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Last Updated 27 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 Tokyo Program Website: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/tokyo-ciee

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

CIEE Tokyo Arts & Sciences Website: http://www.ciee.org/study-abroad/japan/tokyo/arts-sciences/

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 Tokyo.

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 Japan.

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

Dates for spring 2016 have not yet been confirmed by CIEE. The program typically runs from late March through late 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: October 1, 2015

Application Procedure

You will submit an online application to CIEE. First, create a [MyCIEE Account](https://www.ciee.org) 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 Tokyo Arts & Sciences 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 the following:  
  - an official transcript  
  - Two letters of recommendation (personal evaluations)  
    - 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.

Once CIEE conditionally admits you, they will send you an email with special forms and instructions. This second round of forms sent to you by CIEE will be due back to CIEE almost immediately, and they will forward the materials to Sophia University.
Housing

Students can live in either a homestay or a managed housing facility (dorm). Students may not opt to live in their own housing during the program. Some meals are provided in the homestay option, but meals are not included in the housing facility option.

CIEE provides more information about housing options on its Tokyo Arts & Sciences Program website.

Housing is part of the CIEE program fee.

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 Tokyo as a student in Japan, 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 for U.S. citizens prior to departure. CIEE will provide very detailed visa and Certificate of Eligibility instructions. You are urged to contact the Japanese Consulate in advance of receiving the confirmed Certificate of Eligibility and check the application and all its requirements. That way, you can collect all required documents.

3. Once in Japan, you are required to register at your local ward or city office within 90 days of your arrival to obtain an Alien Registration Card or severe penalties may apply. You will need this card should you decide to open a bank account and sometimes to obtain a cell phone. The CIEE office will assist you.

Consulate General of Japan
737 North Michigan Avenue
Suite 1100*
Chicago, Illinois 60611
Telephone: 312-280-0400
Fax: 312-280-9568

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

You will study at Sophia University, a prestigious and private university with over 10,000 students. CIEE requires students to take a core course in Japanese culture and a Japanese language course. Students take an additional three academic courses in English, at least two of which must be business courses from the International Business and Economics department.

Please consult the course list of the partner school to see current and future course offerings. Our course equivalency database shows all CIEE Tokyo Arts & Sciences and Sophia University courses that have been equated and their University of Wisconsin-Madison equivalencies.

More information can be found on the CIEE Tokyo Arts & Sciences Academics website.

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>CIEE Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>A-, B+</td>
<td>AB</td>
</tr>
<tr>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>B-, C+</td>
<td>BC</td>
</tr>
<tr>
<td>C, C-</td>
<td>C</td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

Life Abroad

Tokyo is a city of over 30 million people living very densely packed, so be prepared for long commutes, crowded conditions, and high costs, as well as great culture and excitement. A comprehensive orientation
in Tokyo takes place prior to the beginning of program. The CIEE orientation introduces students to the country and the culture, provides practical information about living in Tokyo, and prepares students for their homestay or dormitory experience. The orientation also includes a city tour and visits to nearby historical areas. In addition, Sophia University provides an academic orientation including a language placement exam. Throughout the semester, ongoing orientation sessions offer students the opportunity to share information, receive cultural advice, and reflect on their study abroad experiences.

**Returned Participant Network**

Contact a UW-Madison student who has recently returned from studying abroad in Tokyo. Contact information can be found on the [Returned Participant Network](#).