



**National University of Singapore
Singapore**

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



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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 Singapore Program Website: <https://www.studyabroad.wisc.edu/WSBSingapore>

NUS International Relations Office Website: <http://www.nus.edu.sg/iro/sep/in/index.html>

NUS Housing Website: <http://nus.edu.sg/osa/has>

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

NUS Business School
Mochtar Riady Building, BIZ 1 2-7
15 Kent Ridge Drive
Singapore 119245

Contact: Ms. Jessie Toh
Email: bizsohsh@nus.edu.sg
Phone: +65 6516 6916
Fax: +65 6777 1296

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

Program Dates

Fall 2017 semester

Orientation: August 4, 2017

Semester dates: August 7 – December 9, 2017

NUS will provide you with detailed semester dates, including orientation and 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 accepted at NUS 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 NUS in order to complete your enrollment. You are responsible for submitting forms and supporting materials to NUS on time. Be sure to retain a copy for your files.

Application Deadlines

Fall 2017: April 15, 2017

Application Procedure

First, read the [General Instructions for Application to NUS Non-Graduation Programme](#) website. Then, follow the instructions below to complete the application procedure.

NUS requests your course selection with your application. If the timetable for the semester you will attend is not yet available, use a past timetable and know that the schedule is subject to change. The [Timetable Builder](#) website lists the available modules (courses) per semester. To determine what classes count as at UW-Madison, check the International Programs course equivalency lists on the [Singapore program page](#).

Application Instructions

1. Submit the NUS online application at: <https://myaces.nus.edu.sg/ngAdmForm>
 - For instructions on how to fill in the application form:
<https://share.nus.edu.sg/registrar/info/ng/General-Instructions-for-Application-to-NUS-NG-Programme.pdf>
 - You must indicate on your online exchange application that you need on-campus accommodation.
2. Upload the required supporting documents into the online application. In the past, the following documents have been required:
 - 1 passport-size photo*
 - Nomination letter from home university (International Programs will provide this)
 - Official Transcript*
 - Copy of passport page (showing the nationality and personal details)

**Also to be uploaded in the online application*

3. If you plan to take any language courses at NUS, email the soft copy of the required documents to nghelp@nus.edu.sg

Housing

On-campus housing is available for exchange students. Typically, this is a double room in an on-campus residence hall. You should indicate on the exchange application that you require housing so that NUS will assist you in finding housing.

More information about on-campus housing can be found on the [NUS Residential Services](#) website. You are considered a “non-graduating student”.

Be aware that housing rules may be stricter than they are in the U.S. Be sure you understand rules and expectations (for example, about sharing your key and hosting members of the opposite sex).

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 Singapore as an exchange student, 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.

U.S. citizens are not required to obtain a visa for entry to Singapore. Non-US citizens should contact the Singapore Embassy or consulate.

U.S. citizens should bring the following items to show at arrival:

- Confirmed round-trip airline ticket
- Evidence of enough funds to support yourself financially while in Singapore (e.g. original bank statements, signed letter from bank, etc.)

Upon arrival in Singapore, students will need to complete a disembarkation/embarkation form (available on the airplane) and present this form along with their passport to immigration officers at the airport. Students must retain the returned portion of the disembarkation/embarkation form, as this is required for the Student Pass application (permission to stay and study in Singapore).

Also upon arrival in Singapore, students will be given a Social Visit Pass for a minimum of two weeks at the airport or point of entry. All students will need to obtain a **Student Pass from the Singapore Immigration & Checkpoint Authority**. More details on the Student Pass can be found on the [NUS International Student Section](#) webpage.

[Singapore Embassy in Washington](#)

3501 International Place NW

Washington DC 20008

Phone: 202-537-3100

Email: singemb_con_was@sgmfa.gov.sg

Remember that it is your responsibility to obtain the required entry forms in a timely manner.

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

NUS posts their timetable on their [Online Information and Systems](#) webpage. Based on their current course offerings (modules offered), list the courses you would like to take on your application form; NUS will pre-register you for courses. You then will confirm your schedule upon arrival in Singapore.

The International Programs [Singapore program page](#) shows all NUS courses that have been equated 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.

NUS Grade	UW Grade
A+, A, A-	A
B+	AB
B, B-	B
C+	BC
C	C
D	D
F	F

Most NUS courses earn 3 UW credits.

Life Abroad

Behavior and Dress

Singapore and NUS maintain a number of policies regarding behavior. For example, there is a dress code for students at NUS. More information on dress expectations will be provided by NUS to participants and will be discussed at the NUS orientation.

Returned Participant Network

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