



WHU – Otto Beisheim School of Management
Vallendar, Germany

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 Vallendar Program Website: <https://www.studyabroad.wisc.edu/WSBVallendar>

WHU Exchange Website: <https://www.whu.edu/en/international-diversity/exchange-programs/bscm-sc-exchange>

WHU Housing Website: <https://www.whu.edu/en/international-diversity/exchange-programs/pre-departure-arrival-at-whu>

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

WHU Otto Beisheim School of Management
International Relations
Burgplatz 2
D 56179 Vallendar
GERMANY

Contact: Wiktoria Hilz, Exchange Coordinator - USA
wiktoria.hilz@whu.edu
Tel: +49 (0)261-6509-164
Fax: +49 (0)261-6509-169

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

Program Dates

Spring 2018 semester

Confirmed semester dates have not been provided yet. The semester typically runs from early January through early May. More information will be provided as it becomes available.

Detailed semester dates will be provided to you by WHU.

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

Application Deadlines

Spring 2018: October 1, 2017

Application Procedure

Once you have been selected into the program, International Programs will send your name to WHU. Then, WHU will send students information via email on how to complete the WHU online application. After that, you will be able to fill in the application and housing forms and submit them to WHU with a passport photo and CV (résumé). When WHU has received your application, an acceptance packet including your visa application and more detailed information will be sent to the International Programs office. We will then distribute the acceptance packets to you.

The application must be returned by WHU's deadline, although you are encouraged to submit the forms as early as possible. *You are responsible for submitting forms and supporting materials to WHU on time.* Be sure to retain a copy for your files.

Housing

WHU's housing office will help students find suitable accommodation. WHU offers various furnished housing options in Vallendar ranging from a single room to an apartment. You will apply for housing through WHU's online application.

More information can be found on the [Exchange @ WHU Campus](#) 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](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 Vallendar as an exchange student in Germany, 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 **residence permit (Aufenthaltsgenehmigung) – in effect, a visa** -- is required for all foreigners who stay longer than 3 months. For U.S. citizens, no visa is required to enter Germany for tourist or business stays up to 90 days. You may obtain the residence permit in the U.S. or once in Germany. Both may be time-consuming and require a considerable amount of paperwork. Past participants recommend waiting to get the visa in Germany, although it can add around \$100. Review [WHU's Pre-departure and Arrival](#) website for more information and a list of application materials.

The German Consulate General Chicago requests that students applying for a student visa consult their website for the most up-to-date information. This site lists the required documents and outlines the procedures for requesting a residence permit in the U.S. and in Germany.

[German Consulate General Chicago](#)

676 N. Michigan Ave., Suite 3200
Chicago, IL 60611
Phone: 312-580-1199
Fax: 312-580-0099

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.

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

WHU is exclusively a business school, with 80% of the undergraduate courses are taught in English and 20% in German.

WHU has organized its academic year in four quarters. More information can be found on the Academics section of the [Exchange @ WHU Campus](#) webpage.

Most WHU courses are worth 4.5 ECTS, which equate to 2 UW-Madison credits. In this case, International Programs will work individually with you to determine bundled course equivalencies. Two WHU courses will be bundled together into one 4-credit UW course equivalency. Most students will take six 4.5 ECTS courses at WHU, which will equate to three 4-credit UW-Madison courses.

Flexibility in academic coursework requirements is key to a successful experience on this program as most equivalencies will be "Topics/365" courses.

A course bundling planning worksheet and a course bundling reporting worksheet are available in your MyStudyAbroad account. You may utilize the planning worksheet to begin making an academic plan for your semester in Vallendar. Your study abroad and academic advisors are available to meet with you to help go over this worksheet if you'd like additional guidance. The reporting worksheet is due back to International Programs once you have selected your courses based on a finalized course offering list provided by WHU. This worksheet will be used to determine your approved course 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.

Final grades will be determined by taking a weighted average of the grade earned for each foreign course.

WHU Grade	UW Grade
A - 1.0-1.6	A
B – 1.7-2.5	A
C – 2.6-3.2	AB
D – 3.3-3.9	B
E – 4.0	BC
F – 5.0	F

Credit conversion is determined individually for each student by International Programs staff. Email sarah.melin@wisc.edu with any questions on credit conversion.

Life Abroad

Student Experience

The Student Life section of the [Exchange @ WHU Campus](#) website provides tips and impressions from past participants in addition to pictures and information on daily life in Vallendar.

Returned Participant Network

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