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Last Updated 5 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 HKUST Program Website: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/hong-kong-hkust

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

HKUST Exchange Program Website: http://undergrad.bm.ust.hk/eng/exchange/incoming/program/index.jsp

HKUST Housing Website: http://undergrad.bm.ust.hk/eng/exchange/incoming/housing/index.jsp

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

HKUST BBA Exchange Program
HKUST Business School
Room 6415, 6/F, Lifts 25-26
Clear Water Bay, Kowloon
HONG KONG

Contact: Ms. Wendy Cheung, Program Manager
bmugexch@ust.hk

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

Spring 2016 semester

Confirmed dates for spring semester have not been provided yet. Typically, the semester runs from late January through late May. More information will be sent to you as it becomes available.

*Detailed semester dates will be provided to you by HKSUT.*

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

Application Deadlines

Spring 2015: September 30, 2015

Application Procedure

International Programs will nominate you to HKUST. You will then receive application information and instructions via email. The email will explain how to complete the online application. An overview of the application process is available on the [HKUST Application Procedures](#) website.

As a part of the online application, you will be asked to send copies of your official transcript and passport ID Page to HKUST. You can either fax the documents or send them via email to the HKUST Program Manager, Ms. Wendy Cheung, at mbwendy@ust.hk. Include your assigned SAID number in your email. The SAID number will be assigned to you after you have been nominated. Copy Sarah Melin (smelin@bus.wisc.ed) on the email when you send your application materials to HKUST.

You are responsible for submitting forms and supporting materials to HKUST on time. We suggest completing the online application and uploading the required forms a week or two prior to the deadline, to allow time for handling any issues that may arise prior to their final deadline.

Housing

Exchange students will have on-campus accommodation, depending on availability. Typically, you will share a room with another student and have access to a communal bathroom down the hall. While similar to University of Wisconsin-Madison dorms, some HKUST rooms may be smaller than they are in Madison. Additional information on the housing options and application process can be found on the [HKUST Business School Housing](#) website and the [SAO Student Housing](#) 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 Hong Kong as an exchange student, 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](https://travel.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 visa** is required for all U.S. citizens. Exchange students can apply for a visa through the HKUST or they can apply at the appropriate [Chinese Embassy/Consulate-General](https://travel.state.gov). Both HKUST and International Programs strongly recommend that you work with HKUST to apply for the student visa. More information will be provided once you have been accepted. You can also learn more about the visa application process by visiting the [HKUST Student Visa](https://travel.state.gov) website.

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 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.

While at HKUST, you are required to be covered under a travel health insurance plan. More information on the requirement is available on the [HKUST Travel Health Insurance](https://travel.state.gov) website. The UW System also requires you to purchase the CISI health insurance. The CISI policy you will be covered under as a UW student **does** meet HKUST’s waiver standards, so you are able to waive the HKUST mandated insurance.

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

Students report that the academic culture at HKUST is similar to that of the University of Wisconsin-Madison. You will be graded on a variety of measures, including presentations, projects, papers, and exams. Like UW-Madison, HKUST consists of many different schools and colleges. You may be able to attend business and non-business courses, but there is no guarantee.

More information can be found on the HKUST Academics website. The International Programs 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.

<table>
<thead>
<tr>
<th>HKUST Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>A</td>
</tr>
<tr>
<td>B+</td>
<td>AB</td>
</tr>
<tr>
<td>B, B-</td>
<td>B</td>
</tr>
<tr>
<td>C+</td>
<td>BC</td>
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<td>F</td>
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<table>
<thead>
<tr>
<th>HKUST Credits</th>
<th>UW Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
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<tr>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Life Abroad

Returned Participant Network

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