Wirtschaftsuniversität Wien
Vienna, Austria

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2016
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Last Updated 5 June 2015
Welcome

Congratulations on choosing to enhance your Wisconsin Experience by studying abroad through the Wisconsin School of Business! This program handbook is provided to you as a resource and reference as you are preparing to go abroad. You will also receive information from your host university. Be sure to thoroughly read and understand information sent to you by the host university, as the information provided in this handbook is subject to change.

Key Websites

International Programs Vienna Program Website: [http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/vienna](http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/vienna)

International Programs Vienna Program Cost Estimate:

- Spring: [http://bus.wisc.edu/~/media/bus/dp/international%20programs/2015-2016-costs/vienna-spring-2016-costs.ashx](http://bus.wisc.edu/~/media/bus/dp/international%20programs/2015-2016-costs/vienna-spring-2016-costs.ashx)

WU International Office Website: [http://www.wu.ac.at/io/en](http://www.wu.ac.at/io/en)

WU Housing Website: [http://www.wu.ac.at/io/incoming/services/housing/en/](http://www.wu.ac.at/io/incoming/services/housing/en/) and [http://www.housing.oead.ac.at/index_e.asp](http://www.housing.oead.ac.at/index_e.asp)

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

Contact: Sarah Melin, Assistant Director of International Programs
smelin@bus.wisc.edu
Phone: +1 608-890-2035

Host Institution Contact information

*Zentrum für Auslandsstudien* (International Office)
WU (Vienna University of Economics and Business)
International Office
Welthandelsplatz 1, Building LC
1020 Vienna
AUSTRIA

Contact: Mr. Kaan Tasli
kaan.tasli@wu.ac.at
Phone: +43 1 31336 4962

Please review the partner’s website carefully. If you have detailed questions that the website does not answer, you may contact WU directly.
**Program Dates**

**Spring (Summer) 2016 semester**

February 5 – February 26, 2016: Optional Introduction Weeks (Orientation & Cultural Program and/or Pre-semester German language courses)

Orientation: February 5 OR February 26, 2016 (Choose one)


_Easter Break: March 21 – April 3, 2016_

**Application Process**

The following information is provided to you as a guide and reference. As partner processes and procedures may change, always be sure to carefully review the information they will provide you.

Because you have been nominated by UW-Madison for the study abroad program, you should be accepted at WU as long as your GPA of at least 3.0 is maintained through your departure. However, you must submit an application and supporting documents to WU in order to complete your enrollment. You are responsible for submitting forms and supporting materials to WU on time. Be sure to retain a copy for your files.

**Application Deadlines**

Spring 2016: November 1, 2015

**Application Procedure**

International Programs will nominate semester students electronically to WU. Once that is complete, you will be able to access the online course enrollment system. Please note that the registration period varies from course to course. The course enrollment process will be completed during your orientation session when you arrive in Vienna.

In April (fall participants) and mid-October (spring participants) WU will make their [Exchange Students' Guide](#) and enrollment forms available online. This will contain more detailed information about the application and enrollment process. You must return forms and supporting documents to WU by their due date (which will be noted in their materials). Due to the high cost of international express mail, International Programs can mail any required forms abroad on your behalf if you submit them to us in a timely manner. Past participants recommend returning your information as soon as possible, especially if you have a particular housing request.

WU will mail your acceptance packet to the University of Wisconsin-Madison, arriving in late July (fall participants) or late November (spring participants). This will include a letter of acceptance, required for obtaining a visa.

**Housing**

Students going to Vienna will work with the Austrian Exchange Service to live in student dorms. More information on housing options can be found on the [WU Housing](#) webpage. Rooms are booked on a first-
come, first-served basis, so it is important to submit your housing application before the deadlines (typically May 15 for the fall semester or November 15 for the spring semester).

**Visa & Entry Requirements**

The following visa guidelines are meant to help you as you determine what steps you need to take to enter your host country for an extended period of study. The following information can change, so be sure to visit [Travel.State.Gov](https://travel.state.gov) and carefully review guidelines of the host country’s embassy or consulate for information concerning specific requirements. We do not always know when they make changes and this section serves only as an initial guide. While the International Programs office is willing to help with travel documents, it is the student’s responsibility to obtain the appropriate immigration documents.

To enter Vienna as an exchange student in Austria, you will need:

1. A **passport** is necessary to enter a foreign country. Passport information and application forms for U.S. citizens can be found on the [U.S. State Department](https://travel.state.gov) website. Your passport should be valid at least six (6) months beyond the end date of your program. If your passport will expire before then, you should apply to renew your passport.

2. A **student visa** is required of all U.S. citizens. You must obtain it prior to your departure. The Austrian Consulate in Chicago has recently closed and these are the three Austrian Consulates in the US: Washington, New York, & Los Angeles. Refer to [www.austria.org/visa](http://www.austria.org/visa) to see which consulate you should use for your visa application.

Visa applications must be made in person at the Consulate; however, the Austrian government has created alternate options for student visa applications. Refer to the Austria Visa Fact Sheet provided in the appendix of this handbook for information on the 3 options. Past U.S. citizen students have chosen the option to apply for the visa after arrival by going to the Consulate in Bratislava, Slovakia. WU will assist you in setting up a visa appointment in Bratislava and provide information on how to arrive. View the tip sheet for more details on all visa application options.

The application and more instructions about applying for this non-immigrant visa are available on the consulate's [Information on Visas](http://www.austria.org/visa) webpage. Non-U.S. citizens should consult the Consulate webpage for information on how to apply for a visa.

Remember that it is your responsibility to obtain a visa in a timely manner. This can be a complicated process, so be sure to start early.

**Finances**

As this is an exchange program, the Bursar’s Office will send you a tuition bill as usual, based on your residency. You will pay the tuition bill in the same manner as though you were on campus. This payment will cover tuition only. You will be responsible for covering other expenses such as housing, travel, and meals.

International Programs will invoice you and collect your payment for the mandatory CISI insurance. CISI insurance costs around $35/month and provides comprehensive health insurance coverage.

Most financial aid and scholarships that you already have may be applied to your term abroad. There may be additional scholarship opportunities specifically for studying abroad. Review our Scholarships and Financial Aid page for more details.
Academics

WU-Wien offers business courses in English and in German.

*The semester timetable may not be available until students arrive in Vienna for orientation.* More information on the types of courses offered at WU is available on the Courses section of the WU International Office website. Students will enroll in courses after arriving in Vienna. Therefore, it is important to consider multiple course options.

The International Programs course equivalency database shows all courses that have been equated and their UW-Madison equivalencies.

It is important to note that some courses at WU are taught in modules over a short period of time. Courses lasting less than three weeks will not receive the equivalent of three UW-Madison credits, which are often needed to satisfy degree and major requirements.

WU offers exchange students several orientation and cultural programs and services in order for them to have a smooth start at WU and to culturally and socially immerse with the culture and life at WU in Vienna and Austria in general. WU’s immersion programs for exchange students include the orientation and cultural program, intensive German courses, tandem language learning programs, and options to engage and get to know students who study regularly at WU. To learn more about these programs, visit the Orientation & Cultural Program website.

Grade and Credit Conversion Scale

International Programs has established grade and credit conversions. Review the tables below to see how the grades and credits you earn abroad will appear on your UW-Madison transcript.

<table>
<thead>
<tr>
<th>English Program Courses</th>
<th>WU-Wien Grade</th>
<th>UW Grade</th>
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<tbody>
<tr>
<td>1</td>
<td>A</td>
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<tr>
<td>2</td>
<td>AB</td>
<td></td>
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<tr>
<td>3</td>
<td>B</td>
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<td>4</td>
<td>C</td>
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<tr>
<td>5</td>
<td>F</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Courses Taught in German</th>
<th>WU-Wien Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
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<td>2</td>
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<td>5</td>
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</table>

<table>
<thead>
<tr>
<th>WU-Wien ECTS Credits</th>
<th>UW Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 and higher (meeting 3 weeks or more)</td>
<td>4</td>
</tr>
</tbody>
</table>
### Life Abroad

#### Orientation and Cultural Immersion Programs

The [OK Program](#) has been very popular with Wisconsin business students studying at WU. This two- to three-week, non-credit program is designed to help students get accustomed to life in Austria, with special emphasis on getting to know the city of Vienna and WU itself. The supplemental fee of €250 is paid directly to WU. Students should inform International Programs if they decide to participate in this program.

**Returned Participant Network**

Contact a UW-Madison student who has recently returned from studying abroad in Vienna. Contact information can be found on the [Returned Participant Network](#).
VISA APPLICATION INFORMATION FOR WU’S INCOMING EXCHANGE STUDENTS FROM THE US AND CANADA

Before traveling to Austria, please make sure you are familiar with the regulations concerning visas and residence permits.

(A) STAYS FOR UP TO 90 DAYS

Students from the US and Canada who participate in an academic exchange program and are citizens of one of the visa-exempt countries (please find a list of all countries participating in the Visa Waiver Program at www.austria.org/visa) do not require a visa for stays of up to 90 days. Passport holders from countries that do not participate in the Visa Waiver Program have to submit their application for an entry permit in person at the appropriate Austrian representation in the US or Canada.

(B) STAYS FROM 91 DAYS UP TO 180 DAYS

For stays that last from 91 days up to a maximum of 180 days, an Austrian national visa (D visa) is required. A D visa entitles you to spend up to 90 days of the maximum total of 180 days in other Schengen countries. Austrian visa regulations require all visa applicants to submit electronic fingerprints personally at the premises of the Austrian consulate serving their consular district in their country of residence (see option 1 below).

For students holding a US or Canadian passport and passport holders from countries that participate in the Visa Waiver Program, the visa section of the Austrian Foreign Ministry now offers further options for visa applications (see options 2 and 3 below). Students of any other countries not participating in the Visa Waiver Program are required to obtain their visa as usual, meaning that they have to appear personally at the Austrian consulate serving their consular district.

Option 1 (For all students studying at a US or Canadian partner university):

As a general rule, students have to apply for and obtain their D visa at one of the Austrian consulates in the US or in Canada before they depart for Austria. Students studying in Canada therefore have to submit their visa applications at the Austrian Embassy in Ottawa. Students studying in the US have to submit their visa applications at the Austrian representations in Washington, New York, or Los Angeles. Please refer to the following web page to see where students have to submit their visa applications: www.austria.org/visa

Please note: All students who study or live in an area close to one of the Austrian consulates listed above are strongly encouraged to pursue option 1.

Option 2 (For students holding a US or Canadian passport and passport holders from countries that participate in the Visa Waiver Program):

This option is only for students holding a US or Canadian passport and passport holders from countries that participate in the Visa Waiver Program who are entitled to enter the Schengen Area on a visa waiver and reside for up to 90 days. These students can also submit their D visa applications at the Austrian Embassy Bratislava (Slovakia) after their arrival in Austria. Bratislava is located only one hour by train or bus from Vienna, and a round trip costs about € 15. The International Office at WU will assist students with making appointments at the Austrian Consulate in Bratislava and with travel arrangements to/from Bratislava.

For detailed information about how to apply for a D visa in Bratislava (detailed list with necessary documents, D-visa-application-form and appointment procedures) please follow this link.
Please note: This procedure follows Austrian national regulations. If you intend to apply for a D visa during a visa-free stay (if your country participates in the Visa Waiver Program), Austria should be your first entry point into the Schengen area.

Please note: Students must make sure to complete the visa application process before the 90-day waiver period expires. For this reason, they are strongly encouraged to submit their visa applications as soon as possible.

Option 3 (For all students studying in the US):
D visa applications (incl. fingerprints) for students studying in the US can also be submitted during the Consular Day that is held by the Austrian honorary consulate in Chicago. After processing the applications, the students’ passports incl. visa will be returned by mail to the honorary consulate in Chicago. The passports incl. visa can also be mailed to the students’ home address. In this case it is necessary to hand in a prepaid and addressed envelope. The next Consular Day will be held during May 6th - 8th, 2015 at the Honorary Consulate in Chicago at European Client Servicing Group MASUDA, FUNAI, EIFERT & MITCHELL, LTD., 203 N. LaSalle Street, Suite 2500, Chicago, IL 60601-1262. For further information and visa appointments please refer to:

Required Documents (D Visa):
Students applying for visa are required to submit the same documents under all options, regardless of where they file their application:
- Fully completed and signed application form for Visa D
- Two recent color passport pictures, sized 3.5 x 4.5 cm (http://www.passbildkriterien.at)
- Valid passport (must be valid for at least three months beyond date of leaving Austria. First passport issuance date must not be longer than 10 years ago) + photocopy of data page of passport + photocopies of pages that contain entries and stamps
- If applicable: original “Green Card” or US visa with I-94 affixed to passport + copy of green card and copy of US visa
- Proof of accommodation in Austria: e.g. tenancy contract, confirmation of the reservation of accommodation by the OeAD Housing Office,...
- Proof of health insurance - letter issued by insurance company confirming complete coverage for the entire duration of your stay in Austria, minimum coverage in case of accident must cover health costs of at least USD 50,000 / € 30,000 (copy of your insurance I.D. is not sufficient). Emergency coverage only is also not sufficient
- Proof of financial means (bank statement with full transactions of last three months including name and address, pay stubs, scholarship, letter of grants, tax returns, proof of pension, other proof of income)
- Letter of admission issued by Austrian school/university/organization and by your university in the US in case of an exchange program
- If available: return flight reservation

STAYS FOR LONGER THAN 180 DAYS
If you are staying in Austria for longer than 180 days (e.g. full year exchange), you have to apply for a residence permit once you arrive in Austria. Any passport holder who is entitled to stay in Austria visa-free (because his/her country of origin participates in the Visa Waiver Program) can submit an application for a residence permit (for stays longer than 180 days) at the appropriate local authority in Austria. However, filing an application for a residence permit does not entitle the applicant to extend the maximum duration (90 days) of his or her visa-free stay in Austria and the Schengen area.

For further information, please click the following link to view a guide to entry and residence requirements for foreign students.