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Last Updated 12 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 London Program Website:  http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/london

International Programs London Program Cost Estimate:  
http://bus.wisc.edu/~/media/bus/dp/international%20programs/2015-2016-costs/london-fall-2015-costs.ashx

City University Study Abroad Programme Website:  http://www.city.ac.uk/international/international-students/study-abroad-programme

ACCENT London Housing Website:  http://accentintl.com/cities/london/london-housing/

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

International Office
City University
Northampton Square
London EC1V 0HB
United Kingdom

study-abroad@city.ac.uk
Phone: +44 20 7040 8019
Fax: +44 20 7040 8562
Housing and student support are arranged through:

ACCENT
870 Market Street, Suite 1026
San Francisco, VA 94102
www.accentintl.com
1-800-869-9291
info@accentintl.com

ACCENT London
12 Bedford Square
London WC1B 3JA ENGLAND
Phone: +44 (0) 20 7637-7518

ACCENT Enrollment Contact: Anna Tapfer, Program Coordinator
anna.tapfer@accentintl.com

Please review the partner’s website carefully. If you have detailed questions that the website does not answer, you may contact City University or ACCENT directly.

Program Dates

Spring 2016 semester

Depart US on January 15, 2016
Arrive in London on January 16, 2016
ACCENT Orientation: TBA
CityU Orientation: TBA
Classes Begin: January 18, 2016
End Date: April 16, 2016
Housing Ends/Depart London: April 19, 2016

Detailed semester and program dates will be provided to you by City University and ACCENT.

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 City University 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 City University in order to complete your enrollment. You are responsible for submitting forms and supporting materials to City University on time. Be sure to retain a copy for your files.
**Application Deadlines**

Spring 2016: October 31, 2015

**Application Procedure**

Complete the City University study abroad application (provided in the appendix of this handbook) and assemble the required additional application materials. The completed forms, well labeled, should be submitted to International Programs (3290 Grainger Hall) by **Wednesday, October 14**. International Programs will send the completed forms for all participants to City University. Be sure to retain a copy for your files.

City University requests your course selection as part of your application. Consult the online listing of undergraduate modules on Cass Business School's website. You can also search courses available in non-business departments on the Academic Programme section of the City University website. Be sure to select courses that will be taught the term you are there. To determine what classes count at UW-Madison, check the International Programs course equivalency database.

Turn in the International Programs cover sheet (found in the appendix of this handbook) and the following documents to International Programs by specified the due date.

- City University application
  - You can indicate that you will NOT require university housing (see below).
- Academic Reference Form
  - The academic reference should come from a professor or TA. The reference may submit the letter directly to International Programs (3290 Grainger Hall) or to you, with their signature over the envelope seal and your name on the front.
- Official transcript
  - You can obtain this in person at the Office of the Registrar (333 East Campus Mall) or by initiating a request online at ordertranscript.wisc.edu
  - If you transferred to UW-Madison after a semester or more of full-time coursework, you’ll need to also submit a transcript from the institution(s) you previously attended. In most other situations (e.g. taking a college course while in high school, taking a summer course at a different university, etc.), submitting a transcript from only UW-Madison will be fine.
Housing & Student Services

Reasonable housing is difficult to find in London. This is not surprising given the age and relative shortage of housing in central London. This is why accommodation for the semester in London program is arranged by the ACCENT. Additionally, ACCENT will provide students with a variety of other services and excursions. Students are required to participate in the ACCENT housing and student services.

Program Housing

ACCENT will provide program housing in double/triple occupancy rooms in shared student apartments with kitchen, bathroom, and general living area will be provided in central London for the duration of the program. While exact housing placements will be given to participants upon arrival, all apartments are within a forty-five minute commute of the Study Center by bus or metro. Apartments with more than five participants will include two bathrooms. Apartments will be furnished with amenities including an outfitted kitchen, bed linens, pillows, towels, washing machine, and high-speed wireless Internet access. Each participant will be provided with a key to their housing.

You will be able to indicate preferred roommates on the ACCENT Enrollment Form and ACCENT will do their best to match housing according to preferences. Single occupancy rooms are limited and availability will not be known until approximately one to two weeks prior to program departure date. A supplement will be charged for a single occupancy.

Excursions and Programming

To acquaint participants with the cultural aspects of life in London, ACCENT will plan a series of cultural programs and excursions. Each semester, participants will be expected to attend these activities. Sample activities arranged by ACCENT include a City of London tour, Wimbledon tour, a visit to Lloyd’s of London, and a day trip to Stonehenge. ACCENT will indicate which specific cultural activities will be planned for you during your semester in London. Additionally, there are a number of optional free or inexpensive activities which varies but often includes lectures on local customs and contemporary issues, sports events, walking tours, and dinners.

Additional Services

ACCENT will provide each participant with a Zone 1 and 2 London Public Transport Card, valid on bus and tube for the duration of the program.

Extensive practical and cultural information is available at the ACCENT London Study Center allowing participants to take full advantage of their time in London: travel guides and information, a library, and listings of practical locations of banks, doctors, etc. The ACCENT London Study Center will be open from 9:00 a.m. to 5:30 p.m. weekdays to participants for the duration of the program (closed weekends and British national holidays). ACCENT will provide participants with a list of emergency telephone numbers at the overseas orientation. During the program, an ACCENT staff member will be reasonably accessible by telephone 24 hours a day/7 days a week in the case of a serious emergency.

ACCENT has its own policies for participants regarding standards of behavior which are outlined in ACCENT’s enrollment materials. UW-Madison's disciplinary process is outlined in the Wisconsin Administrative Code Chapters 14, 17, and 18. If a participant violates ACCENT’s policies related to standards of behavior or Chapter 14, 17, or 18, UW-Madison and ACCENT will endeavor to follow UW-Madison’s behavioral policies to the maximum extent possible, communicating with UW-Madison via telephone and/or email. If a student’s behavior is deemed by ACCENT (in consultation with UW-Madison) to pose a health and/or safety emergency, the student may be required to return to the U.S. for
disciplinary proceedings. Travel costs related to returning the U.S. for disciplinary proceedings and/or returning to the United Kingdom for continued studies shall be the responsibility of the participant.

ACCENT Enrollment Forms and Fees

ACCENT Enrollment Forms must be completed and returned to ACCENT by October 16. ACCENT utilizes an electronic portal for enrollment forms and housing payments. Final payment will be due to ACCENT by October 16, 2015.

The exact cost of housing will be included in the ACCENT Enrollment Forms. Estimated costs for the semester are:

<table>
<thead>
<tr>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program price</td>
</tr>
<tr>
<td>Refundable security deposit</td>
</tr>
<tr>
<td>(Optional) Single room supplement</td>
</tr>
</tbody>
</table>

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 London as an exchange student in the UK, 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 stamp** is required of all U.S. citizens. There are two different types:

   a. **Tier 4 General Student Visa**
   The Tier 4 General Student Visa is for students who will be studying in the UK for more than six months OR who will plan to work, intern, or volunteer while they are in the UK. Students on this visa may also apply to extend their stay after the end of their program. This visa is valid one week prior to the start date of your program, and for one week after the end date. If this is your situation, you must obtain this visa before leaving the United States.

   b. **Student Visitor Visa**
   The (Non-PBS) Student Visitor category is for students who wish to study in the UK for six months or less. Students who enter as a student visitor may not work, intern, or volunteer during their program. They may not extend their stay after the end of their program. This visa is valid six months from the date you enter England. For U.S. citizens who study in England for less than six months, it is not compulsory to apply for entry clearance before you travel. Instead you can present your papers to the immigration officials on arrival at a UK airport and have the student visitor visa stamped into your passport.
Typically, you will be required to present the following documents:
- Original visa letter from City University confirming your acceptance to the program.
- Evidence of necessary funds to pay for your course fees and support yourself for the entire period you intend to stay in the UK.
- Willingness to leave the UK once your program is finished. You must do this by showing your return ticket or an itinerary with your name and information.
- Valid U.S. passport with an expiration date that will not expire while you are in the UK.
- Your address in the UK.

Review the website of the UK Border Agency for official guidelines.

City University's International Student Advice website provides helpful information on how to apply for a student visa (if needed) or entry certificate to enter the United Kingdom. The British Embassy also provides information on applying for a UK visa.

Citizens of other countries or those wanting more information can contact the British Consulate-General:

British Consulate-General, Chicago
The Wrigley Building, 13th Floor
400 N Michigan Avenue
Chicago, IL 60611
Phone: 312-970-3800
Fax: 312-970-3852

Once you have entered the UK and have your visa, you should take all your documentation with you when you travel out of the UK so you will have no difficulties reentering if you leave the country.

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, the 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 to use to pay City University for your tuition.

Your tuition to City University must be paid in advance to International Programs. You will receive a notice of an estimated amount (at a special rate for students studying at City through International Programs) and then a final invoice with the US dollar amount due. **Payment for tuition typically is due December 20**, checks payable to UW-Madison. International Programs will email you with an invoice and exact due date. City University will invoice International Programs for your tuition and we will take care of the international wire transfer. You will not be registered as a UW-Madison student if payment is not received.

Payments for housing and additional student services will be made by the student directly to ACCENT. Review the ACCENT enrollment forms and handbooks for more information related to housing payments.

If you will be receiving financial aid, ACCENT can defer a portion of the ACCENT fees. The balance will be due by the published deadline, and the remaining portion can be paid upon your financial aid disbursement date. To learn more about this process, you can reach out to your study abroad advisor who will connect you with the appropriate staff at ACCENT.
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.

There may be additional scholarship opportunities specifically for studying abroad. Review our Scholarships and Financial Aid website for more details.

**Academics**

Students studying abroad at City University will take many of their courses at City University’s Cass Business School and may take some non-business courses as well. Please note that Actuarial Science courses are restricted and students studying abroad at City may not take them.

Cass Business School lists their course catalog on the Modules section of their website.

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>English Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>65-100</td>
<td>A</td>
</tr>
<tr>
<td>57-64</td>
<td>AB</td>
</tr>
<tr>
<td>54-56</td>
<td>B</td>
</tr>
<tr>
<td>47-53</td>
<td>BC</td>
</tr>
<tr>
<td>40-46</td>
<td>C</td>
</tr>
<tr>
<td>35-39</td>
<td>D</td>
</tr>
<tr>
<td>0-34</td>
<td>F</td>
</tr>
</tbody>
</table>

Students attending City University will receive 3 credits per class for all courses.

**Life Abroad**

**Living in London - Student Advice**

The City University Student Advice website can help you prepare for life in London. Topics covered include preparing for departure, arriving in the UK, living in London and more.

**Returned Participant Network**

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

International Programs

Partner Application Cover Sheet

Turn in this cover sheet along with all required application materials to International Programs, 3290 Grainger Hall by the specified due date.

Name _________________________________

Program: London

Term Abroad: Spring 2016

Email: _________________________________

Student ID: _____________________________

Application Materials Checklist

☑ City University Application Form
  o You can indicate that you will NOT require university housing.

☑ Academic Reference Form
  o The academic reference should come from a professor or TA. The reference may submit the letter directly to International Programs (3290 Grainger Hall) or to you, with their signature over the envelope seal and your name on the front.

☑ Official Transcript
Application Form
Study Abroad Programme

International Office
City University, Northampton Square,
London, EC1V OHB
Tel: +44 (0)20 7040 0108
Email: study-abroad@city.ac.uk

1. Proposed Programme of study

Proposed start date of programme (mm/yyyy):

Period of attendance:
- Full year
- Autumn Semester
- Spring semester

Where did you find out about this programme:

2. Personal Information

Surname/Family name:

First name(s):

Known as:

Title: ___________________________ Date of birth (dd/mm/yyyy): ___________ M/F: ________

Permanent address: ___________________________ Correspondence address (different):

Zip/Post code: ___________________________ Zip/Post Code: ___________________________

Daytime Telephone No: ___________________________ Evening Telephone No: ___________________________

Mobile: ___________________________ Fax No: ___________________________

Email: ___________________________

Nationality (please state dual nationality): ___________________________

Country of Birth: ___________________________

Country of Permanent Residence: ___________________________

Emergency contact/next of kin:

Name: ___________________________ Relationship: ___________________________

Address (inc Zip/Post code):

Telephone: ___________________________ Email: ___________________________

Will you require university housing: Yes  No

(Housing is limited and allocated in order of application)
3. Current Education

Please enclose a full transcript of all your results to date.

<table>
<thead>
<tr>
<th>Home Institution:</th>
<th>Expected date of graduation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year of study:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major:</th>
<th>Current GPA/Grades:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last semester/session GPA/grade:</td>
</tr>
</tbody>
</table>

University contact/Study Abroad Co-ordinator:

E-mail address:

Current Courses:
(which courses are you currently studying?)

1
2
3
4
5
6

4. City University Course Choices

List eight choices at City University. Please confirm with an * if any courses are essential to your participation in the programme.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>
Please give further information in support of your application including the reasons for your choice of Programme, what you feel you will contribute and your general interests. (Please continue on an extra sheet where required.)
6. Reference

I confirm that I will forward the reference form on to my referee (please tick).

7. Declaration

I certify that the information given above is correct and hereby undertake, if admitted as a student of City University, to observe and comply with all ordinances and regulations of the University.

Information on City University's Ordinances and Regulations is available at: www.city.ac.uk/ads/oandr/

I agree that the information given on this form may be processed by the University in accordance with the Data Protection Act 1998 for the purpose of the application and selection process and any subsequent admissions process. The data given is also subject to the Freedom of Information Act 2000. I consent to the storage of this and additional information obtained from myself and other persons in manual and computerised files.

Information on City University's policy governing the processing of personal data under the Data Protection Act (1998) is available at: www.city.ac.uk/dataprotection/

| Date: | Signature: |
Reference for admission to the Study Abroad Programme

International Office
City University, Northampton Square,
London, EC1V 0HB

Tel: +44 (0)20 7040 0108
Email: study-abroad@city.ac.uk

Period of Attendance:

Applicant's name:

Instructions for the applicant and referees

To the applicant: Please forward this reference form to your referee. Upon receipt of the completed, sealed references please forward them on to the International Office in a clearly marked envelope.

To the referee: The above named person has applied to be admitted to the Study Abroad Programme at City University, London and has given your name as a referee. We would be most grateful if you would provide us with a reference on the applicant's academic and general ability to undertake a study abroad programme. Please complete the questions on this form or attach a written statement of reference on letter headed paper. Your reply will be treated in confidence by the University.

Important: Please place the reference in an envelope which should be sealed, signed across the seal and the signature covered with clear tape to ensure confidentiality. The envelope should then be returned to the applicant who will forward it to the University.

1. How long have you known the applicant and in what capacity?

2. What do you consider to be the applicant's main strengths and weaknesses?
3. Bearing in mind the area of study, what is your opinion of the applicant's suitability for this programme?

4. Is there any information which you feel is relevant? (e.g. expected examination results, if appropriate) Please continue on a separate sheet if necessary.

5. Please rate the applicant with respect to the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Outstanding (top 5%)</th>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
<th>No of students in group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Originality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity for fluent and logical</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>communication</td>
<td>Written</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diligence</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Overall rating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name and position

Address

Tel/Fax

Email

Referee's signature

Date

Institution stamp (if unavailable please provide a compliment slip or sample of headed paper).