Copenhagen Business School
Copenhagen, Denmark

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2016
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*Last updated 3 August 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 Copenhagen Program Website & Cost Estimate Sheet: [www.bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/copenhagen](http://www.bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/copenhagen)

CBS Website: [www.cbs.dk/en/international-opportunities/international-students/guestexchange-student](http://www.cbs.dk/en/international-opportunities/international-students/guestexchange-student)

CBS Housing Website: [www.cbs.dk/en/international-opportunities/international-students/accommodation](http://www.cbs.dk/en/international-opportunities/international-students/accommodation)

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

Copenhagen Business School
International Office
Dalgas Have 15, 2nd floor
DK-2000 Frederiksberg
Denmark

Email: rec.intoff@cbs.dk
Phone: +45 3815 3098

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

Spring 2016 semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 January to 22 January 2016</td>
<td>Danish Crash Course</td>
</tr>
<tr>
<td>24 January 2016</td>
<td>Latest arrival date for regular semester program</td>
</tr>
<tr>
<td>25 January to 29 January 2016</td>
<td>Introduction Week (Mandatory)</td>
</tr>
<tr>
<td>1 February 2016</td>
<td>Classes Start</td>
</tr>
<tr>
<td>24 March to 28 March 2016</td>
<td>Easter Vacation</td>
</tr>
<tr>
<td>1 May 2016</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>5 May 2016</td>
<td>Ascension Day</td>
</tr>
<tr>
<td>15 May 2016</td>
<td>Whitsun Holiday</td>
</tr>
<tr>
<td>May/June 2016</td>
<td>Final Exams* (Consult with CBS for exact exam dates.)</td>
</tr>
</tbody>
</table>

*Note: Exam dates vary so do not book your return flight home until you know your exact exam dates.

A more detailed academic calendar can be found on the CBS Guest/Exchange Student webpage.

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 CBS as long as your GPA of at least 3.0 is maintained through your departure. However, you must submit appropriate registration forms to CBS in order to complete your enrollment. You are responsible for submitting forms and supporting materials to CBS on time.

Application & Registration Deadlines

Spring 2016:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September/October 2015</td>
<td>Welcome packages sent to students</td>
</tr>
<tr>
<td>Early to mid November 2015</td>
<td>Online course and general registration for students</td>
</tr>
<tr>
<td>Late November 2015</td>
<td>Online housing application</td>
</tr>
<tr>
<td>Late December 2015</td>
<td>CBS informs students about courses to which they have been assigned</td>
</tr>
<tr>
<td>Early to mid January 2015</td>
<td>Second round of online course registration</td>
</tr>
</tbody>
</table>

Application Procedure

You will receive more information (in the form of a “welcome package” mentioned in the dates above) from CBS regarding the online registration (for courses and housing) and other next steps. Note that the registration process may change from term to term, so it is important to follow the instructions from CBS carefully. You will receive this information through your CBS email account, so it is important to activate and regularly check that account. That being said, here is some information about what you can expect.

CBS registration will open and close on specific dates. It is important to complete this process within that timeframe.

- To register with CBS, you will need to upload various sporting documents. The complete list of documents can be found on the CBS Guest and Exchange Student website. They typically include:
Your CV/résumé in English
- Scanned image of your passport (photo page)
- Copy of your most recent university transcript

- Course registration will be a part of this registration process. Here are a couple links that can help with your course selection:
  - CBS Undergraduate courses: [www.cbs.dk/undergrad](http://www.cbs.dk/undergrad)
  - UW-Madison course equivalencies (and instructions on how to equate courses that are not yet equated): [www.bus.wisc.edu/degrees-programs/international-programs/participants/course-equivalencies](http://www.bus.wisc.edu/degrees-programs/international-programs/participants/course-equivalencies)

- You will receive more details about the CBS housing application to your CBS email account. Therefore it is important to activate (and regularly check) your CBS email account.

**Housing**

You will work directly with the [CBS Housing Department](http://www.cbs.dk) to find accommodation during your stay at CBS. Housing in Copenhagen is very difficult to find and can be very expensive. Housing can be particularly difficult to find in the fall semester. As such, it is important to act quickly and respect all deadlines. Housing is assigned on a first-come, first-served basis. As such, in past terms, students have woken up in the middle of the night to submit the housing application as soon as it opens.

Most students live in the student residences. A complete list of housing options, as well as descriptions of the different residence halls, can be found on the [CBS Housing Department](http://www.cbs.dk) website.

Remember: An email containing a link to the application and allocation process is sent to your CBS email address. While the date on which the link will be sent will be published on the [CBS Housing Department](http://www.cbs.dk) website, no other notification will be given. So, activate and check your CBS email regularly.

**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](http://www.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 Copenhagen as an exchange student in Denmark, 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](http://www.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 residence permit** is required of all U.S. citizens staying for more than three months in Denmark. The Danish Consulate General has commissioned BLS International to operate the Danish Visa Application Centers in the United States. There is one located in Chicago. Typically, applicants applying for a residence permit for Denmark can submit their applications at the Visa Application Centers from Monday to Friday between 9:00 a.m. and 3:00 p.m.; it is recommended
to book an appointment. The application form and list of required documents for the student residence permit are on the Student Permit section Consulate General of Denmark's website.

More information about specific materials you will need to submit to the Consulate General of Denmark can be found on their website or by contacting them directly.

Consulate General of Denmark
One Dag Hammarskjold Plaza
885 Second Avenue, 18th Floor
New York, NY 10017-2201
Telephone: +1-212-223-4545
Email: nycgkl@um.dk

Applying for the Danish residence permit can be a detailed process. Here are some notes to help you through this process. But remember, this process has changed regularly over the past couple years, so it is your responsibility to review details with the appropriate authority, the Consulate General of Denmark, to see the most up-to-date information.

- You must wait until receiving the welcome packet with an acceptance letter and supporting documents from CBS before submitting your application.
- It may take up to two months to process an application, so move quickly once you have all the required materials.
- Please note that there have been changes to the process (so the process you'll go through will be different from that of past students). Students need to submit biometric (i.e. fingerprint) information when submitting the application. This means that students will have to go to a BLS International Application Center.
- More information about applying for the residence permit can be found in the CBS guides available here: www.cbs.dk/guides
- Here are a couple other notes regarding the Danish Student Permit application process:
  - A note about fees: First you will need to create a case number and pay a fee online with a credit card to the Danish Immigration Service. Print a copy of your receipt of payment to take with the rest of your application materials to the BLS service center. The second fee is required by the Consulate for the processing of your permit and should be a money order. The third fee is the BLS fee. The combined fees equal around $600. For the required financial documentation, it needs to be in your name only. A parent's name cannot be on the account. It must be an account that has a cash value, and not in the form of stocks or bonds.
  - After your appointment at BLS: Once your application has been approved you will receive an email approval letter that you should print out and present to customs upon entrance to Denmark. If you have not received this letter before your departure, you can enter Denmark as a tourist and wait for your letter to arrive by email. This letter is needed to complete the registration process in Denmark.
  - Once registered in Denmark, the civil registration office will provide you with a personal identity number, called a CPR number, as well as a Health Insurance Card. You will also then be allowed to work for 15 hours/week while studying. Your CPR number is used to officially register that you are living in Denmark, but you will also find that banks, libraries, phone companies, sports associations, etc., ask for your CPR number in order to open an account or get a membership.
  - In the past some students have been able to wait until arrival to Denmark to apply for the residence permit. It is unclear if this is still even possible. This would be something you'd want to confirm with the Danish Consulate General and the international office at CBS. Our office strongly recommends that you apply for and obtain the permit before you depart. In the case that it would be possible, here were a couple things we would make sure you consider:
In the past (it is unclear if this is even an option) some students chose to not to take the recommended route and enter Denmark as a tourist and receive a 90 day tourist visa at the airport. Within a few days of arrival, they needed to submit a student permit application to the local Danish authorities. It took 2-3 months to process the application in Denmark. If the tourist visa expired and the student hadn’t yet received the student permit, they could NOT leave Denmark and re-enter as a tourist. Students pursuing this route did not receive a Danish social security number (CPR number) before the Danish Immigration Service had approved the application. Without a CPR number, it might be difficult to set up a bank account or a cell phone.

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.

Scan Design Scholarship

The Scan|Design Foundation was founded by Inger and Jens Bruun to support Danish-American relations. During their lifetime, Inger and Jens sponsored over 150 Danish interns and welcomed them into their home during their stay in America. Supporting student study in Denmark is a key program focus for the foundation.

Pending annual review, this scholarship (with an award of up to $5,000) is available to all University of Wisconsin-Madison degree-seeking undergraduate and graduate students who are U.S. citizens participating on an approved UW-Madison study abroad program to Denmark. In addition to receiving scholarship funds, Scan|Design fellows are invited to participate in a range of hosted activities in Denmark, which are organized by the Scan|Design coordinators in Copenhagen in order to help students get to know other Scan|Design fellows, Danes, Denmark, and the Scandinavian region a little better.

Students should apply through Scholarships@UW-Madison. Applicants will be considered for this award by indicating that they plan on studying abroad in Denmark. Once they've indicated this, students should follow the instructions to complete the application, including submission of a short essay and a letter of recommendation. The application deadlines are typically March 15 (summer and fall programs) and October 15 (spring programs). Students who have not yet received official notification of acceptance to a study abroad program can still apply for this award.
**Academics**

The [Copenhagen Business School's undergraduate course listings](#) are available online. The deadline for students to enroll for courses is typically in mid-November (spring students) or mid-May (fall students). Course registration is part of the process where students register with the university.

Please be aware that all students coming to CBS must follow courses equivalent to 30 ECTS (usually 4 courses). Being a full-time student at CBS means taking 30 ECTS, which is the basis for the students’ residence permits. While courses are not allocated on a first come, first served basis, course enrollment requests made after the course registration deadline will typically not be considered.

During the semester, CBS offers a [Danish Crash Course](#) held just before classes begin. There is a small fee associated with this course. If you wish to continue learning Danish, a semester-long course is available. Past participants report that the crash course is a great way to meet other exchange students, and it is a good introduction to the Danish language.

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>CBS Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10, 12</td>
<td>A</td>
</tr>
<tr>
<td>7</td>
<td>AB</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>02</td>
<td>C</td>
</tr>
<tr>
<td>00</td>
<td>D</td>
</tr>
<tr>
<td>-3</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CBS Credits</th>
<th>UW Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.5 and higher</td>
<td>4</td>
</tr>
<tr>
<td>5-6</td>
<td>3</td>
</tr>
</tbody>
</table>

**Life Abroad**

- During the semester, CBS offers a [Danish Crash Course](#) held just before classes begin. There is a small fee associated with this course. Past participants report that the crash course is a great way to meet other exchange students, and it is a good introduction to the Danish language.
- Through the [CBS Buddy Program](#), you will be assigned a buddy for your time in Copenhagen. Buddies are current CBS students who have volunteered to assist international exchange students. Past participants report that their buddies were generally very helpful and a good source of information about the city, the university, and social events.
- Contact a UW-Madison student who has recently returned from studying abroad in Copenhagen. Contact information can be found on the [Returned Participant Network](#).