



**City University London Direct Enrollment
IES Abroad
London, England**

**International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2018**



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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:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=581

IES Abroad London Direct Enrollment – City University program page: <http://www.iesabroad.org/study-abroad/programs/london-direct-enrollment-city-university> PLEASE REVIEW THIS WEBSITE CAREFULLY

City, University of London: <http://www.city.ac.uk/>

City University Study Abroad Course Options: <http://www.city.ac.uk/international/exchange-and-study-abroad/study-abroad-programme>

Cass Business School Course Descriptions: <http://www.cass.city.ac.uk/student-intranet/undergraduate/modules>

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

Contact: Deedie Robinson, International Programs Advisor
deidre.robinson@wisc.edu
Phone: +1 608-262-4218

Host Institution Contact information

IES Abroad is based in Chicago, IL and has a study center located in London.

[IES Abroad](#)

33 W. Monroe St., Suite 2300
Chicago, IL 60603

study@IESabroad.org

Phone: 800-995-2300 or 312-944-1750
Fax: 312-944-1448

You will receive pre-departure materials from IES Abroad that lists contact information in London.

If you have detailed questions that the website does not answer, you may contact IES Abroad directly.

Program Dates

Spring 2018 semester

Arrival: **Monday, January 22, 2018**

Departure: **Thursday, April 26, 2018**

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

Application Deadlines

Spring 2018: September 29, 2017

Application Procedure

Complete the IES Abroad online application by the deadline. The application can be accessed online at the following website: <https://www.iesabroad.org/apply>

*Note: Spring students should wait until this spring's final grades are posted to your UW transcript prior to submitting your application to IES Abroad.

A number of supporting documents will be uploaded into your online application. IES Abroad will finalize your admission to the program.

When choosing your home university, select *University of Wisconsin Sch of Business*.

Housing

IES arranges housing for you. You will be housed in an international student residence hall located in central London. You will share a room with another IES Abroad student and have access to a common kitchen on your floor or have a kitchenette in your room. No meals are included, but there are many affordable eateries nearby. There are laundry facilities and common areas with wireless Internet, 24-hour security and a short walk to public transportation.

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](https://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](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 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.

IES Abroad will provide you with detailed visa instructions in your pre-departure materials.

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

[British Consulate-General, Chicago](https://www.britain.gov.uk/locations/usa-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

Billing for this program is facilitated through the UW-Madison Bursar's Office. You will receive a statement in your Student Center for the IES Abroad program fee as an eBill. More information on costs and billing can be found on the program cost sheet in your MyStudyAbroad account.

All UW-Madison students must be covered under CISI health insurance. The cost of this insurance is included in your confirmation fee; International Programs will enroll you in the plan and you will gain access to your ID card and policy portal prior to your departure. If you are planning to travel before or after your program, you may be able to extend your coverage directly with CISI at a nominal cost.

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 City University London and will take many of your courses at City University's Cass Business School. You 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, paying close attention to the term that the course is offered and whether or not it is open to study abroad students.

The maximum course load at City University is 4 courses. IES policy states that you can only enroll in one 100-level course, so you should plan your courseload accordingly.

You will pre-register for courses through IES, and course registration is finalized on-site.

The International Programs [London program page](#) 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.

English Grade	IES Grade Conversion	UW Grade
70-100	A	A
65-69	A-	AB
60-64	B+	AB
55-59	B	B
50-54	B-	BC
45-49	C+	BC
40-44	C	C
35-39	C-	D
0-34	F	F

Students will receive 3 credits per class for all courses.

Life Abroad

Living in London – Student Advice

The [City University Living in London](#) website can help you prepare for life in London. Topics covered include preparing for departure, arriving in the UK, living in London and more.

IES provides connections to past participants on their [IES Abroad Ambassador](#) webpage. Contact an IES alumnus at any time during your planning to help answer any questions you may have about the program.

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](#).