



Wirtschaftsuniversität Wien
Vienna, Austria

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2019



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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 Vienna Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=577

WU International Office Website: <https://www.wu.ac.at/en/programs/incoming-students/exchange-semester>

WU Housing Website: <https://www.wu.ac.at/en/programs/incoming-students/exchange-semester/accommodation>

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

The name and contact information for your study abroad advisor can be found by logging into My Study Abroad, clicking the "Contacts" tile, and scrolling down to the bottom of the page. Your study abroad advisor will be your primary contact for your program.

Host Institution Contact information

Zentrum für Auslandsstudien (International Office)
WU (Vienna University of Economics and Business)
International Office
Welthandelsplatz 1, Building LC
1020 Vienna
AUSTRIA

Contact: Ms. Marlene Würfl
marlene.wuerfl@wu.ac.at
Phone: +43 1 31336 4314

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

Program Dates

Spring (Summer) 2019 semester

Orientation (mandatory): February 1 OR February 22, 2019 (your choice)

Orientation and Cultural Program (optional): February 1 – 22, 2019

Pre-semester German language courses (optional): February 4 – 21, 2019

Semester Dates: February 25 – July 1, 2019

Easter Break: April 15 – 28, 2019

Pentecost Break: June 8 – 11, 2019

Exam dates depend on the courses chosen.

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

Application Deadlines

Spring 2019: November 15, 2018

Application Procedure

International Programs will nominate semester students electronically to WU. Once that is complete, you will be able to access the online course enrollment system. Please note that the registration period varies from course to course. The course enrollment process will be completed during your orientation session when you arrive in Vienna.

In April (fall participants) and mid-October (spring participants) WU will make their [Exchange Students' Guide](#) and enrollment forms available online. This will contain more detailed information about the application and enrollment process. You must return forms and supporting documents to WU by their due date (which will be noted in their materials). Due to the high cost of international express mail, International Programs can mail any required forms abroad on your behalf if you submit them to us in a timely manner. Past participants recommend returning your information as soon as possible, especially if you have a particular housing request.

WU will mail your acceptance packet to the University of Wisconsin-Madison, arriving in late July (fall participants) or late November (spring participants). This will include a letter of acceptance, required for obtaining a visa.

Housing

Students going to Vienna will work with the Austrian Exchange Service to live in student dorms. More information on housing options can be found on the [WU Housing](#) webpage. Rooms are booked on a first-come, first-served basis, so it is important to submit your housing application before the deadlines (typically May 15 for the fall semester or November 15 for the spring semester).

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 Vienna as an exchange student in Austria, 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. You must obtain it prior to your departure. The Austrian Consulate in Chicago has recently closed and these are the three Austrian Consulates in the US: Washington, New York, & Los Angeles. Refer to www.austria.org/visa to see which consulate you should use for your visa application.

Visa applications must be made in person at the Consulate; however, the Austrian government has created alternate options for student visa applications. Refer to the Austria Visa Fact Sheet provided in the appendix of this handbook for information on the 3 options. WU will provide updated visa fact sheets throughout your pre-departure; refer to the documents provided by WU as they will contain the most current information.

Past U.S. citizen students have chosen the option to apply for the visa after arrival by going to the Consulate in Bratislava, Slovakia. More information can be found on the Austrian Consulate in Bratislava's [website](#). However, it has recently been reported that some students have had difficulties departing Austria if they did not apply for the visa in advance. It is therefore recommended that you take advantage of the Honorary Consulate Days in Chicago if at all possible. These Honorary Consular days typically take place in mid-May. If you choose the option to apply at the Consulate in Slovakia, WU will assist you in setting up a visa appointment in Bratislava and provide information on how to arrive. View the tip sheet for more details on all visa application options.

The application and more instructions about applying for this non-immigrant visa are available on the consulate's [visa webpage](#) under "Information for US/Canadian exchange students only".

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

WU-Wien offers business courses in English and in German.

The semester timetable may not be available until students arrive in Vienna for orientation. More information on the types of courses offered at WU is available on the Courses section of the [WU International Office](#) website. Students will enroll in courses after arriving in Vienna. Therefore, it is important to consider multiple course options.

The pre-semester German language course will not receive credit at UW-Madison.

Many WU courses will be bundled together to form UW-Madison course equivalencies. A majority of WU courses are worth 4 or 6 ECTS, which equate to 2 UW-Madison credits. In this scenario, two WU courses are bundled together to form one 4-credit UW-Madison course. Students planning on studying on this program should speak with International Programs and an academic advisor to discuss in further detail the courses, their UW-Madison course equivalencies, and the process of transferring credits back to UW-Madison.

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 Vienna. 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 WU. 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.

English Program Courses	
WU-Wien Grade	UW Grade
1 – excellent	A
2 – good	AB
3 – satisfactory	B
4 – sufficient	C
5 – fail	F

Business Courses Taught in German	
WU-Wien Grade	UW Grade
1 – excellent	A
2 – good	A
3 – satisfactory	AB
4 – sufficient	B
5 – fail	F

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

Life Abroad

Orientation and Cultural Immersion Programs

WU offers exchange students several orientation and cultural programs and services in order for them to have a smooth start at WU and to culturally and socially immerse with the culture and life at WU in Vienna and Austria in general. WU's immersion programs for exchange students include the orientation and cultural program, intensive German courses, tandem language learning programs, and options to engage and get to know students who study regularly at WU. To learn more about these programs, visit the [WU Orientation](#) website.

The [OK Orientation and Cultural Program](#) has been very popular with Wisconsin business students studying at WU. This two- to three-week, non-credit program is designed to help students get accustomed to life in Austria, with special emphasis on getting to know the city of Vienna and WU itself. The supplemental fee of €250 is paid directly to WU. Students should inform International Programs if they decide to participate in this program.

Students on the fall program typically need to apply for the OK Program by May 15 and spring students should apply by November 15. Consult WU's website for the most up-to-date information.

Returned Participant Network

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