CI EE São Paulo Business & Culture
São Paulo, Brazil

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2016
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 São Paulo Program Website: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/sao-paulo-ciee


CIEE São Paulo Business & Culture Program Website: http://www.ciee.org/study-abroad/brazil/sao-paulo/business-culture/

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 Sao Paulo.

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 Brazil.

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

The spring 2016 program dates have not yet been confirmed by CIEE. Typically the program runs from late January through late June.

*Detailed 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 15, 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 São Paulo Business & Culture 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 official transcript
  - A letter of recommendation (personal evaluation)
    - 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.

You are responsible for submitting all forms and supporting materials to CIEE on time.
Housing

During orientation, students are housed together in a hotel. After the three-day orientation, participants are housed with a host family who will provide two meals a day. The host family stay constitutes an essential element to learning and integration into life in Sao Paulo. Ongoing support is provided on an individual and group basis throughout the program.

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 São Paulo as a student in Brazil, 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 temporary exchange visa is required for U.S. citizens prior to departure. You should begin working on the required materials immediately, as the process can take a long time and the Brazilian consulate will not expedite visas. More information about the steps you will need to take can be found in your CIEE account as well as at the appropriate Brazilian Consulate office.

Depending on your consulate requirements, you may be required to obtain either an FBI Background Check or State Police Record. You will want to begin working on this immediately. More information is available in your CIEE account.

Non-U.S. citizens: You should check with your home country consulate as well as the Brazilian consulate regarding visa requirements. Permanent residents of the U.S. should also check with U.S. Immigration, as leaving the country for more than one year may jeopardize permanent resident status. Tax clearance and re-entry forms may also be necessary in these cases.

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 website for more details.

**Academics**

The FGV-EAESP International Program in Management (IPM) will offer students the choice from 8-10 business courses in English every semester; for a representative sampling of the courses offered, please visit the CIEE Sao Paulo Business and Culture website and the list is at the bottom of the page.

The FGV courses are typically worth two University of Wisconsin-Madison credits. International Programs will work closely with students to combine these two-credit courses into a four-credit course that can satisfy degree and major requirements. Note that most all courses will come back as business topics courses (e.g. INTL BUS 365, MARKETING 365).

Students planning on studying on this program should speak with International Programs and an academic advisor to discuss in further detail the courses, their UW-Madison course equivalencies, and the process of transferring credits back to UW-Madison.

All students enroll in one Portuguese language course (next course in their sequence) and a minimum of three elective courses offered by Fundação Getulio Vargas (FGV) per module. Therefore, you will take a total of at least six elective courses during the semester. All of the courses are taught in English; however if you have enough Portuguese proficiency, you may enroll in classes taught in that language.

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

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.

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Most courses earn 2 credits. 2 credit courses may be bundled together to form 4-credit courses at UW-Madison. The Portuguese course earns 4 UW-Madison credits.
Life Abroad

Orientation and Buddy Program

A three-day orientation session at the beginning of the program introduces you to the city of Sao Paulo, Fundação Getulio Vargas (FGV), Brazilian culture, and the academic program. The orientation includes specially designed sessions on health and safety, local living logistics, and community engagement opportunities. CIEE offers a buddy program that matches you with local students throughout your program.

Returned Participant Network

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