CIEE Seville Business & Society
Seville, Spain

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2016

Wisconsin School of Business
University of Wisconsin–Madison
Together Forward
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Last updated 27 February 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 Seville Program Website: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/seville-ciee

International Programs Seville Program Cost Estimate: http://bus.wisc.edu/~media/bus/dp/international%20programs/2015-2016-costs/seville-ciee-semester-2015-2016-costs.ashx

CIEE Seville Business & Society Website: http://www.ciee.org/study-abroad/spain/seville/business-society/

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

CIEE is based in Portland, Maine and has a study center located in Seville.
Council on International Educational Exchange (CIEE)
300 Fore Street
Portland, ME 04101

Phone: 800-40 STUDY or 207-553-4000
Email: studyinfo@ciee.org

You will receive pre-departure materials from CIEE that list contact information in Spain.

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

Spring 2016 semester

The spring 2016 program dates have not yet been confirmed by CIEE. The program typically runs from mid January through early May.

*Detailed semester dates will be provided to you by CIEE in your myCIEE account.*

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 by CIEE 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 CIEE in order to complete your enrollment. You are responsible for submitting forms and supporting materials to CIEE on time. Be sure to retain a copy for your files.

Application Deadlines

Spring 2016: October 1, 2015

Application Procedure

You will submit an online application to CIEE. First, create a [MyCIEE Account](#) through the application section of the CIEE website. Then, submit your online application and all supplemental forms directly to CIEE.

A few tips for your application are as follows:

- Select the Seville Business & Society program
- For your home university, select the University of Wisconsin-Madison School of Business
  - Select Sarah Melin as your study abroad advisor
  - If you select the correct program and university, you should **not** be charged an application fee
- For this program you will need to submit an unofficial transcript
- No recommendation or language evaluation is necessary

Housing

CIEE will arrange housing for you. There are three housing options: homestay, residencia, and shared student apartments. Most students choose the homestay option. Homestays give a culturally rich experience, and you will be living with a family, single parent, young couple, or widow. Meals are included. You will have ample opportunity to list the type of homestay you prefer and CIEE will match you with a carefully screened Spanish family based on your preferences.

You may also choose the residencia or shared apartment options if you do not prefer a homestay. Meals may not be included in these options. Refer to the Housing section of the [CIEE’s program page](#) for more detailed information.
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 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 Seville as a student in Spain, 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 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 for U.S. citizens who are studying in Spain for more than 90 days (3 months). You must have a student visa to register at the University. You cannot obtain a student visa in Spain; you must secure it from your country of origin before you leave. If you are planning to study abroad in Spain for one semester, you should apply for a single semester visa. This visa cannot be extended once a student is onsite. After 180 days, the student must apply for another visa from the US (if planning to stay in Spain for another semester).

Where and when do I apply for a visa?
You must apply for your student visa through the consulate that has jurisdiction over your place of permanent residence. The complete list of Spanish Consulates and their jurisdictions can be found in the Spain Immigration Information Reading, included with your forms in your CIEE account. You must apply for your student visa through the consulate that has jurisdiction over your permanent place of residence. You may apply no less than 60 days before departure; however you should reference your consulate website immediately to download the necessary forms.

CIEE Consulate Appointments
Several Spanish consulates in the US have given CIEE permission to submit visa applications on behalf of our students. For more information (including eligibility requirements for the CIEE consulate appointment), students who have submitted their application to CIEE and confirmed their participation can refer to the visa and immigration readings in their CIEE account for detailed guidelines on how to apply for a student 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 affiliated (non-exchange) program, you will pay CIEE directly for their program fee. They will send you a program fee invoice and a due date by which you must pay the bill. The UW-Madison Bursar’s Office will send you a tuition bill as usual, but it will be for $0. This means that if you receive financial aid and scholarship money it is usually distributed to you as a check at the start of the semester for the “surplus” in your account. You can then use these funds to use to pay CIEE.
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**

CIEE lists course descriptions at the bottom of the CIEE Seville Business & Society webpage. The CIEE Business and Society courses (CEBS) are courses held at the Universidad de Sevilla School of Economics and Business, and are taught exclusively to CIEE students. Students who are confident in their Spanish language skills and would like to attend classes with Spanish students may attend courses at the Universidad de Sevilla or Pablo de Olavide.

You will indicate the courses you plan to take on the course pre-selection form in your myCIEE account. If you complete the course pre-selection promptly, it is more likely that you will be registered for your first-choice courses. Please note that while changes may be made once you are on site, this cannot be guaranteed.

Participants will begin with a three-week, three-credit intensive Spanish class. During the semester, students are required to attend four classes, two of which must be business courses. There are also non-business courses available to take. Thus, all students will receive a minimum of 15 credits.

Students have the option to complete an internship during the semester, arranged through support of the CIEE Study Center. Most students receive IB399 credit for completing the internship and corresponding academic coursework.

The International Programs course equivalency database shows all courses that have been equated previously and their University of Wisconsin-Madison equivalencies.

**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>Spanish Grade</th>
<th>CIEE Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.0-10</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>8.75-8.99</td>
<td>A-</td>
<td>AB</td>
</tr>
<tr>
<td>8.25-8.74</td>
<td>B+</td>
<td>AB</td>
</tr>
<tr>
<td>7.5-8.24</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>7.0-7.49</td>
<td>B-</td>
<td>BC</td>
</tr>
<tr>
<td>6.5-6.99</td>
<td>C+</td>
<td>BC</td>
</tr>
<tr>
<td>5.5-6.49</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>5.0-5.49</td>
<td>C-</td>
<td>C</td>
</tr>
<tr>
<td>4.75-4.99</td>
<td>D+</td>
<td>D</td>
</tr>
<tr>
<td>4.5-4.74</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>4.0-4.49</td>
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<td>D</td>
</tr>
<tr>
<td>0.0-3.99</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

CIEE courses are worth 3 UW credits.
Life Abroad

The CIEE study center is located within walking distance of downtown Seville.

CIEE’s Business and Society courses and Universidad de Sevilla courses are taught at the Universidad de Sevillás Facultad de Ciencias Economicas y Empresariales, located 15 minutes from the liberal arts school. More than 7,000 students attend this facultad. Students may also take courses at Universidad Pablo de Olavide, which has 8,000 students in attendance.

Returned Participant Network

Contact a UW-Madison student who has recently returned from studying abroad in Seville. Contact information can be found on the Returned Participant Network.