



NEOMA Business School
Rouen, France

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 Rouen Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=614

NEOMA Business School Rouen Campus Website: <http://www.neoma-bs.com/en/about-neoma-bs/campuses/rouen>

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

Contact: Sarah Melin, Assistant Director of International Programs

sarah.melin@wisc.edu

Phone: +1 608-890-2035

Host Institution Contact Information

NEOMA Business School Campus Rouen

1 rue du Maréchal Juin – BP 215
76825 Mont-Saint-Aignan Cedex
FRANCE

exchange@neoma-bs.fr

Ms. Mélanie Santangelo, International Coordinator

Phone: 00 33 (0)3 26 77 47 27

Email : melanie.santangelo@neoma-bs.fr

Please review the partners' websites carefully. If you have detailed questions that the websites do not answer, you may contact NEOMA Business School directly.

Program Dates

Spring 2018 semester

January 3, 2018: Orientation/Welcome Day

January 4, 2018: Semester Begins

May 4, 2018: Semester Ends

NEOMA Business School will provide you with detailed semester dates, including recommended arrival dates.

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 admitted by NEOMA Business School as long as your GPA of at least 3.0 is maintained through your departure. However, you must submit any requested application and supporting documents to NEOMA Business School in order to complete your enrollment. You are responsible for submitting forms and supporting materials to NEOMA Business School on time. Be sure to retain a copy for your files.

Application Procedure

International Programs will nominate you to NEOMA Business School. No additional application materials are needed at the time of nomination. After NEOMA processes your nomination, you will receive an official acceptance letter and more details on courses, health insurance, accommodation, and arrival information.

Housing & Student Services

There are several housing options on this program. NEOMA will provide you with a housing booklet that describes these options in more detail and application instructions.

- On-Campus Residences
 - Located in Mont-Saint-Aignan near campus, there are a variety of options and prices available and are managed by a public organization, CROUS. Full payment is required in advance of the semester beginning.
- Off-Campus Residences
 - Privately owned and managed, a limited number of rooms and studios are available. As priority is given to full year students, this option may not be available for semester-long exchange students
- Host Families
 - This housing option allows you an insider look into daily life as a French family and the opportunity to improve your French language skills. Prices vary from 450€ to 600€ per month and include a range of services from simple to full (housing+meals).
- Independent Housing
 - If you choose not to work with one of the options above, you are responsible for finding your own housing. It is recommended that you do not search independently as there is no advocacy nor guidance provided while searching for quality housing in an unfamiliar location.

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 Rouen as an exchange student in France, 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 **long stay visa** is required of all U.S. citizens prior to departure (E.U. and E.E.C. passport holders may be exempt from this requirement).

Recently, the Consulate in Chicago has allowed UW-Madison to facilitate a batch mailing visa process to assist you with securing your visa to enter France. U.S. citizens are eligible to take part in this batch mailing service, which will eliminate the need for you to travel to Chicago to apply in-person for your visa. Students who hold non-U.S. passports will still need to apply independently for their visa. International Programs will provide separate visa instructions to you that includes details on the application process and deadlines by which you will need to submit documentation to our office.

Applying for a visa to study in France can, at times, be a challenging process. While we are not equipped to give official visa advice, our office is willing to help in any way that we can. There is a multi-step process that you will need to follow:

- (1) Submit a CampusFrance application to create an ETUDES EN FRANCE account
- (2) Validate your ETUDES EN FRANCE account. NOTE: In order to do this you will need to submit:
 - a. Copy of acceptance letter you uploaded
 - b. \$180 USD money order made out to "MCUFEU" or submit payment online
 - c. Photocopy of your money order
- (3) Request a student visa application at your assigned French Consulate OR submit your documents to International Programs by the batch visa mailing deadline.
- (4) Register with the local immigration office once arrived in France.

The above information is summarized and subject to change. Over the past few years, the process has changed a number of times. So, for the most up-to-date and accurate information, visit the following pages:

- CampusFrance USA: www.usa.campusfrance.org/en
 - For information on the CampusFrance application process, look under Application > Students already accepted into a Program > Study abroad/Exchange/Dual Degree students
 - For information on applying for a visa, look under Visas > Applying for a Student visa Step by Step
- Consulate General of France in Chicago: www.consulfrance-chicago.org
 - Look under: Visas for France > Long stay visa > Long stay visa for studies

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.

Payments for housing will be made by the student directly to the housing provider. Review the housing booklet and information shared by NEOMA for more information related to housing payments.

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 enroll in courses at the Rouen campus of NEOMA Business School. Most courses are offered in English and in French. You will enroll in the equivalent of 30 ECTS (European Transfer Credit System) per semester for a full course load. A French language and culture class is offered to exchange students, which can help you understand French culture and further develop your language skills while in France.

A list of available courses offered each semester and their syllabi will be provided to you prior to your departure. Generally you can enroll in courses for undergraduate students. If a particular graduate-level course interests you and you can demonstrate that you have met the pre-requisites, there may be a possibility to request permission to enroll. In this case, you should work with the NEOMA exchange office to inquire about your eligibility to enroll.

The International Programs [Rouen NEOMA program page](#) shows all courses that have been equated previously and their University of Wisconsin-Madison equivalencies on the academics tab. You can request new course equivalencies through your MyStudyAbroad account for courses that have not yet been equated.

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.

NEOMA Grade	ECTS Grade		UW Grade
15-20	A	Excellent	A
13-14.99	B	Very Good	AB
12-12.99	C	Good	B
11-11.99	D	Rather Good	BC
10-10.99	E	Fair	BC
8-9.99	FX	Fail	C
0-7.99	F	Fail	F

NEOMA Credits	UW Credit
3	1
5	3

Life Abroad

Wisconsin Alumni Association - France Chapter

There is an active network of Badgers in Paris. Check out the website of the [Wisconsin Alumni Association France Chapter](#) for a variety of networking and social events.

Health Insurance

For students staying in France for over 90 days, NEOMA requires you show proof of insurance. Students staying longer will be required to buy the French Student Social Security Insurance (about \$300) in addition to any other coverage you may have, including your CISI coverage. NEOMA will provide you with more details.

Returned Participant Network

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