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*Last Updated 7 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 Shanghai Program Website: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/shanghai

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

Shanghai Jiao Tong University Website: http://www.acem.sjtu.edu.cn/en/intl/exchanges.html

Shanghai Jiao Tong University Housing Website: http://en.sjtu.edu.cn/about-sjtu/life-sjtu/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

Shanghai Jiao Tong University Antai College of Economics and Management
Teaching Affairs Administration Office
International Student Desk
Antai College of Economics and Management
Shanghai Jiao Tong University
Room 303B, Antai Building
Fa Hua Zhen Road 535, Shanghai
CHINA

Contact: Stephanie Shi
e-mail: shimiao@sjtu.edu.cn
Phone: +86 021 52301522

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

Fall 2015 semester

Arrival Date: September 10-12, 2015
University-level orientation: Date & Time TBA
College-level orientation: September 13, 2015

Fall Semester Start Date: September 14, 2015
Fall Semester End Date: January 17, 2016

Detailed dates will be provided to you by SJTU.

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

Application Deadlines

Fall 2015: April 15, 2015

Application Procedure

You will submit a formal application to SJTU to apply to be accepted as an exchange student. Recently, SJTU moved their exchange student application online.

International Programs will nominate you to SJTU. You will then receive an email from SJTU with a link to the online application. You should complete the online application and upload the required documents prior to the application deadline.

In past semesters, the following documents have been requested as supplementary application materials:

- 1 passport-sized photo
- Photocopy of your passport ID page
- Printed copy of your most recent resume
- Official transcript
- Letter from home university (This needs to be a letter from International Programs confirming your nomination; we will supply that once you submit the other pieces of your application.)
A couple other helpful hints for the application form:

- Highest Academic Qualification: Indicate that you are a High School graduate and your bachelor’s degree is in progress.
- Intended School at SJTU: Antai College of Economics and Management
- Intended duration at SJTU: September 2015 – January 2016
- Residence hall: More information on on-campus housing can be found on the Student Accommodation section of the Shanghai Jiao Tao University website.

Housing

Students will live and study at the Minhang campus at SJTU. While there is some housing available on-campus, these dormitories fill up quickly. For details on the on-campus housing options, see the Student Accommodation section of the Shanghai Jiao Tao University website. International students may need to procure their own off-campus housing through a housing agency or with the assistance of SJTU’s International Student Services office.

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 China as an exchange student in Shanghai, 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. The X2 visa is given to incoming students who stay in China for less than six months, and the XL visa is given to students who stay in China for a year. You may find application forms and a check list of required materials on the consulate website. You must wait until receiving an acceptance letter and supporting documents from Shanghai Jiao Tong University before submitting your application. However, prepare the rest of your application in advance.

More information about applying for a residence permit visa can be found on the SJTU International Student Services website.

Consulate General of the People’s Republic of China in Chicago
100 West Erie Street
Chicago, IL 60610
Tel: 312-803-0095
Fax: 312-803-0110
Email: chinaconsul_chi_us@mfa.gov.cn
Visa Office:
1 East Erie Street, Suite 500
Chicago, IL 60611
Tel: 312-453-0210
Fax: 312-453-0211
Email: chinavisachicago@gmail.com

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.

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**

The course catalog is typically made available at the following times:

- Fall semester: late July
- Spring semester: mid-December of the previous year

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>SJTU Grade</th>
<th>UW Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-100</td>
<td>A</td>
</tr>
<tr>
<td>80-84</td>
<td>AB</td>
</tr>
<tr>
<td>70-79</td>
<td>B</td>
</tr>
<tr>
<td>67-69</td>
<td>BC</td>
</tr>
<tr>
<td>63-66</td>
<td>C</td>
</tr>
<tr>
<td>60-62</td>
<td>D</td>
</tr>
<tr>
<td>Under 60</td>
<td>F</td>
</tr>
<tr>
<td>SJTU Credits</td>
<td>UW Credit</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3-4</td>
<td>3</td>
</tr>
<tr>
<td>5+ credits</td>
<td>Depends upon number of teaching hours</td>
</tr>
</tbody>
</table>
Life Abroad

International Student Council

The International Student Council is the governing body of international students at Shanghai Jiao Tong University. Founded in November 2009, it was created specifically to foster a sense of community among international students, to bolster communication between international students and local students, and to provide a platform on which international students can display and develop their talents and abilities. There are clubs, services, events and activities offered through the International Student Council in the following areas: academic support, arts & culture, athletics, editorial journalism, publicity, public relations and volunteering.

Foreign Student Daily Handbook

The International Student Services office at SJTU has put together a collection of links and other useful information in its Foreign Student Daily Handbook.

Returned Participant Network

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