



**CIEE Barcelona Business & Culture  
Barcelona, Spain**

**International Programs  
Wisconsin BBA  
Study Abroad Handbook  
Spring 2017**



**WISCONSIN**  
**SCHOOL OF BUSINESS**

UNIVERSITY OF WISCONSIN-MADISON

TOGETHER FORWARD

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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 Barcelona Program Website:

[https://www.studyabroad.wisc.edu/programs/program\\_partner.asp?program\\_id=578](https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=578)

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

[sarah.melin@wisc.edu](mailto:sarah.melin@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](mailto: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 2017 semester

01/03/2017 – 04/26/2017

*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 2017: October 1, 2016

### 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

There are three housing choices for the Barcelona program. You can live in Spanish homes (individually or with another student), a student residencia (residence hall) with other Spanish and international students, or a shared apartment with other CIEE students and a local Spanish student. CIEE will ask you to submit your housing preferences before arrival, and will make arrangements based on capacity and student preferences.

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 or apartment options, but students share fully equipped kitchens where they can prepare their own meals. All homestays, residencia, and shared apartments 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 residencies and apartments are 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

Billing procedures for spring 2017 programs will be provided to selected students later in 2016. Fees related specifically to study abroad will be similar to past terms. In essence, the study abroad program fee will be a fixed cost included academic expenses, administrative costs, and mandatory health insurance:

- study abroad provider fee (for affiliate programs)
- administrative confirmation fee of \$500
- mandatory study abroad insurance

Estimated additional expenses for housing, meals, airfare, etc. will be similar to past terms. Note that affiliate programs' study abroad provider fees may include various elements such as housing, meals, cultural activities, excursions, etc. Review past term cost sheets and the affiliate program websites for more details.

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

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). You will enroll in at least one course at ESCI, and the remainder of your courses can be taken either at CIEE or ESCI. Students who have completed six or more semesters of Spanish and are confident in their Spanish language skills may attend classes with Spanish students and take courses taught in Spanish at ESCI. IBP courses at ESCI are intense upper-level courses and should not be taken without solid prerequisites. The final course list at ESCI 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.

You will be placed in a three-credit Spanish language course which meets regularly throughout the semester and then continues at a regular pace throughout the semester. You will take two business courses (one of which is taken at ESCI), one culture elective and one additional elective (either business or culture). You are advised to consult the course equivalency lists when selecting your courses, as what

CIEE considers a culture course may be a business course at UW-Madison and vice versa. All students will receive a minimum of 15 credits.

Students may elect to complete an internship while in Barcelona. Internships are available either in Spanish or English and earn three (3) academic credits of International Business 399.

The course equivalency lists on the International Programs [Barcelona program page](#) show 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.

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

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.

### CIEE Barcelona Blog

In advance of your program, follow the [CIEE Barcelona Study Center Blog](#) to get a sense of what types of activities and events are going on throughout the semester.

### 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](#).