CIEE Buenos Aires Liberal Arts
Buenos Aires, Argentina

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2016
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Last Updated 25 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 Buenos Aires Program Website: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/argentina,%20buenos%20aires


CIEE Buenos Aires Liberal Arts Program Website: http://www.ciee.org/study-abroad/argentina/buenos-aires/liberal-arts/

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 Buenos Aires.

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 predeparture materials from CIEE that lists contact information in Argentina.

Please review the partner’s website 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 February through mid July.

_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: November 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 Buenos Aires Liberal Arts 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_ and a _language evaluation_
  - Please note that you will need to ask someone to submit a language evaluation on your behalf. Evaluations should be from persons familiar with your college or university academic background and your reasons for wanting to study abroad. Evaluations should be from an instructor who knows you well. Provide evaluators with information on the program, including eligibility requirements, and be sure they are aware of your application deadline.

Housing

CIEE will arrange homestays with Argentinean families where students live in a Spanish speaking home and have breakfast with their host families; one additional meal is included. You may also stay in a student Residencia with a non-U.S. roommate. Breakfast and one additional meal are included. CIEE provides more information about housing options on its _Buenos Aires Program_ website.
**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 Buenos Aires as a student in Argentina, 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 of all U.S. citizens. CIEE will provide you with detailed information after you have been admitted to the program. You are required to obtain a student visa for your stay in Argentina, but you may enter as a tourist.

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**

You will be taking courses from a variety of sources. CIEE offers specialized courses taught only to CIEE students. In addition, you will choose courses from Universidad de Buenos Aires (UBA), Pontifica Universidad Católica Argentina (UCA), and Instituto Universitario Nacional de Arte (IUNA).
CIEE lists some available courses and course descriptions on their Buenos Aires Program website. The UBA and UCA course lists and syllabi each semester will not be available until two weeks before the semester. At that time you will be able to login to their intranet to enroll.

You will indicate the courses you hope to take on the course selection line of the academic section of the CIEE application. Once you arrive in Buenos Aires, CIEE will help you with your final selection of courses.

Following a placement exam during on-site orientation, students will be placed in Spanish language courses which meets throughout the semester. Students take an additional 3-5 courses, depending on the credits, one of which is generally a culture course through FLASCO. As business students you will be required to take a minimum of two business courses (6 credits).

Our course equivalency database shows all courses that have been equated and their UW-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.

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Life Abroad

CIEE holds a mandatory orientation to help you learn to navigate Buenos Aires. The student guides – *jóvenes guías*, will also help you through the semester. The porteños, as city residents call themselves, are very hospitable. You should enjoy the cafes, nightlife and famous tango of this capital city of Argentina. The UCA has a student Cultural Center with a great variety of activities and there are sports clubs.

Returned Participant Network

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