



**Bocconi University**  
**Milan, Italy**

**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 Milan Program Website: <https://www.studyabroad.wisc.edu/WSBMilan>

University of Bocconi International Student Desk Website: <http://www.ir.unibocconi.eu/inexchange>

University of Bocconi International Student Housing Website:

[https://www.unibocconi.eu/wps/wcm/connect/Bocconi/SitoPubblico\\_EN/Navigation+Tree/Home/Campus+and+Services/Services/International+Relations/International+Students/International+Student+Desk/Housing/](https://www.unibocconi.eu/wps/wcm/connect/Bocconi/SitoPubblico_EN/Navigation+Tree/Home/Campus+and+Services/Services/International+Relations/International+Students/International+Student+Desk/Housing/)

## 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

Università Bocconi  
Relazioni Internazionali  
Piazza Sraffa, 11  
Milan 20136  
ITALY

[inexchange@unibocconi.it](mailto:inexchange@unibocconi.it)

Phone: (011) +39-02-5836.2236

Fax: (011) +39-02-5836.2204

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

# Program Dates

## Spring 2019 semester

Confirmed semester dates are not yet available; the program typically follows this general schedule. More information will be provided to you as it becomes available.

Late January: Residence Hall Check-In  
Late January to mid February: Italian Language Crash Course  
Late January: Orientation (Mandatory)  
Early February: Bocconi Courses Begin  
Mid May: Bocconi Courses End  
Mid to Late May: Final Exam Session  
Early June: Earliest Departure Date & Residence Hall Check-Out

The latest academic calendar can be viewed on [Bocconi's Academic Calendar](#) website.

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

## Application Deadlines

Spring 2019: mid-November

## Application Procedure

International Programs will send your name to Bocconi, and Bocconi will send International Programs a login for each student for online applications (typically near mid-May for fall participants and late October for spring participants). Once you log in to the application site, you will be asked to complete several forms and upload documents. The website will include registration forms, the housing application, and information on and application for the Italian language crash course. You are responsible for returning forms and supporting documents to Bocconi by their due date. Be sure to retain a copy for your files.

# Housing

Bocconi will arrange housing in a residence hall, as it is difficult to find apartments in Milan. Past participants strongly recommend that you submit your accommodation form as soon as you receive it. You can research the different housing options and review the application process on the [Bocconi Housing](#) website.

About a month before the program begins, Bocconi will send your housing assignment as well as arrival and check-in instructions.

# 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 Milan as an exchange student in Italy, 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 **student visa** is required of all U.S. citizens prior to departure. For programs lasting longer than 90 days, you will apply for a National Long-stay study visa. Make sure you ask for a multiple entry visa if you will visit other European countries belonging to the [Schengen area](https://www.schengenarea.org/).

Students applying for a visa should carefully review the application, instructions and list of required documents listed on the website of the Italian Consulate that has jurisdiction of their home state. View a list of the [Italian Consulates General in the U.S.](https://www.italyusa.gov/)

There are two options for applying for the student visa: individually or as part of a batch mailing facilitated by International Programs. **It is recommended that you apply as part of the batch mailing process.**

## Option A: Individual Application

You may need to *apply for a visa in person* no sooner than 90 days before the start of the study term. You will make an appointment by phone call (for which there is a charge) or online to submit your documents. Processing time varies from consulate to consulate from two weeks to two months, depending on the volume of applications to be processed.

## Option B: Batch Mailing Application through International Programs

Refer to the Visa Instructions sheet provided in your MyStudyAbroad account. This document outlines exactly what documents you need to compile and due dates by which you will turn them in to the International Programs office.

Several documents will be required; be sure to compile all materials. The letter of enrollment from Bocconi (the Italian institution) will be included in the first mailing from Bocconi. If you do not have this letter by the time you are asked to submit the rest of your visa materials, bring in the rest by the due date and we will add your acceptance letter at a later date prior to mailing to the Consulate.

Several documents may need to be notarized. To do this, contact your local bank or go to the County Clerk's office (in Madison, room 112 City County Building, 210 Martin Luther King Jr. Boulevard). Be sure to bring identification, and do not sign the documents until you are in the presence of the notary public. If there is a fee, it will be nominal.

The Consulate General of Italy in Chicago will accept visa applications only from legal residents of Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin and Wyoming.

Students are advised to take copies of all their visa documents with them; while some student reports indicate these papers were never used, you may be asked to show your residence permit upon returning to Italy from a trip.

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

Bocconi will send you course registration information. Course selection varies little from year to year. You can find more information about courses and other academic guidelines on the [International Student Desk](#) webpage. Refer to the International Programs [Milan program page](#) to determine how courses will count at UW-Madison. If a course has not been equated, obtain the syllabus from Bocconi's website and submit a new Course Equivalency Request (CER) through your MyStudyAbroad account.

At Bocconi, attendance policies may differ than UW-Madison course policies. Students can take many of their courses as "attending" or "non-attending". Taking a course non-attending means attendance is not mandatory and you complete self-study throughout the semester, then take the final exam and other course assessments. UW-Madison expects you to take your courses as attending students for a number of reasons. Learning in a different academic context and international classroom is an integral part of the study abroad experience. Grades are earned for courses taken abroad and will impact GPA; therefore, it is important that students actively participate in coursework. If you have a compelling reason for proposing to take a course non-attending, contact International Programs in advance to discuss your situation.

Exam dates are not announced until after the semester begins. It is not permitted to arrange alternate exam dates. Professors are also forbidden to make such arrangements. Do not forget to sign up for each of your exams. This is an Italian law, not a Bocconi rule.

Confident students with weak Italian language skills may consider taking Italian classes and asking the instructor if the exam can be taken in English. Students supplement lectures with reading in English.

Bocconi is exclusively a business school; non-business courses are not available. To learn which courses will be offered for the term you are abroad, review the Bocconi [Educational Offer](#).

## 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.

| Bocconi Grade | UW Grade |
|---------------|----------|
| 28-30         | A        |
| 26-27         | AB       |
| 22-25         | B        |
| 20-21         | BC       |
| 18-19         | C        |
| 0-17          | F        |

Semester courses are worth 3 credits each. No credit is granted for the pre-semester Italian class.

## Life Abroad

### Campus

Bocconi, a school of approximately 13,000 undergraduate and graduate students, does not have a large campus. Rather, classes are held in one large building in the city center. Computer labs and a library are also available.

### Language

Bocconi offers a non-credit Italian language crash course (beginner, elementary, intermediate, and advanced) during the two weeks before classes begin for about 40 hours per week. Past participants report that it is a great way to meet people and a good introduction or refresher to the Italian language. Semester-long Italian courses are also offered to those who take the crash course. For more information, visit the [Italian Language Courses](#) website.

### Health Insurance

Bocconi requires you to purchase their health insurance if you are a non-European Union citizen, no matter the amount of coverage you already have. The cost is approximately 115 Euros and coverage lasts for six months. The UW System also requires you to purchase the CISI insurance. Neither program allows for waivers, so you will be double insured. Proof of insurance is required for your Permit to Stay for which you register with the police after arrival.

### Returned Participant Network

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