zip code
11. Submit for processing
12. An email will be sent to student with a confirmation note – please keep for your reference

The Frequently Asked Questions outline the waiver criteria.

To connect directly with a member of the Gallagher team please call (800) 391-8057.

Valencia Waiver process: One-Semester Study Abroad students:
Study Abroad students studying in Valencia for one semester only are NOT eligible to waive the SHIP with MAPFRE health insurance coverage. Students studying abroad for one semester need to be actively enrolled in a plan that meets the SHIP regulation and the standard waiver criteria following the instructions below:

1. Go to www.gallagherstudent.com/Berklee
2. Follow the login instructions.
3. Click “Waive”
4. Follow the instructions to complete the form.

The Frequently Asked Questions outline the waiver criteria.

To connect directly with a member of the Gallagher team you may call them at (800) 391-8057

All other students studying at Berklee’s campus in Valencia should contact studentaffairsvalencia@berklee.edu for confirmation on whether SHIP is a requirement for their program of study.

4.2.7 Travel Insurance

The Health Insurance Policy (MAPFRE) provides some limited travel insurance in case of a medical emergency outside of Spain. However all Valencia students traveling abroad for personal reasons while enrolled at Berklee Valencia are expected to purchase their own independent travel insurance. The insurance should provide emergency evacuation services as well as medical insurance in the event of an accident. Some Berklee Valencia students may make use of the Zurich Travel Assist program (see the Berklee Study Abroad website for further information).

4.2.8 Other resources and services

24/7 Emergency Services
In the event of a mental or physical health emergency, or any emergency situation requiring immediate police, fire or ambulance assistance, please dial 112 to be connected with local emergency services.

National suicide prevention lifeline for U.S. Citizens
All U.S. citizens have access to the National Suicide Prevention Lifeline. The Lifeline provides 24/7, free, and confidential support for people in distress; prevention and crisis resources for you or your loved ones; and best practices for professionals. Services are available day or night, every day of the year, by calling 1-800-273-TALK (8255) or by using Lifeline Chat. Services are available in English, Spanish, and for the deaf and hard of hearing community. While referrals to community providers are not available in Spain, the Lifeline has a host of other resources that could be helpful.

Self-Guided Resources
TELUS Health app, which Berklee Valencia students can download for free from the Berklee Boston Counseling Services website, offers 24/7 crisis, real-time, brief, and solution-focused counseling with a dedicated clinician over phone, chat/text, video, or in person.

The Berklee Boston Counseling Services website also provides access to a number of self-guided resources, including SilverCloud and Emotional Well-Being Questionnaires.

The TELUS Health app offers 24/7 crisis, real-time, brief, and solution-focused counseling with a dedicated clinician over phone, chat/text or video. Download TELUS Health.

Connect with 112 for Mental Health-Related Emergencies

Anyone who experiences a mental health-related emergency can connect directly with 112. There are currently no private hospitals in Valencia that can admit patients in critical emergency psychiatric situations, so all citizens (including Berklee students) need to go through the public health system by calling 112. Once the critical situation has been managed at the public hospital, patients will then be referred to a private institution or be discharged.

National suicide prevention lifeline for U.S. Citizens

All U.S. citizens have access to the National Suicide Prevention Lifeline. The Lifeline provides 24/7, free, and confidential support for people in distress; prevention and crisis resources for you or your loved ones; and best practices for professionals. Services are available day or night, every day of the year, by calling 1-800-273-TALK (8255) or by using Lifeline Chat. Services are available in English, Spanish, and for the deaf and hard of hearing community. While referrals to community providers are not available in Spain, the Lifeline has a host of other resources that could be helpful.

Access Self Guided Resources:

Students at the Valencia campus can also access self-guided resources like SIlver Cloud, Emotional Well Being Questionnaire, and Organizations, Hotlines and Resources through Berklee Boston's Counseling services section.

Fitness and Gym facilities close to campus

Keasy Fit
Av. Lopez Piñero 4, Valencia. Keasy Fit is the closest to campus and offers an exclusive price for Berklee students of 265€ for a one-year subscription.
valencialasartes@keasyfit.com

Activa Club Aqua
Aqua Mall, C.C. Aqua,
Avenida Menorca 19,
Valencia.

Enjoy! Samaranch
Avenida de Francia, SN, Valencia.
samaranch@enjoy.es

McFit Valencia
Avenida Manuel Candela
15, Valencia.
+34 96 512 64 58

Yoga Studios



Yoga Flow VLC
Calle Pintor Salvador Abril, 9
+34 603 68 22 53
A bright, modern yoga studio in the trendy district of Ruzafa offering everything from Ashtanga to Vinyasa, Yoga Flow VLC offers classes for various levels, with drop-in sessions available, and friendly instructors. Prices are very reasonable, too.

Bikram Hot Yoga
Calle Marva, 11
+34 605 498 498
If you like your yoga classes hot and sweaty, Valencia has several studios just for Bikram yoga devotees. Try this 90-minute class at the famous Finca Roja building, incorporating 26 postures in a room heated to 105°F/40°C. This is said to loosen joints and muscles, enabling a deeper stretch.

Living Yoga VLC
Calle na Jordana, 18, Valencia, Spain,
+34 667 81 53 77
Enjoy the traditional practices of hatha raja or ashtanga vinyasa yoga here in this relaxing space. Through their practice, the instructors aim to help students disconnect from the daily grind and reconnect with their spiritual side. You can take a beginner's course, a block of classes, or book a one-off session.

Yoga in the park - Yoga with Jennison
You won't find a better yoga studio than the beautiful Turia riverbed gardens, a lush city park that winds its way through the entire city centre. Here you'll always find people running, biking and doing all kinds of workouts al fresco, and that includes yoga. Join a group session such as those with Yoga with Jennison fun, donation-based classes taught in English and open to all levels. Ester Santos is also a great, warm yoga certified teacher, although her classes are mainly in Spanish.

Integral Yoga
Calle Cuenca, 89
+34 662 13 83 57
Integral Yoga aims to help practitioners achieve full mental and physical health, preventing illness and promoting spiritual realization. Sounds good, right? Try it out for yourself at their studio in Valencia.

Beginners are welcome and you can try a free class, though be aware that they are taught mainly in Spanish.

Santos Yoga
+ 34 665 041 534
Classes are fluid and introspective.
They are focused on feeling your body and a deep connection between breath and movement that brings you into the present moment.

If at any point you would like to be connected to Valencia specific community resources please contact the Health & Wellness team via wellnessvalencia@berklee.edu

"Berklee College of Music Inc." or its branch in Spain, "Berklee College of Music, Delegación de la Fundación en España," does not assume any responsibility for the health services offered by third-party providers (such as MAPFRE, Upromedes, and Barrón) to its students. This includes services provided by any other recommended external resources or services not directly affiliated with "Berklee College of Music Inc." or its branch in Spain, "Berklee College of Music, Delegación de la Fundación en España," as mentioned in this handbook.



4.3 Community Involvement

All students who intend to participate in day trips, student club activities or assume a leadership role within a student club or Diversity Grant-funded initiative are required to complete and submit a waiver prior to engaging in any related on-campus or off-campus activities. This requirement is mandatory to ensure compliance with institutional policies and to support a safe and inclusive environment for all participants.

4.3.1 SADI programming

We offer a wide range of campus-wide programming to complement the academic experience as we believe in a comprehensive education model that goes beyond the learning and interactions that take place strictly in the classrooms. Embracing the Diversity and Inclusion strategy for the Valencia campus, we offer programs (ie: guest lectures, dialogues, campaigns, etc) that address essential topics such as racial justice, gender equality, mental health, accessibility and climate change in the context of the creative industries.

4.3.2 Student Leadership Opportunities

Our community is co-created every academic year by the student body that we welcome to our campus and therefore we work closely with student leaders to create a vibrant community life where every single student can feel included, engaged and supported. Student leaders help us create a sense of belonging in our campus.

Student Advisory Board

The Student Advisory Board represents and voices the needs and interests of Berklee's Valencia campus students' to the campus leadership teams, with the goal of ensuring a healthy dialogue between the student body and the institution, and fostering an environment based on diversity, equity, inclusion and respect within our community both on and off campus.

The Board, formed by two students from every academic program, provides regular feedback about the student experience to campus officials. It is an essential mechanism in the Berklee Valencia's community to work together and create a community where students strive to reach their full potential and flourish.



Student Clubs

Student clubs enrich the student experience, create a diverse community, encourage involvement, and provide opportunities for students to build valuable skills. Open to students from all academic programs, these clubs organize programs, events, and meetings across campus throughout each semester. Students interested in starting a student club or continuing to lead existing student clubs at the Valencia Campus will go through an application process to be approved by the Student Affairs Diversity and Inclusion, and Production teams at the Valencia campus.

The Student Clubs and Diversity Grant Manual, Student Code of Community Standards and the Policy Handbook for Students regulate all student club activities.

Here's a sampling of the clubs created by, and available to, Berklee Valencia students. Student interests are always changing, and so is our list of clubs so be mindful of possible changes to this section.

- Black Student Union - Valencia Chapter
- She Knows Tech - Valencia Chapter
- Sexuality and Gender Alliance Association
- Berklee South Asian Scholar Association (SASA)
- Berklee Iranian Student Association (BISA)

Student clubs meet periodically over the semester, developing educational and engaging content around their topic of interest and contributing to a sense of community within our student body. Information about how to start or join a student club and the process and policies that must be followed is given at the start of every semester.



4.3.4 Off-Campus External Activities

External city tours

Various agencies offer city tours of Valencia, encompassing diverse themes such as street art and urban exploration, medieval and modernist architecture, Sorolla-related tours, and the renowned Ruta de La Seda (Silk Route).

- Caminart
- TuriArt
- Visit Valencia
- Descubre Valencia
- ART Valencia

Food-related tours are also available, allowing you to sample some of the most renowned Valencian tapas and dishes. These tours may even include workshops where you can learn to make your own paellas. Explore the following options for more information:

- Viator
- Turinea
- Experience Valencia

Sporting Activities

During your stay in Valencia, you'll have ample opportunities to immerse yourself in sports and outdoor activities. The city's Mediterranean climate makes it ideal for outdoor pursuits throughout the year.

- Ocean Republik - surf, windsurf, and paddle surf
- Mediterranean Surf School
- BeachBol

**Please note that MAPFRE's health insurance will not cover health care assistance or medical expenses arising from the consequences associated with high-risk activities.*

Dance Studios

Valencia is home to a vibrant dance scene, with numerous studios offering a variety of dance styles for enthusiasts of all levels.

Ballet, Contemporary, Funk, Flamenco, Ballroom:

- Escuela de Danza Mari Cruz Alcalá:
- Mar en Danza
- Esther Mortes
- Estudio 21
- Botanic Espai de Danza
- Estudio de Danza Maria Carbonell

Ballroom Dance, Salsa, Bachata etc:

- Escuela de Baile Ritmos
- Pas a Pas
- Linea de Baile

Flamenco / Danza Española:

- Centro de Danza Rocio Giner

Swing and Lindy Hop:

- Spirit of St Louis

Berklee Valencia does not endorse any of the aforementioned external agencies, sports centers or dance studios. The information here provided is simply for the purposes of giving students different options to consider and evaluate in the proximity of the campus, but neither Berklee nor its staff will be able to intercede in the interactions the student holds with representatives on behalf of the student or the service providers



5. EMERGENCY CONTACT NUMBERS / INFORMATION

Police (Policia Nacional), Fire, and Emergency Medical Services:	112
National Police Complaints for Foreign Tourists Service: (Opening hours: 9:00 a.m. to 9:00 p.m.)	902 102 112
Berklee Valencia Health and Wellness	(+34) 960 130 131
Berklee Valencia Security Control Centre	(+34) 961 975 817
Berklee Valencia Front Desk (Ext 3400 from on campus phones)	(+34) 963 332 802
Berklee Public Safety Department (Boston Campus)	(+1) 617 747 2333



Annexure 1: Important Berklee Policies That You Need To Know

The following materials encompass essential academic, enrollment, and student policies and procedures relevant to your Berklee education. As members of the Berklee community, students are expected to familiarize themselves with these documents and to conduct themselves with civility and respect for others.

Student Code of Community Standards
Policy Handbook for Students
Equity Policy

General Reminder: While in Valencia you are ambassadors for Berklee College of Music and as such,you are representing the college and its values, your area of study, and your nation. Make sure you take this under consideration at all times during your stay.

Annexure 2: Your Safety Off-Campus

How to report a crime in Spain
If you are a victim of crime, call the local number for Emergencies 112. Report the incident to Berklee Valencia's Public Safety or Student Affairs Office as soon as possible so that we can assist you.

You can fill out an official police report both by phone or by going to the specific police officer, where there are English forms or English-speaking officers who will help you (https://www.policia.es). You will also be asked to fill out a crime report for statistical purposes. The crime report can be anonymous if you prefer.

If you are not in Valencia, you should follow the same procedures. Then, notify the Berklee Valencia staff.

You and the administrative staff must keep a copy of the report.



How to report a crime in Spain

Below are the addresses and phone numbers of the police stations where you should go to report a crime or sexual attack:

POLICIA NACIONAL AND LOCAL

C/ Zapadores, 52 46006 - Valencia
Tel. 96 3351170 (to file a report for theft or lost items, seek for help & safety advice, etc)
Foreigners can call the following line to make a report in English: 902-102-112

JEFATURA DE POLICIA

C/ Gran Vía Ramón y Cajal, 40 - 46007
Tel. 091 or 963 539 539 (to file a report for aggression or sexual assault)

Keeping Yourself Safe in Spain

Berklee College of Music is committed to ensuring the safety and well-being of its students during their stay in Valencia. While Valencia is generally considered a quiet and safe city, it's important to remain vigilant and follow these safety tips to minimize any potential risks.

Should you be a victim of rape, sexual assault, harassment, or crime, seek help by calling **112** and then Berklee Medical Assistance.

DO	DON'T
Carry your personal ID, and a copy of your Passport. Spanish police can stop you and ask you to identify yourself. If you travel outside of Valencia while studying here, you should carry your original passport with you at all times.	Do not carry your original passport with you, unless it is absolutely necessary, i.e., when traveling outside of Valencia.
Register your cell phone number with the Student Affairs Office so we can contact you in case of an emergency.	Do not carry your original passport with you, unless it is absolutely necessary, i.e., when traveling outside of Valencia.
Always carry an emergency cash amount of 20 € (separate from the rest of your money) so that you can pay for a taxi home.	Don't overpack when going to the beach. Only carry the bare essentials, and try going in a group.
Always carry your MAPFRE card with you in a different pocket or wallet or a copy/photo of it on your phone.	Avoid bumping into other people or letting others come too close to you. Don't trust those people offering to clean stains on your clothes or telling you something has dropped on the floor. They may take advantage of the situation to steal your wallet.

Always be aware of those who may be trying to distract you.	Avoid walking through poorly lit streets. Choose streets with ample lighting, or main avenues.
Remember: Any amount of alcohol can impair your judgment. Do use your discretion when you're out and about.	Do not leave unattended money on tables in restaurants. Give all money directly to your server, including their tip. Cash lying around is too tempting and easy for someone to take.
Remain alert when walking through unknown places.	Don't fall asleep on public transportation, or while waiting for a bus.
Make a list of serial numbers of your valuable equipment, and keep it in a safe place for reference in case of loss or theft.	Don't display cash or valuables.
Put a second lock on any lockers.	Don't forget to stay hydrated: Valencia's climate can be hot, so remember to drink plenty of water to stay hydrated, especially during outdoor activities.
While you are out and about, communicate non-verbal cues (body language) that you are calm, confident, and aware.	Don't ignore traffic rules: Follow traffic laws and use crosswalks when crossing the street to ensure your safety and the safety of others.
If someone is harassing you, get help immediately, and if necessary, instruct the harasser to leave you alone using a firm, loud voice.	Don't litter or vandalize: Keep Valencia clean by disposing of trash properly and avoiding vandalism.
Trust your instincts. If something or someone makes you uneasy, take steps to remove yourself from the situation.	Don't ignore safety precautions: Follow safety guidelines and be cautious, especially when exploring unfamiliar areas.
Walk or jog with a companion.	Don't disrespect local customs: Respect local traditions, customs, and cultural norms to show appreciation for the local culture.
Have your keys in your hand as you approach your car, dorm, apartment, or office so that you may gain access to those areas quickly if necessary.	Don't leave your belongings unattended: Keep your belongings secure at all times to prevent theft or loss.

Keeping Your Belongings Safe

- If you are attacked or have your belongings stolen, seek help by calling 112. Always keep an eye on your belongings.
- Never leave them unattended in a public place, including on campus, and especially on public transportation.
- Take special care of your handbag or wallet in crowded places and tourist spots like the metro, bus stops, bullring areas, McDonald's, and so on.
- Always carry your handbag fastened and secure, so that it is not easily accessible.
- Avoid leaving your bag on the back of chairs in restaurants, on the floor in a club, bar, shop, or movie theater, or while using a public phone.
- Do not carry your wallet in your back pocket.
- Make sure you know where you are going; study the map before you go out.
- Avoid suspicious people and situations.
- Do not put your purse or wallet down anywhere, especially in a shopping cart or on a restroom floor. For example, if you are in a stall, someone could reach under and snatch your purse before you have time to see who did it.
- Keep track of your belongings. Don't leave them where someone can pick them up easily, such as on the seat of a car, in an empty classroom, in or outside a practice room, or in your unlocked room, the library, or the dining hall. Don't display cash or brag about your valuables.

Keeping Your Credit/Debit Cards Safe

- Cover your Personal Identification Number (PIN) number at ATMs and registers.
- If you use an ATM that is inside the bank, make sure there are no beggars inside. Lock yourself in while you are taking money out of the ATM.
- When using a bank card at the ATM, block others from viewing the screen and keypad when entering your PIN. Do not use an easy-to-ascertain PIN such as "1234." If there are individuals around the ATM that make you feel uncomfortable, wait until they leave or find another machine.
- Have a different PIN for each of your ATM cash cards.
- Do not use your birth date or part of other easily identifiable numbers as your PIN. If your wallet is stolen, these numbers are usually reflected on your driver's license or other cards.
- Credit cards are the same as cash. Check to see that your card has been returned after you make a purchase with it. Watch your credit slip being filled out, and make sure it is not processed more than once. You should keep your receipts to check against monthly statements. Make a list of your credit cards and account numbers, and keep it in a safe place. With that list, keep procedures to follow in case your cards are lost or stolen. If your card is stolen you should report it to the local police as soon as possible. You can be held accountable for purchases made by a thief. It is very difficult and time consuming to fix your credit once it has been damaged.
- Always pay close attention to your credit cards and receipts. Before signing any voucher, carefully review it to ensure accuracy, and ensure that the clerk returns your card to you promptly. Always request a copy of the receipt and never entrust its disposal to the salesperson. Some unscrupulous individuals may attempt to make unauthorized changes to your account using credit card numbers obtained from legitimate transactions. Stay vigilant to protect yourself from potential fraud.

Safety While Using Public Transportation

- Do not walk alone at night—take a licensed cab. Otherwise, walk in groups.
- Never accept a ride from someone offering you a taxi. Stop a white cab or call a licensed taxi company. Phone numbers are available on Berklee's Medical Assistance Card for students. If you feel unsafe, call the campus's Front Desk, and the staff member on duty will send a cab to pick you up.

Security Awareness in Entertainment Areas (restaurants, bars, and malls)

- Dining and shopping are some of our favorite social activities. It is the pleasure that surrounds these events that can distract you from thinking about personal safety. Making mental awareness a habit will help keep these activities fun and safe.
- If you rent a car, park in well-lit and secure areas. Do not leave any documentation or information with your name or address inside your car where a passerby could see it. If potential attackers observe your personal information, they then not only know what car you drive, but where you live.
- Only carry a minimum amount of cash, personal information, and keys with you. If these items are lost or stolen, you will reduce your losses and chances for someone to find out where you live. Try to use checks and credit cards for all purchases and carry small amounts of cash.
- Avoid shopping alone, especially after dark. Once again, criminals prefer to attack solitary victims in dark areas.
- Always pay close attention to your credit cards and receipts. Before signing any voucher, carefully review it to ensure accuracy, and ensure that the clerk returns your card to you promptly. Always request a copy of the receipt and never entrust its disposal to the salesperson. Some unscrupulous individuals may attempt to make unauthorized changes to your account using credit card numbers obtained from legitimate transactions. Stay vigilant to protect yourself from potential fraud.





Important Reminders Regarding Your Safety in Valencia

Bars, discos, and pubs are places where you should have fun and enjoy the company of friends. They can also be places where emotions—and alcohol consumption—run high.

Please pay attention to the following advice and stay safe:

- If someone bothers you and is looking to pick a fight, keep calm and avoid discussions that might lead to some form of violence.
- Pay attention to the emergency exits. If a place is too crowded, do not stay inside. There are plenty of places in Valencia to choose from.

This is also worth remembering

- The U.S. uses fluid ounces (fl. oz.) to measure alcohol; Spain uses milliliters (ml.).
- Keep in mind that in Spain, the standard amount of alcohol in one serving is different than in the U.S. Determining the alcohol content of a beverage is not just a matter of calculating the conversion from ounces to milliliters.
- Consumption of alcoholic beverages impairs your behavior, your image, and your ability to drive a car, and may cause health problems.

Stay safe and be sensible with your alcohol consumption.

Apartment Security

- Never prop a door open. Doing so could allow an unauthorized person to enter a building, thus endangering the well-being of those inside.
- Always lock your room, regardless of how long you may be gone. Never leave money, jewelry, or other valuables out in the open, even if you are present.
- Get to know others around you, and watch out for each other. Report any suspicious persons to the Front Desk or the Operations Office.
- Do not leave notes stating that you are gone or for how long you will be gone where anyone can view them.
- Close your drapes and blinds at night.
- Always ask who is at the door before you open it.
- Notify the Front Desk or the Maintenance Department if there are maintenance or lighting deficiencies, particularly where they may compromise security, i.e., lighting and/or security locks.

Annexure 3: Traveling and Living Abroad

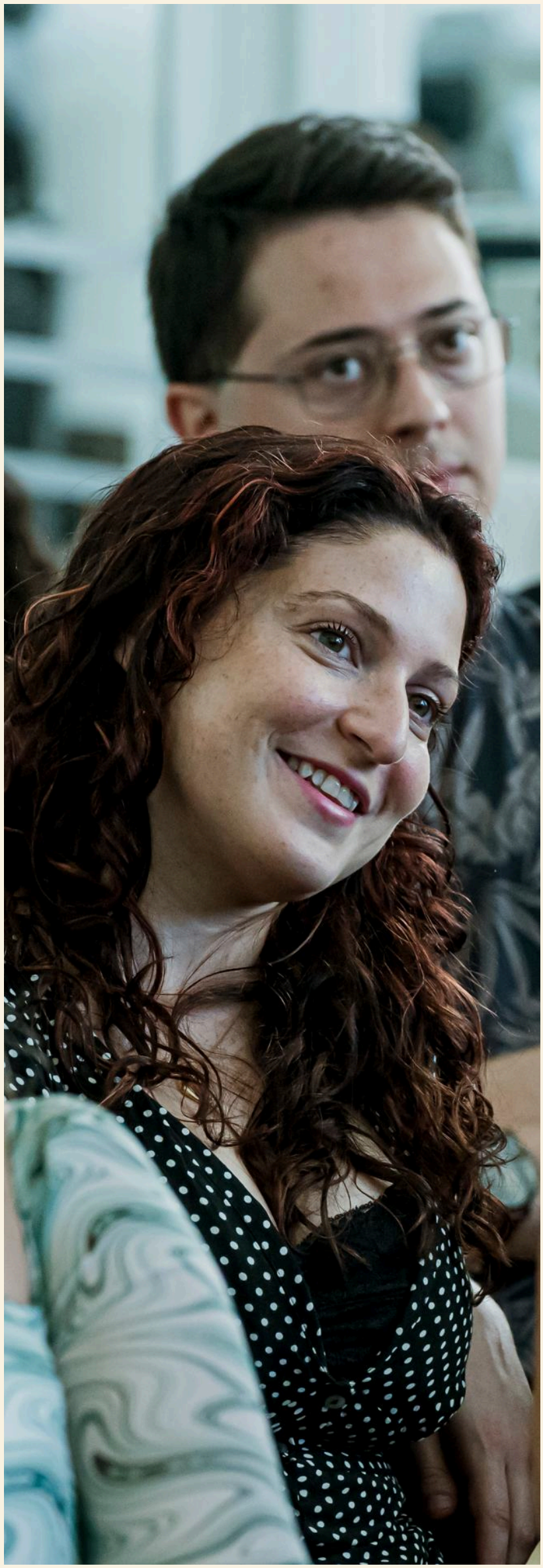
Many of you may be considering maximizing your free time by traveling around Spain, Europe, and beyond while enrolled at Berklee's Valencia campus.

To ensure safe travels, we would like to provide several recommendations:

- Berklee College of Music strongly encourages all of you to register with your country's embassy or consular offices while in Spain.
- Fill out the Personal Travel Form so that Berklee Valencia is aware of your travel arrangements.
- Check where your country's embassy and/or consular office is located in your destination.
- We highly recommend that all U.S. students enroll in the smart traveler enrollment program (STEP; step.state.gov/step). STEP is a free service that allows U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. The aim of enrolling in STEP is to receive important information from the Embassy about safety conditions in the destination country, which should help citizens make informed decisions about their travel plans. It also helps the U.S. Embassy and/or family and friends contact citizens in an emergency. We encourage all U.S. students to create an individual account.
- Consult the travel "alerts and warnings"* and "learn about your destination"** sections within the U.S. Department of State website.
- Download the Smart Traveler mobile app (on iTunes), the official State Department app for U.S. travelers that provides easy access to frequently updated official country information, travel alerts, travel warnings, maps, U.S. embassy locations, and more.

** The "Worldwide Caution" section of the U.S. Department of State website provides the most updated information on the continuing threat of terrorist actions and violence against U.S. citizens and interests throughout the world.

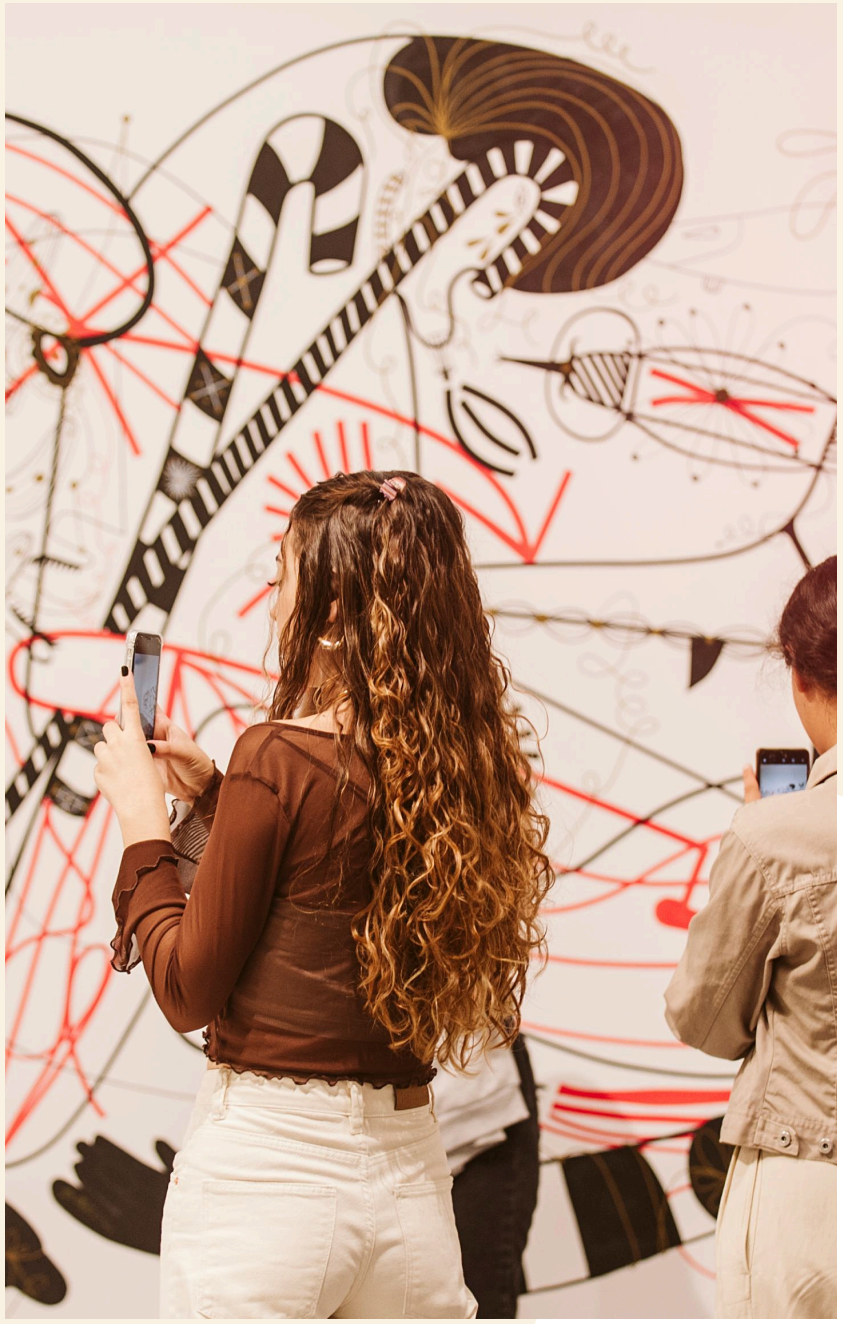
**A review of the "Learn about your Destination" section will provide country-specific information for every country in the world. You will find the location of the U.S. Embassy and any consular offices, information about whether you need a visa, crime and security information, health and medical considerations, drug penalties, localized hot spots, and more.



Travel outside of Spain for personal reasons is not covered by your Spanish health insurance (MAPFRE) or Berklee's UHGC insurance plan. Students traveling outside of Spain for personal reasons during the program are expected to have independent travel insurance. The insurance should provide emergency evacuation services as well as medical insurance in the event of an accident. You may wish to check with your primary insurance provider to see what coverage (if any) it provides for international travel. Alternatively, other options to purchase independent insurance are offered through Correduría de Seguros Barrón, berklee@segurosbarron.com.

During Orientation, we will ask for your emergency contact information at the Student Affairs Office. Should these details change throughout the year, please make sure you inform us of your new emergency contact information before traveling.

As a general note, Berklee College of Music highly encourages all of its students to travel in groups and to take care of one another at all times. When traveling on non-academic trips, students are responsible for their safety and well-being, and therefore you must make informed and responsible decisions about where to go, how to get there, and how to be safe in your destination of choice.





Annexure 4: Health and Safety Recommendations of the Spanish Government

Health and Safety in Spain

For more information, you can visit the following links:

- Ayuntamiento de Valencia (Valencia City Hall) - Twitter
- Ministerio de Sanidad (Spanish Government)- App
- Consellería de Sanitat (Valencian Government)- App
- Spain's official tourism website
- European Commission
- World Health Organization - Twitter

Annexure 5: Consular Agencies and Embassies

Argentina 🇦🇷
The Embassy of Argentina in Madrid & Spain
The Consulate General of Argentina, in Barcelona, Spain

Australia 🇦🇺
The Embassy of Australia in Madrid, Spain

Austria 🇦🇹
The Embassy of Austria in Madrid, Spain
The Consulate of Austria in Valencia, Spain

Belgium 🇧🇪
The Embassy of Belgium in Madrid, Spain
The Consulate of Belgium in Valencia, Spain

Brazil 🇧🇷
The Embassy of Brazil in Madrid, Spain

Canada 🇨🇦
The Embassy of Canada in Madrid, Spain
Travel information for Canadians
Travel assistance for Canadians

Columbia 🇨🇴
The Embassy of Columbia in Madrid, Spain
The Consulate of Columbia in Valencia, Spain

Cyprus 🇨🇾
The Embassy of Cyprus in Madrid, Spain

The Czech Republic 🇨🇿
The Embassy of The Czech Republic in Madrid, Spain

Chile 🇨🇱
The Embassy of Chile in Madrid, Spain
The Consulate of Chile in Valencia, Spain

China 🇨🇳
The Embassy of China in Madrid, Spain
The Consulate General of China in Barcelona, Spain

Ecuador 🇪🇨
The Embassy of Ecuador in Madrid, Spain
The Consulate General of Ecuador in Valencia, Spain

France 🇫🇷
The Embassy of France in Madrid, Spain
The Consulate General of France in Valencia, Spain

Germany 🇩🇪
The Embassy of Germany in Madrid, Spain
The Consulate of Germany in Valencia, Spain

Georgia 🇬🇪
The Embassy of Georgia in Madrid, Spain
The Consulate of Georgia in Barcelona, Spain

Greece 🇬🇷
The Embassy of Greece in Madrid, Spain

Iceland 🇮🇸
The Consulate General of Iceland in Madrid, Spain
The Consulate of Iceland in Valencia, Spain

Ireland 🇮🇪
The Embassy of Ireland in Madrid, Spain
The Consulate General of Ireland in Alicante, Spain

Italy 🇮🇹
The Embassy of Italy in Madrid, Spain
The Consulate of Italy in Valencia, Spain

India 🇮🇳
The Embassy of India in Madrid, Spain

Japan 🇯🇵
The Embassy of Japan in Madrid, Spain

Jordan 🇯🇴
The Embassy of Jordan in Madrid, Spain

Mexico 🇲🇽
The Embassy of Mexico in Madrid, Spain
The Consulate of Mexico in Valencia, Spain

Monaco 🇲🇨
The Embassy of Monaco in Madrid, Spain
The Consulate of Monaco in Valencia, Spain
Other useful links

The Netherlands 🇳🇱
The Consulate of The Netherlands in Valencia, Spain

Peru 🇵🇪
The Consulate General of Peru in Valencia, Spain

Singapore 🇸🇬
The Embassy of Singapore in Madrid, Spain
The Consulate General of Singapore in Barcelona, Spain

Slovenia 🇸🇮
The Embassy of Slovenia in Madrid, Spain

South Africa 🇿🇦
The Embassy of South Africa in Madrid, Spain

The United States of America 🇺🇸
The Embassy of the US in Madrid, Spain
The Consular Agency of the US in Valencia, Spain
For U.S. Citizens:
madrid.usembassy.gov

Turkey 🇹🇷
The Embassy of Turkey in Madrid, Spain

The United Kingdom 🇬🇧
The Embassy of The United Kingdom in Madrid, Spain
The Consulate of The United Kingdom in Valencia, Spain

Venezuela 🇻🇪
The Embassy of Venezeula in Madrid, Spain
The Consulate General of Venezuela in Barcelona, Spain





We hope that you enjoy your time with us

As you embark on your journey at Berklee's Valencia campus, we want to extend our warmest wishes for a successful and fulfilling experience. This student handbook serves as a valuable resource, providing essential information on academic policies, student services, safety tips, and more.

Remember, you're not just joining a school; you're becoming part of a vibrant and diverse community of artists, scholars, and innovators. Embrace every opportunity to learn, grow, and connect with your fellow students and the rich culture of Valencia.

As you navigate your time here, don't hesitate to reach out to faculty, staff, or fellow students if you have questions or need support. Together, we can create an enriching experience for everyone.