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*Last Updated 25 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 Barcelona Program Website: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/barcelona

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

CIEE Barcelona Business & Culture Website: http://www.ciee.org/study-abroad/spain/barcelona/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 Barcelona.

Council on International Educational Exchange (CIEE)
300 Fore Street
Portland, ME 04101

Phone: 800-40 STUDY or 207-553-4000
Email: studyinfo@ciee.org

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

You will receive pre-departure materials from CIEE that lists contact information in Spain.
**Program Dates**

**Spring 2016 semester**

The Spring 2016 program dates have not yet been confirmed by CIEE. The semester typically runs from early January through late April.  
*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](#) 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 Barcelona 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 unofficial transcript.  
- No recommendation or language evaluation is necessary

**Housing**

You can live in either Spanish homes or in a student residencia (residence hall) with other Spanish and international students. A third option of shared apartments in Barcelona may be a new choice for students beginning in fall 2015. CIEE will confirm whether this option is available when you provide your housing preferences during pre-departure. Students living in a homestay have breakfast and dinner at home, while lunch is at the student’s expense, and many eat at the several university-run cafeterias. Meals are not included in the student residencia option, but students share fully equipped kitchens where
they can prepare their own meals. All homestays and residencias are located in the city of Barcelona, and students take public transportation to their classes; the average commute to the city center, by metro or bus, is 30 minutes.

As space in the residencias is limited, students who are not placed there are placed in a homestay. Students who are not assigned the housing option of their choice will be notified by the resident staff prior to arriving in Barcelona.

CIEE provides more information about housing options in Barcelona on the Housing & Meals section of the program 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 Barcelona as an exchange student in Spain, 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** of all U.S. citizens staying in Spain for more than 90 days (3 months). You must have a student visa to register at the University. You cannot obtain a student visa in Spain; you must secure it from your country of origin before you leave. If you are planning to study abroad in Spain for one semester, you should apply for a semester only visa. This visa cannot be extended once a student is onsite. After 180 days, the student must apply for another visa from the US (if planning to stay in Spain for another semester).

**Where and when do I apply for a visa?**

You must apply for your student visa through the consulate that has jurisdiction over your place of permanent residence. The complete list of Spanish Consulates and their jurisdictions can be found in the Spain Immigration Information Reading, included with your forms in your CIEE account. You may apply no less than 60 days before departure; however you should reference your consulate website immediately to download the necessary forms.

**CIEE Consulate Appointments**

Several Spanish consulates in the US have given CIEE permission to submit visa applications on behalf of our students. For more information (including eligibility requirements for the CIEE consulate appointment), students who have submitted their application to CIEE and confirmed their participation can refer to the visa and immigration readings in their CIEE account for detailed guidelines on how to apply for a student visa.

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 page for more details.

**Academics**

CIEE lists available courses on their program webpage. CIEE courses are courses taught to American students at the Study Center. Business courses in English and Spanish are offered at the Escuela Superior de Comercio Internacional (ESCI). Students who are confident in their Spanish language skills and would like to attend classes with Spanish students may attend the courses taught in Spanish at Universitat Pompeu Fabra (UPF). UPF courses are intense upper-level courses and should not be taken without solid prerequisites. You must have completed six or more semesters of Spanish to enroll in courses at UPF. The final course list at UPF will be available upon arrival in Barcelona.

You will indicate the courses you plan to take on the course pre-selection form, which is provided to you by CIEE. If you pre-select your courses promptly, it is more likely that you will be registered for your first-choice courses. Please note that while changes may be made once you are on site, this cannot be guaranteed.

Spring and academic year students have the option of enrolling in the third trimester at ESCI, which begins in April and ends in late June/early July. These students enroll in three ESCI classes or two ESCI classes and a Spanish language class. Students who choose this option are required to pay a supplemental fee. Students with advanced language skills will be taking some courses in Spanish: see the Program Requirements section of the CIEE program page for details.

You will be placed in a four-credit Spanish language course which meets intensively for the first three weeks of the semester and then continues at a regular pace throughout the semester. You will take an additional cultural elective and three business electives. All students will receive a minimum of 15 credits.

Students with at least five semesters of Spanish may choose to do an internship for three (3) academic credits of International Business 399.

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>Spanish Grade</th>
<th>CIEE Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.0-10</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>8.75-8.99</td>
<td>A-</td>
<td>AB</td>
</tr>
<tr>
<td>8.25-8.74</td>
<td>B+</td>
<td>AB</td>
</tr>
<tr>
<td>7.5-8.24</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>7.0-7.49</td>
<td>B-</td>
<td>BC</td>
</tr>
<tr>
<td>6.5-6.99</td>
<td>C+</td>
<td>BC</td>
</tr>
<tr>
<td>5.5-6.49</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>5.0-5.49</td>
<td>C-</td>
<td>C</td>
</tr>
<tr>
<td>4.75-4.99</td>
<td>D+</td>
<td>D</td>
</tr>
<tr>
<td>4.5-4.74</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>4.0-4.49</td>
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<td>D</td>
</tr>
<tr>
<td>0.0-3.99</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

CIEE courses are worth 3 UW credits.

**Life Abroad**

**Buddies**

CIEE “guardian angels” are local university students who accompany CIEE students to group activities and field trips.

**Returned Participant Network**

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