Welcome

Congratulations! You are about to embark upon what is sure to be one of the most exciting and formative experiences of your life. We are very pleased that you have chosen to include study at UW-Madison as part of your academic program.

To assist in your preparations, we ask that you carefully read the contents of this booklet and check the information for new international students on the ISS webpage (iss.wisc.edu), and refer to them throughout your time at UW-Madison. Your exchange coordinator can help you navigate UW-Madison as well.

The University of Wisconsin-Madison is home to over 43,000 students who have come from all 50 U.S. states and 134 countries. Nearly 65,000 people are associated with the university as students or employees, which means that if UW-Madison were considered a city, it would be the state’s 12th largest. This city within a city has its own police force, food service, residence halls, maintenance staff and hospital—not to mention a dairy farm, plant and store. The university owns 10,649 acres (4,300 hectares) of land and some 850 buildings, including farms, dormitories, the Arboretum and the Center for Health Sciences.

In addition to being one of the largest universities in the country, it is also among the most prestigious. UW-Madison has ranked as one of the top fifteen public universities in the country. With about 9,500 research projects being conducted simultaneously, UW-Madison is one of the leading public universities on research and development expenditures. Our faculty members have won 17 Nobel prizes and UW-Madison has the most alumni who volunteer globally with the Peace Corps. UW-Madison is also recognized as a leader in study abroad programs and sending U.S. students to study in other countries, so we expect our students to be interested in you and your experiences and welcome you to our campus!

We wish you the best in your upcoming adventure!

Please note that this is the general exchange student campus handbook. Your respective schools/departments may have supplemental information that relates to you more specifically, like with access to certain buildings, networks and relevant procedures.
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**IMPORTANT CONTACTS**

*Your International Exchange Host or Exchange Office*

**College of Agriculture and Life Sciences**  
Study Abroad  
Kelli Cameron  
kcameron@cals.wisc.edu  
608-265-0673  
116 Agriculture Hall  
1450 Linden Drive  
ip.cals.wisc.edu

**Law School**  
Sumudu Atapattu  
saatapattu@wisc.edu  
608-890-1395  
Law Building, Room 6218  
975 Bascom Mall  
www.law.wisc.edu

**College of Engineering**  
International Engineering Studies & Programs  
Amanda Hammatt  
international@engr.wisc.edu  
608-263-2191  
M1002 Engineering Centers Building  
1550 Engineering Drive  
international.engr.wisc.edu/incoming/applying.php

**Wisconsin School of Business**  
International Programs  
Joseph Halaas & Sarah Melin  
wsobexchange@bus.wisc.edu  
608-265-5107  
3290 Grainger Hall  
975 University Avenue  
www.bus.wisc.edu/international

**International Academic Programs**  
Andy Quackenbush  
exchange@studyabroad.wisc.edu  
608-265-6329  
106 Armory and Red Gymnasium  
716 Langdon Street  
studyabroad.wisc.edu/incoming.html

**Division of Continuing Studies**  
Adult Career and Special Student Services (ACSSS)  
Visiting International Student Program (VISP)  
21 North Park Street 7th Floor  
continuingstudies.wisc.edu/advising

Anna Seidel-Quast  
VISP  
visp@dcs.wisc.edu  
608-262-7392

Josh Juedes  
VISP (Sponsored Groups)  
visp@dcs.wisc.edu  
608-265-5312

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**Important Note:**  
*Exchange Students:* The Division of Continuing Studies acts as the Dean’s Office for all exchange students, *except for Law.* Exchange students may need to drop off or pick up paperwork here. Your main contact is listed above.  

*VISP Students:* VISP is your host or exchange office AND your Dean’s Office. Your main contact is either Anna or Josh, listed to the right.
**Other Important Contacts**

**International Student Services (ISS)**

*Jason Jonely*

iss@studentlife.wisc.edu  
608-262-2044  
217 Armory and Red Gymnasium  
716 Langdon Street  
iss.wisc.edu

**Division of Information Technology (DoIT)**

608-264-4357  
www.doit.wisc.edu

**Office of the Registrar**

reginfo@em.wisc.edu  
608-262-3811  
333 E Campus Mall #10-11  
registrar.wisc.edu

**University Health Services (UHS)**

608-265-5600  
333 E Campus Mall #5-8  
www.uhs.wisc.edu

**Student Health Insurance Plan (SHIP)**

608-265-5232  
333 E Campus Mall #7  
www.uhs.wisc.edu/ship/international.shtml

**Campus and Visitor Relations**

(608) 263-2400  
info.wisc.edu

**Division of University Housing**

(608) 262-2522  
www.housing.wisc.edu

**Instructors or Classmates:**

www.wisc.edu/directories
KEY WEB ADDRESSES FOR EXCHANGE STUDENTS

(You can quickly access many of the website links below from www.wisc.edu using the subject headings around the UW Logo, including My UW, Learn@UW, Map, Libraries, Directory and Help.)

Academics and Academic Resources
- General Information: www.wisc.edu/academics
- Libraries: www.library.wisc.edu
- Tutoring: guts.studentorg.wisc.edu
- Technology resources: www.doit.wisc.edu
- Deadlines at a Glance: registrar.wisc.edu/spring_deadlines_at_a_glance.htm
- Academic Integrity: students.wisc.edu/doso/acadintegrity.html
- McBurney Disability Resource Center: www.mcburney.wisc.edu

Safety on campus
- Resources, safety report and news: www.safeu.wisc.edu
- SAFE Nighttime Services: transportation.wisc.edu/transportation/safeservices.aspx
- Renter’s insurance: Renter’s insurance is strongly recommended and can be purchased at a minimal cost from most insurance agencies in the Madison area (State Farm, American Family, etc.) and also through the UW Credit Union. Be sure to have adequate coverage for fire and water damage for all your personal belongings. Short term policies are available.

Health Services
- University Health Services: www.uhs.wisc.edu
- Student Health Insurance Plan: www.uhs.wisc.edu/ship/international.shtml

Non-Academic Resources
- Recreation and Sports: www.wisc.edu/student-life/recreation.php
- Student Organizations: cfli.wisc.edu/student_organizations.htm
- Morgridge Center for Public Service: www.morgridge.wisc.edu
- Wisconsin Alumni Association: www.uwalumni.com
- International Student Services: iss.wisc.edu

Transportation
- Van Galder Bus (to Chicago/O’Hare Airport): www.coachusa.com/vangalder
- Badger Bus (to Milwaukee): www.badgerbus.com
- Greyhound Bus (destinations throughout the region and the US): www.greyhound.com
- Mega Bus (to Chicago and Minneapolis): us.megabus.com
- B-cycle (biking around Madison): madison.bcycle.com

Events
- UW-Madison events: www.today.wisc.edu
- Isthmus (weekly newspaper): www.thedailypage.com
- Madison-area events: host.madison.com/entertainment/calendar
TO DO CHECKLIST

During your first days in Madison...

☐ DOCUMENTS

☐ If you haven’t done so already, **MAKE PHOTOCOPIES OF ALL YOUR TRAVEL DOCUMENTS**. Keep the originals in a safe place, scan and email them to yourself so you always have access to a copy.

☐ Please take your original documents of the following items to the ISS office – the day before the orientation (when possible), or to the orientation session if you arrive later – to be scanned as part of your mandatory check-in for visa requirements.
  - Passport identity and US visa pages (if the passport has been extended, a copy of that page too)
  - DS 2019 or I 20
  - I-94 card (Students must print this at: [www.cbp.gov/i94](http://www.cbp.gov/i94) after their arrival.)

☐ **Make an information card** with your Madison address, phone number, student ID/Passport number, friend’s or buddy’s number and your international host or exchange office’s number to keep in your wallet. You can use this card when you are filling out forms, enrolling, etc. It is also useful in case you get lost!

☐ ENROLLMENT

☐ After receiving enrollment instructions from your respective UW-Madison host or exchange office, most of you will have already enrolled online. If not, the first thing you must do is **activate your NetID**, which will also activate your wisc.edu email account. First, log on to the UW-Madison website: [www.wisc.edu](http://www.wisc.edu). Click on ‘My UW’. Click on ‘Activate Your NetID.’ Input your UW-Madison ID number (sent by your host or exchange office) and your birthday. Note that from now on your PIN is your birthday in 4 digits (month then date). For example, if your birthday is April 20, your PIN is 0420. You may change your PIN if you prefer. Set your password for your login and write them down in a safe place.

☐ You must **enroll for classes** online. Even if you have been pre-authorized to take a class, you must still enroll. To add, drop or change classes, follow these steps:
  - Log on to MyUW at [my.wisc.edu](http://my.wisc.edu) using your NetID and password → click on the “Home Tab” → “Student Center” → “Enrollment” (on the top right hand side of the page) → “Add a Class” and begin to enroll for classes. If you do not know what classes are offered, click on “Class Search”.

☐ **Engineering students must also activate their CAE login** to access computers in engineering buildings and to access the networks. You can activate your CAE login through the following link: [http://www.cae.wisc.edu/newuserhelp](http://www.cae.wisc.edu/newuserhelp).

Contact your UW-Madison International Host or Exchange Office if you have trouble with any of these steps. Law students, please refer to the Handbook for Incoming Law Students. Business students, please refer to your WSB Exchange Handbook.

☐ UPDATE YOUR ADDRESS

In your MyUW Student Center, update your email and mailing addresses at the bottom of the main page under “Contact Information.” **Your visa requires a local address to be on file in this UW-Madison**
record system. All official correspondence will come to your wisc.edu email account. Check it regularly—if it becomes full, it may reject email.

☐ PICK UP YOUR STUDENT ID (WISCARD) & BUS PASS

☐ You will not have access to most university facilities (gyms, some computer labs and libraries, etc.) until you have your WisCard photo ID. You must apply for it in person with your passport on the first floor of Union South, 1308 W. Dayton Street, (608) 890.3000. They are open from from 8:30 a.m.-5:00 p.m., Monday through Friday. If you lose your first free WisCard, a replacement will cost $25. Deposits to your WisCard for campus cash may also be made at Union South or online at http://www.wiscard.wisc.edu/deposit-options.html. Students must wait 24 hours after enrolling in classes to get their WisCard.

☐ After you have your WisCard, you can obtain a bus pass for free local transportation in the Madison area. This office is next to the WisCard office in Union South or at ASM Student Print (333 Campus Mall on the 3rd floor).

☐ BUY BOOKS

See page 11 for details.

☐ ENROLL IN SHIP OR FILE A WAIVER

All international students and visa dependents are required to have UW-Madison approved health insurance coverage. You must enroll in SHIP or file a qualifying waiver before the compliance deadline unless you qualify for an automatic waiver. The deadline to pay in full is September 14 for the fall semester and February 14 for the spring/summer semesters. Enrollment can be done online at www.uhs.wisc.edu/ship or by visiting the SHIP office.

International students who fail to meet the compliance deadline will be automatically enrolled in SHIP and will be charged a late fee of $100 in addition to any required premiums and a hold may be placed on your record. See page 13 for more details.
Many international students find that American classrooms differ greatly from those of their home countries. The degree and nature of these differences will depend upon the classroom culture to which you are accustomed. Here are a few guidelines to help prepare you for the American educational atmosphere:

**Class Format**

Most introductory, undergraduate-level courses meet three times a week for 50 minutes or twice a week for 75 minutes. Lectures range in size from 25 to 250 students and are usually taught by a professor. In most large lectures, the focus tends to be on the professor presenting information, with minimal verbal feedback from the students. Discussion sections usually contain no more than 35 students. Discussions are generally led by graduate student Teaching Assistants (TAs). During discussion, your TA may clarify questions from lecture, expand on ideas presented in lecture or discuss homework assignments. Your attendance and active participation is often required.

Most upper-level undergraduate-level and most graduate-level courses consist of two 75-minute classes or one three-hour class per week. Class size varies, but is usually around 25 students. Classes typically consist of lectures by professors and a discussion of lectures, assigned readings and projects. Your attendance and active participation is required.

**Assessment and Grading**

If you are not accustomed to an educational system that requires daily work and quizzes, you may be overwhelmed by the amount of work that is required at UW-Madison. Professors assign specific chapters or articles that are due each class period. You are expected to come to class ready to discuss the readings.

Your grade will depend on a variety of factors, which may include:

- your participation in class
- homework that you turn in on a regular basis
- quizzes taken throughout the semester
- formal presentations made in class (individually or as part of a group)
- papers
- two or three exams taken throughout the semester, including a final

**Participation and Attendance**

You are required to attend all classes. Your instructor will discuss the absence policy on the first day of class and it will be listed in your syllabus. It is a good idea to speak with your instructor if you anticipate missing class or if you have missed a class. You are accountable for all missed assignments. (Note: You cannot enroll in two classes that meet at the same time.) Your visa status may be jeopardized if you fail to attend classes.

Professors value the experience and diversity of opinion that international students bring to their classes, so please be an active participant in class discussions! Your academic experience and your grade will benefit from regular participation, and you will sharpen your communication skills by participating. If there is a situation that makes you uncomfortable, please talk with your instructor or advisor.

**Arriving Late**

It is expected that you arrive five minutes before the scheduled start time of your class. Many professors become irritated when students do not arrive to class on time; in many cases, arriving late can lower your grade or you may not be permitted to enter the class.
Group Projects
You may be required to complete a group project. The same standards for participation, attendance, and arriving late apply to such projects. Team members will rely on one another to contribute equally to the project. Every member’s input will affect the grade of the entire team. Grades are very important to UW-Madison students.

Classroom Culture
The U.S. classroom may seem more informal than at home. Lively discussions and debates are often encouraged. This comes as a surprise to many exchange students, as at home debate would be considered a sign of disrespect for the professor.

Contacting your Professor
Professors at U.S. universities encourage students to contact them outside of the classroom. There are several ways to contact your professor; many professors will include their office address, office hours, e-mail address, and telephone number on the syllabus that you receive on your first day of the class. Office hours are times that the professor sets aside to be in his or her office for meetings with students or to provide help on a drop-in basis. If these hours conflict with your schedule, ask your professor if you can make an appointment to meet at a different time.

Computer Services and Classes
Refer to ‘Computing @ UW-Madison’ www.doit.wisc.edu for details on activating your ‘MyUW’ account, computer and software sales (www.wiscsoftware.wisc.edu/wisc), computer labs and UW-Madison’s computer help desk. In addition, all students will have a wisc.edu e-mail account and will have access to all campus computer labs.

If you need extra support with computer skills for your class assignments, free workshops (from beginner to advanced on anything from Excel to Photoshop to HTML) are offered through the Division of Information Technology (DoIT) at UW-Madison. Lynda.com is also a wonderful resource with online classes on thousands of topics. UW-Madison subscribes to Lynda, so you do not need to pay for an individual membership. More information can be found on the DoIT website above.

Library Resources
UW-Madison is home to dozens of department-specific libraries. For locations, hours and to access the many online resources available to you as a UW-Madison student, visit library.wisc.edu. Login is with your Net ID.

Tours and workshops designed to orient you to the libraries’ facilities and resources are available throughout the semester. Library staff is always happy to help. Just ask them your questions!

McBurney Disability Resource Center
McBurney accommodation specialists provide disability-related counseling, advising and advocacy. There are also a variety of other services available like Adaptive/Assistive Technology Access, Course/Seat Relocation and Substitution, Elevator Access, Laboratory Assistance, Note-taking Support and much more. For more information visit: www.mcburney.wisc.edu/services.

Research and Plagiarism
While doing research and searching for sources, you must remember that plagiarism (claiming someone else’s ideas or citations as being your own) is prohibited. This policy is taken very seriously at UW-Madison, with plagiarism leading to disciplinary action. If you have doubts as to what constitutes plagiarism, ask your
instructor. If you need help to be more effective with your writing, contact the Writing Center: 6171 Helen C. White or www.wisc.edu/writing. Please remember:

1. It is plagiarism to turn in a paper or an essay examination written by another person or by a term paper service. There is, of course, a legitimate area in which a student may seek help. For example, proofreading by another person may locate mechanical errors or awkward constructions. But “help” does not mean having another person make the corrections or revisions.

2. It is also plagiarism to copy some portion of your text from another source without proper acknowledgment of indebtedness. If you use an author’s specific word or words, you must place those words within quotation marks and you must credit their source. Consult your professors regarding the form of acknowledgment (citations, footnotes, etc.) they prefer.

3. It is also plagiarism to borrow another person’s specific ideas without documenting their source. You are committing plagiarism when you present as your own sequence of ideas, the arrangement of material, and/or the pattern of thought of someone else, even though you express them in your own words. Therefore, a paraphrase of another’s interpretation, although not enclosed in quotation marks, must be footnoted or cited properly.

(Taken from page 4 of the English Department’s Handbook entitled “English 207-208 Policy on Plagiarism”)

Taking classes in the Wisconsin School of Business or in the Law School

Almost all business courses are restricted to students admitted to the Wisconsin School of Business and business exchange students until the open enrollment date. The open enrollment date is listed in the Class Search under Class Notes for each business course. Gen Bus 300, Gen Bus 450, and some selective upper level business courses are always restricted to only business students. Some instructors will require you to come to the first day of class in order to enroll. If you are on an exchange through another international programs host or exchange office (IAP, Engineering, etc.), you will not necessarily be able to take business courses and should plan accordingly. Similarly, if you are a law student in your home country and are coming on an IAP exchange and would like to enroll in law classes here, please contact the Law School Exchange Coordinator, listed on page 3.

ACADEMIC ADVICE FROM PAST STUDENTS

"Nothing will ever prepare a person for the amount of readings the courses require." –Student from Copenhagen

“If you are in doubt about anything, most professors are friendly, so just send them an email or give them a call.” –Student from Copenhagen

“One point is the important focus on teamwork. Teamwork is a really good thing for us, exchange students, because we are likely to meet more American people and to see them in other places than in the classroom; and it fosters communication and helps you to speak and submit ideas, what you may fear in class.” –Student from Paris

“Prior to the class, the students must prepare a lot of readings (e.g. lectures, cases, newspaper news, etc.). At the same time, teachers take advantage of all the multimedia stuff provided to make the classes much more participatory and therefore much more interesting for the students. I’d suggest taking as many courses any one would like to, regarding on the personal level on written and spoken English.” –Student from Chile
Most of your textbooks can be found at the University Book Store, located on State Street Mall. Other locations may have cheaper prices, such as:

**Stores in Madison:**
- Rainbow Bookstore Cooperative, 426 W. Gilman St.
- A Room of One’s Own, 315 W. Gorham St. (just off State Street)
- Other used book stores near campus
- A book swap is held at Memorial Library, State Street Mall, early each semester.

**Websites:**
- The University Book Store website will compare their prices to Half.com and Amazon.com automatically at: [compare.uwbookstore.com](http://compare.uwbookstore.com).

**Library:**
- This is oftentimes not advised because there is usually only one copy and you can only use it for a certain period of time *while in the library*. However, while you are waiting for your books to arrive this is a good resource so that you do not fall behind on assignments.

**If you decide to purchase from the University Book Store in person:**
Enter the bookstore and take the stairs down to the first floor. You will notice lockers on the way to the stairs. These are free—place any backpacks or large purses in them as the bookstore personnel won’t permit you to take them downstairs. As you enter the textbook area, you will see a bulletin board that lists a directory of all departments and the aisle number that indicates where the department’s textbooks are organized by ascending course number. Bring your course schedule, including the lecture and discussion numbers so you know which books to purchase. Each stack of books will have a tag like this:

1. This means that this book is required for the course. At times professors will recommend certain supplements or books for extra help—these will say “RECOMMENDED” instead of “REQUIRED”. You do NOT have to purchase the recommended books, however sometimes it is a good idea.
2. Title of the Textbook. (Verify this—sometimes people put books back on the wrong shelves.)
3. Author of the Textbook.
4. Edition of Textbook. Be careful—sometimes professors require certain editions of books. For example, one lecture will use the “Fourth Edition” of a textbook while another will use the “Fourth Revised Edition”.
5. Professor
6. Course Number
7. Course Section (make sure that this is YOUR section number. Different sections may use different texts.)
8. Price of the book. Used books are much cheaper than new books, so many students choose to buy them. Because sell-back value for books is generally low, used books are a better buy.
**WHO DO I ASK?**

If you have questions about the topics below, follow the order of contact. **International Host or Exchange Office** means your coordinator or advisor at your respective UW-Madison office. **Contact information for a number of campus offices is found on pages 3 and 4.**

### ACADEMICS

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<td>Syllabi</td>
<td>Professor</td>
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<td>Location of courses</td>
<td>MyUW</td>
</tr>
<tr>
<td>Auditing courses and Pass/Fail</td>
<td>International Host or Exchange Office → Professor → Division of Continuing Studies</td>
</tr>
<tr>
<td>Exam schedule/conflicts and grades</td>
<td>MyUW → Professor</td>
</tr>
<tr>
<td>Desired course is full</td>
<td>International Host or Exchange Office → Professor</td>
</tr>
<tr>
<td>Problems with professor</td>
<td>Professor → International Host or Exchange Office → Division of Continuing Studies</td>
</tr>
<tr>
<td>Difficulties in a course</td>
<td>Professor → Writing Center/GUTS → International Host or Exchange Office</td>
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<tr>
<td>Credits (Drop/Add, status)</td>
<td>MyUW → International Host or Exchange Office → ISS</td>
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<tr>
<td>Reduced credit load</td>
<td>International Host or Exchange Office → ISS</td>
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<tr>
<td>Non-degree status</td>
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<td>Transcript requests</td>
<td>ordertranscript.wisc.edu</td>
</tr>
<tr>
<td>Withdrawing</td>
<td>International Host or Exchange Office → Division of Continuing Studies → ISS</td>
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</table>

### HEALTH

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<td>SHIP → UHS</td>
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<td>Illness</td>
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</tr>
<tr>
<td>Personal Crisis</td>
<td>UHS Counseling Services → International Host or Exchange Office → Dean of Students Office</td>
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</table>

### OTHER

<table>
<thead>
<tr>
<th>Topic</th>
<th>Contact</th>
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<td>General housing questions</td>
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<td>Madison questions</td>
<td>Campus and Visitor Relations</td>
</tr>
</tbody>
</table>
MANDATORY HEALTH INSURANCE

FAQ

What is UHS?

UHS provides all enrolled UW-Madison students with a wide range of medical, mental health, prevention, and wellness services. These include, but are not limited to, primary care, immunizations (including flu shots), women’s health, travel, sexual health, physical therapy, stress management and individual, couple/partner and group counseling. However, UHS is not open evenings and weekends and does not provide emergency care, hospitalization, emergency room services, pediatric care, or specialty care for complex problems. For more information and a full list of services, visit www.uhs.wisc.edu. Contact information is on page 4.

Why SHIP?

SHIP is a comprehensive health insurance plan that is specifically designed to safeguard the health of UW–Madison students. SHIP members are well protected nationwide by In-Network hospitals, clinics and specialized medical services including travel and meningitis vaccines, the HPV vaccine and a contraceptive benefit. SHIP coverage also includes an annual eye exam, global Out-Of-Network coverage and worldwide assistance including medical evacuation and repatriation.

The health care system in the United States can be overwhelming, and the SHIP Customer Service team is here to assist you with any benefits or claims issues that you may encounter. At orientation, SHIP representatives will provide details about the plan and be available to answer any questions you may have. Contact information is on page 4.

I already have health insurance at home. Do I have to purchase SHIP insurance?

Waivers will only be approved for plans that meet the criteria listed on the Waiver Application. The Waiver Application is available online at www.uhs.wisc.edu/. Please read the Waiver Application form carefully to ensure that you do not purchase insurance which does not meet the SHIP waiver requirements. Individual and travel plans will NOT qualify for a waiver! The SHIP office must receive a qualifying Waiver Application and all required supporting documentation on or before the compliance deadline. International students who file a qualifying waiver after the deadline will be charged a $100 late fee. If you should lose coverage during the waived period, you are required to notify the SHIP office and enroll in SHIP from the date of your loss of insurance.

Automatic Waivers (rare): You do not need to file a Waiver Application if you are employed at UW–Madison and are receiving health insurance benefits that are effective on or before September 1 for fall or February 1 for spring. Dependents of UW-Madison employees who are also international students must file their own Waiver Application with the SHIP office. If you lose or change your UW–Madison health insurance benefits, you are required to enroll in SHIP within 31 days. Please remember that if you do not qualify for a waiver you are required to enroll in SHIP.

Can I receive a refund if I leave the US before my SHIP policy ends?

International students who are leaving the U.S. and not returning to UW-Madison the following semester may request a refund of the policy premiums for the time period after their departure. The refund request form can be obtained only at the SHIP office. At the time of your refund application, you must also provide your expiring visa document (DS-2019 or I-20 document) AND a copy of your airline itinerary and payment confirmation (in English). Please refer to the SHIP website for additional information regarding refunds.
HOUSING

TEMPORARY HOUSING
If you will be arriving before your long-term housing is available, you may contact Madison Friends of International Students at info@mfismadison.org and their website: www.iss.wisc.edu/mfis. For temporary housing for you or guests, check out the Madison Hostel at www.hiusa.org/madison, campus accommodations at www.vip.wisc.edu/plan-your-visit/where-to-stay or www.cityofmadison.com/Visitors/diningStaying.cfm.

LONG-TERM HOUSING (SEMESTER OR YEAR-LONG)
Exchange students are required to arrange their own housing. If you have signed a contract with the Division of University Housing, and will be living in the residence halls, please direct any specific questions about logistics and billing to the Housing Office, found in the Contacts section on page 4. The Division of University Housing website is also very useful. If you will be living in private housing or a rental, please direct any questions to the owner of your rental property. Many links to options for off-campus housing (including Campus Area Housing) can be found here iss.wisc.edu/students/new-students/pre-arrival. There are often housing Facebook groups, as well.

LEASES
When you sign a lease with University Housing or a private landlord, you are entering a legal binding contract in which you are agreeing to pay rent for a certain length of time. Ensure that you understand the terms of the contract, including the start and end date of the lease, before you sign. You should only sign one lease, as typically you cannot break a lease voluntarily to change housing. More information on the University Housing Contract can be found online:
http://www.housing.wisc.edu/residencehalls/contract

RENTER’S INSURANCE
Unfortunately, there have been robberies at local apartments, even in dorms. Please lock your rooms and doors and windows even if you are going to be away for only a short time. Renter’s insurance for personal belongings covers damage or loss to such items as clothes, computers, etc. Renter’s insurance can be purchased at a minimal cost from most insurance agencies in the Madison area (State Farm, American Family, etc.) and also through the UW-Madison Credit Union. Be sure to have adequate coverage for fire and water damage for all your personal belongings. Short term policies are available.

TENANT RESOURCE CENTER
The Tenant Resource Center is an excellent source of information should you encounter housing problems (with your landlord or your roommates). For more information, visit their web site at: www.tenantresourcecenter.org, call 608-257-0006, email asktrc@tenantresourcecenter.org or stop by the Student Activity Center at 333 East Campus Mall.

SCAMS
Do not send any money to reserve an apartment prior to your arrival (or if you plan to sublet your apartment when you depart Madison). Instead, we encourage you to arrange appointments so you can see apartments upon your arrival. There have been some incidents where students have lost money in housing scams.
GETTING AROUND

More links can be found on page 5.

BUS

The Student Bus Pass provides free transportation on all Madison Metro city routes. With your WisCard, you can pick it up next to the WisCard office in Union South or at ASM Student Print (333 Campus Mall on the 3rd floor). Routes and schedules are online at www.cityofmadison.com/metro.

BICYCLE

A used bicycle can be purchased at one of the local bike stores or by checking the classified ads in local Madison newspapers or on Craigslist. The Budget Bicycle Center (at 930 Regent Street, 608-251-1663) is one of the world’s largest used bicycle stores.

Free Red Bike (redbikes.org): A cheaper option to maneuver around Madison is to go to the Budget Bicycle Center at the address listed above to request a red bike. The Red Bike service requires a deposit of $100, which you will receive back upon the return of the bike and lock. How it works: You will receive both a red bike (even the tires are red!) and a bike lock. Bikes can be used between April/May through November. Go as early as possible as bikes go quickly!

B-Cycle Program: You can also take out a membership ($20/year for students) or rent a bike with a credit card ($5/day) at one of the 35 B-Cycle stations throughout Madison: madison.bcycle.com.

*Even though Madison is a very bike-friendly city, please remember to buy/wear a helmet and lock up your bike at all times. Additional bike safety tips can be found at transportation.wisc.edu/transportation/bike_safety.aspx.

DRIVING

We discourage exchange students from driving. Owning a car is not a good idea in Madison due to the shortage of parking spaces. Our Metro and campus bus systems and the bike paths provide a good alternative. If you plan to rent a car, there may be a minimum age requirement or extra fees! Be sure you understand the driving laws of Wisconsin and any other states you plan to visit. Check out www.dot.wisconsin.gov/drivers/drivers/apply/foreign.htm.

An international driver's license is valid for one year while living in the United States. Therefore, it is generally not necessary for you to obtain a Wisconsin driver’s license. If you must obtain a WI driver's license, refer to the Wisconsin Department of Transportation's Department of Motor Vehicles web site: www.dot.state.wi.us/dmv/getlic.html. If you are in the U.S. for more than six months, they can also issue a WI ID card with your birth date—take your passport for identification.

One driving option is the Madison ZipCar (www.zipcar.com/uwmadison), which is a car sharing service with several Madison locations. There is no monthly commitment and prices are from $7.50/hour and $69/day. Every plan includes gas, insurance and up to 180 miles free per day.
NIGHTTIME TRANSPORTATION

No matter how safe you may feel in Madison, do not walk alone at night. The SAFEwalk or SAFEride bus will provide free escorts or rides to or from campus buildings after dark. Call 608-262-5000 for service. Madison also has a number of taxi companies. For hours of operation, refer to: www.transportation.wisc.edu/transportation/safeservices.aspx.

TRAVEL WITHIN THE US

We hope you take advantage of traveling while you are studying in Madison. *Please restrict travel to weekends and university vacations, as your primary responsibility is to be a student.* In order to plan your trip, consider consulting STA Travel, a student travel agency. Their phone number is 800-781-4040 and they can be found at www.statravel.com. Student Universe (www.studentuniverse.com) is also a good resource for flights.

For ideas on travel within Wisconsin, refer to the Department of Tourism's web site: www.travelwisconsin.com.

Many students take weekend trips to Chicago. The easiest way to get to Chicago is via the Van Galder bus & Megabus, which currently depart from the Chazen Art Museum. Double check pick-up locations online for the most up-to-date information. Discounted student tickets for the Van Galder bus are available in advance from the Essentials information desk & gift store on the first floor of Memorial Union. Purchase tickets during regular business hours, Monday through Friday. Full price tickets can be purchased on the bus. Refer to the Van Galder bus web site for a schedule: www.vangalderbus.com/vgschedule.html. For the Megabus, refer to their local website: us.megabus.com/uwmadison.aspx.

Check out Wikivoyage (www.wikivoyage.org), a free travel wiki that anyone can edit. Wikivoyage has an extensive entry on the United States and many sub-pages for regions, states, cities, city districts, and neighborhoods!

**Alternative Breaks**, a program sponsored by the Wisconsin Union, offers trips during winter, spring and summer breaks for students to volunteer in rural or impoverished areas of the U.S. For details, refer to www.union.wisc.edu/wud/altbreaks.aspx.

INTERNATIONAL TRAVEL

*Be CERTAIN to have your visa documents signed by International Student Services (ISS) 217 Red Gym prior to traveling outside the U.S. - even to Mexico and Canada!* You may not be able to re-enter the U.S. if you do not have your I-20 or DS-2019 signed. Allow plenty of time for ISS to process your documents. ISS can also provide referrals for obtaining visas to enter other countries.
GET INVOLVED

The Madison campus has many opportunities for you to get involved. Welcome Week activities are for everyone. UW-Madison is home to over 600 student organizations covering a broad range of interests. The Center for Leadership & Involvement (CfLI) has a complete listing of campus organizations at win.wisc.edu/organizations. Be sure to check if your department has organizations that interest you. Also, keep your eye on the university calendar on the UW-Madison homepage. Particularly popular activities are listed below:

THE UNION

- The Wisconsin Union, housed in the Memorial Union and at Union South, offers a range of activities including free films, concerts, a games room, and many others. Refer to their website for further information: www.union.wisc.edu.
- Outdoor enthusiasts of any skill level should consider joining one of the Hoofers Outdoors Programs’ 7 clubs (www.hoofers.org): ski and snowboard, sailing and windsurfing, gliding, scuba, horseback riding, mountaineering and outings (canoeing, kayaking, camping, and biking).
- Consider attending a non-credit, short-term mini-course: www.union.wisc.edu/minicourses.htm. A huge variety of courses are offered each semester, from art to ballroom dance to massage.

PLAYING SPORTS AT UW-MADISON

- The SERF (715 W. Dayton St), the Natatorium (2000 Observatory Dr), the Shell (1430 Monroe Street) and the Nielsen Tennis Stadium (1000 Highland Drive) are four athletic facilities open and free to all students. Open gym/pool times are available online and unlimited group fitness classes cost $25.00 per semester.
- Recreational Sports (www.wisc.edu/recsports) provide intramural and club sports and two opportunities for competitive sports. The Physical Education Elective Program offers one-credit courses throughout the semester. Refer to the Class Search timetable to determine which courses are still open.
- Exchange students cannot play varsity sports while at UW-Madison, but we strongly encourage you to attend some games throughout your time here. See www.UWbadgers.com/schedules.html for information.

USING YOUR EXPERIENCE AS AN INTERNATIONAL STUDENT

By getting involved with the Greater University Tutorial Service (GUTS), you can volunteer to tutor another UW-Madison student in your native language or on other topics. GUTS Tutorial is located at the Student Activity Center Office 333 E Campus Mall #4413 guts.studentorg.wisc.edu.
ENJOYING THE CAMPUS

Check out your campus map (map.wisc.edu) for some of the UW-Madison’s great sites:

- Allen Centennial Gardens (www.allencentennialgardens.org)
- Babcock Hall (home of our famous ice cream; babcockhalldairystore.wisc.edu)
- Carillon Tower (www.music.wisc.edu/facilities?facility_id=15)
- Chazen Museum of Art (http://www.chazen.wisc.edu)
- Geology Museum (www.geology.wisc.edu/~museum)
- Zoological Museum (www.zoology.wisc.edu/UWzm)
- Arboretum (UWarboretum.org)

LOCAL NEWS AND EVENTS

There are two campus papers, the Badger Herald www.badgerherald.com and the Daily Cardinal www.dailycardinal.com. The Isthmus www.thedailypage.com and the Wisconsin State Journal www.madison.com are local newspapers. Additionally, there are many free special interest papers on campus.

FINDING A JOB

As an international student you are eligible to work in an on campus job for up to 20 hours per week when school is in session and for 40 hours per week during university breaks. On-campus jobs include work in the UW-Madison student unions, libraries, recreational centers and in academic and administrative departments. Students on an F-1 visa do not need permission to obtain such a job. Students on a J-1 visa are required to obtain permission from their J-1 sponsor; paperwork for obtaining permission is available at International Student Services (ISS).

ISS will occasionally hold employment workshops during orientation week. You are strongly encouraged to attend an orientation so that you are aware of all requirements, including visa regulations, obtaining a Social Security Number or Individual Taxpayer Identification number (ITIN) and filing a tax return.

To search for on-campus employment, refer to the UW-Madison Student Job Center at 333 East Campus Mall #9701 or online at www.wisc.edu/studentLife/employment.php.
FOOD

Grocery Stores

<table>
<thead>
<tr>
<th>Name</th>
<th>Products</th>
<th>Price</th>
<th>Accessibility</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Madison Market</td>
<td>Groceries, deli, hot meal buffet, sushi, etc.</td>
<td>$$</td>
<td>On campus</td>
<td>703 University Avenue</td>
<td><a href="http://www.freshmadisonmarket.com">www.freshmadisonmarket.com</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6a.m.-12a.m.)</td>
<td></td>
</tr>
<tr>
<td>Capitol Center Foods</td>
<td>Groceries</td>
<td>$$$</td>
<td>Between campus and Capitol</td>
<td>111 N. Broom Street (Open 24 hours M-F, 7a.m.-12 a.m. on weekends)</td>
<td><a href="http://www.capcentremarket.com">www.capcentremarket.com</a></td>
</tr>
<tr>
<td>Dane County Farmer’s Market</td>
<td>Fresh vegetables, fruits, jams, honey, bread, cheese (including cheese curds!), flowers and more</td>
<td>$</td>
<td>Around the Capitol</td>
<td></td>
<td>dcfm.org</td>
</tr>
<tr>
<td>Williamson Street Coop</td>
<td>Produce, juice bar, bakery, frozen foods, deli</td>
<td>$$</td>
<td>East and West sides of Madison</td>
<td>1221 Williamson St. (11a.m.-8p.m.)</td>
<td><a href="http://www.willystreet.coop">www.willystreet.coop</a></td>
</tr>
<tr>
<td>Asian Midway Foods</td>
<td>Asian groceries, bulk foods, spices and sauces</td>
<td>$</td>
<td>South of campus</td>
<td>301 S. Park Street (9a.m.-9p.m.)</td>
<td><a href="http://www.yelp.com/biz/asian-midway-foods-madison">www.yelp.com/biz/asian-midway-foods-madison</a></td>
</tr>
<tr>
<td>Yue-Wah</td>
<td>A variety of ethnic foods (Latin American, Asian, Middle Eastern, Indian, African, etc), produce</td>
<td>$</td>
<td>South of campus</td>
<td>2328 S. Park Street (9:30a.m.-7:30p.m.)</td>
<td><a href="http://www.yelp.com/biz/yue-wah-oriental-foods-madison">www.yelp.com/biz/yue-wah-oriental-foods-madison</a></td>
</tr>
<tr>
<td>Metcalfe's, Copps, HyVee, Whole Foods, Target</td>
<td>These are all grocery stores located to the west of campus on/near University Avenue. They are large supermarkets that are generally more reasonably priced than those closer to downtown.</td>
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</tbody>
</table>

WisCard Food Account

The WisCard Food Account (not a store) allows you to deposit money into an account and use your UW-Madison ID card to conveniently purchase food from the on-campus delis managed by the Wisconsin Union. All students may eat at the delis, but WisCard users will receive a 5% discount. More information can be found at www.housing.wisc.edu/dining/foodaccount.
# OTHER SHOPPING

<table>
<thead>
<tr>
<th>Name</th>
<th>Products</th>
<th>Accessibility</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Walgreens</strong></td>
<td>Everything from candy and CDs to toiletries to room accessories.</td>
<td>On campus</td>
<td>676 State St. (7a.m.-1a.m.)</td>
<td><a href="http://www.walgreens.com">www.walgreens.com</a></td>
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<td></td>
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<td></td>
<td>311 E. Campus mall (Open 24 hours)</td>
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<tr>
<td><strong>Target</strong></td>
<td>A great ‘one stop’ shopping destination with clothes, toiletries, shoes, and food.</td>
<td>West of campus</td>
<td>750 Hilldale Way (8a.m.-11p.m.)</td>
<td><a href="http://www.target.com">www.target.com</a></td>
</tr>
<tr>
<td></td>
<td>(Wider selection and lower prices than Walgreens.)</td>
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<tr>
<td><strong>State Street</strong></td>
<td>A destination for the whole community, it is full of interesting shops, restaurants, museums, and sidewalk cafes.</td>
<td>Next to campus</td>
<td>Between the campus Library Mall and the Capitol building.</td>
<td><a href="http://www.tripadvisor.com/LocalMaps-g60859-d281199-State_Street-Area.html">www.tripadvisor.com/LocalMaps-g60859-d281199-State_Street-Area.html</a></td>
</tr>
<tr>
<td><strong>The Malls</strong></td>
<td>There are three large malls in the Madison area, though none in walking-distance.</td>
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<td></td>
<td>- <a href="#">West Towne Mall</a> is located at Gammon &amp; Mineral Point Road (largest mall).</td>
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<tr>
<td></td>
<td>- <a href="#">East Towne Mall</a> is located at 89 E Towne Mall Drive.</td>
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</tr>
<tr>
<td></td>
<td>- <a href="#">Hilldale Shopping Center</a> is located at 702 N Midvale Boulevard (closest mall to campus). It is off University Avenue (going west). Metcalfe’s Sentry Foods (a grocery store) is located in Hilldale Mall and Target is adjacent to it.</td>
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</tbody>
</table>