



BI Norwegian Business School
Oslo, Norway

International Programs
Wisconsin BBA
Study Abroad Handbook
Summer 2017



Table of Contents

Welcome	3
Key Websites.....	3
Program Contacts	3
Wisconsin BBA International Programs	3
Host Institution Contact information.....	3
Program Dates.....	4
Summer 2017	4
Application Process	4
Application Deadlines	4
Application Procedure	4
Supporting Documents	4
Housing	4
Visa & Entry Requirements	5
Finances.....	5
Academics	5
Grade and Credit Conversion Scale	6
Life Abroad.....	6
Glimpse into Oslo and Norway	6
Returned Participant Network.....	6

Last updated 30 January 2017

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 Oslo Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=572

BI International Summer Programme Website:

<http://www.bi.edu/bachelor/summer-programme/overview>

BI Housing Website:

<http://www.bi.edu/bachelor/summer-programme/accommodation>

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

[BI Norwegian Business School Summer Programme](#)

International Summer Programme

Nydalsveien 37

NO-0442 Oslo

Norway

Email: summer@bi.no

Telephone: +47 464 10 227

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

Program Dates

Summer 2017

June 26 – July 21, 2017

More details can be found on the [BI Summer Programme](#) webpage.

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

Application Deadlines

April 1, 2017

Application Procedure

Detailed instructions about the application process can be found on the [BI Application & Admission](#) webpage.

You can access the online application by clicking on the "Apply Now" button. You should then receive further information about admission and housing by email from BI. It is best if you apply early and well in advance of deadlines.

Supporting Documents

When you complete the online application, please upload the following documents electronically:

- One page motivation letter
- Official transcript
- Copy of your passport, showing personal data and photo
- Nomination letter from UW-Madison ([you can request this from International Programs](#))

Housing

BI works with exchange students to find them housing in dormitory-like buildings located a few minutes from the BI campus. Typically, you will have your own furnished bedroom and a shared or private bathroom and kitchen.

Housing is typically guaranteed for exchange students as long as they apply before the housing application deadline. You will receive more information about the housing application directly from BI once you submit your online student application. More information about housing is available on the [Summer Programme Accommodation](#) and [BSN Dormitory](#) websites.

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 Norway as an exchange student in Oslo, 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.

No visa to Norway is required for a stay up to 90 days for citizens from North America, Central America, and most South American and European countries. Students with citizenship from other countries should consult with the Consulate of their home country. More details on visa and travel are available on the BI Norwegian Business School [Summer Programme Travel Planning](#) webpage.

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.

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

While on the summer program, you will complete one course, "Intercultural Management: A Scandinavian Perspective", which is equivalent to 4 credits of MHR 403. The course will offer a unique perspective on Scandinavian business practices in an international context. More details on the course itself can be found on the [Summer Programme "About the Course"](#) website.

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.

BI Grade	UW Grade
A (excellent)	A
B (very good)	AB
C (good)	B
D (fair)	BC
E (sufficient)	D
F (fail)	F

BI Credits	ECTS Credits	UW Credit
2	6	3
3	9	4
4	12	4
5	15	4

Life Abroad

Glimpse into Oslo and Norway

Take a glimpse into life in Oslo with the following online tools:

- [International Students Survival Guide](#) (brochure)
- [En dag i livet til/A Day in the Life...](#) (YouTube: www.youtube.be/Le2ybkqQcaU)
- [Welcome to BI](#) (YouTube: www.youtube.be/gb8lrSp1Ghk)
- [Student Union at BI](#) (Vimeo: www.vimeo.com/98273874)

Returned Participant Network

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