



Tsinghua University
Beijing, China

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2019



Table of Contents

Welcome	3
Key Websites.....	3
Program Contacts	3
Wisconsin BBA International Programs	3
Host Institution Contact information.....	3
Program Dates.....	4
Spring 2019 (Tentative).....	4
Application Process	4
Application Deadlines	4
Application Procedure	4
Housing	4
Visa & Entry Requirements	5
Finances.....	6
Academics	6
Grade and Credit Conversion Scale	7
Life Abroad.....	7
Buddy Program	7
Campus	7
Returned Participant Network.....	7

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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 Beijing Program Website: <https://studyabroad.wisc.edu/program/?programId=576>

Tsinghua School of Economics and Management Website: <http://www.sem.tsinghua.edu.cn/en/>

Tsinghua International Student Accommodation Website:

https://is.tsinghua.edu.cn/publish/isscen/11920/2018/20180704135159330698035/20180704135159330698035_.html

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

International Office
Room 246, Weilun Building
[School of Economics and Management](#)
Tsinghua University
Beijing 100084, P. R. China

Please review the partner's information carefully. If you have detailed questions that the website does not answer, you may contact Ms. Grace Haiyan YIN directly.

Ms. Grace Haiyan YIN, Exchange Coordinator
Tel: 8610 6278 9878
Email: yinhy@sem.tsinghua.edu.cn

Throughout the application process and during your time abroad, you will also be in contact with the [International Students & Scholars Center](#).

Program Dates

Spring 2019 (Tentative)

University registration: February 20-21, 2019

Orientation: February 24, 2019

Class Begins: February 25, 2019

Official Semester Dates (including exams): February 25 – July 1, 2019

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

Application Deadlines

Spring 2019: November 15, 2018

Application Procedure

More information will be sent to nominated students by Tsinghua. **Spring students may begin applying in the fall.**

The materials you will need to submit typically include:

- The completed Foreigner's Application Form of Admission to the Visiting/Exchange Program of Tsinghua University
- Official transcript
- A photocopy of your passport with the photo page
- Resume (2 page maximum)
- 1 Passport-sized photo attached to the application form

You are responsible for submitting forms and supporting materials to Tsinghua on time. Be sure to retain a copy for your files. Because of the high cost of overseas mailings, International Programs can mail any documents necessary to Tsinghua. Please have all required papers and materials complete and to International Programs in a timely matter. More details on due dates will be communicated to you in the fall.

Housing

The International Student Office of Tsinghua University prepares international student dorms for incoming international students. It is recommended that students reserve a room in the university's [Zijing International Student Apartments](#). Space is available on a "first-come-first-served" basis and is NOT guaranteed.

Typically, each room has air conditioning, Internet access, and TV. Doubles share a floor bathroom; singles have a private bathroom. A washing machine and a study lounge are provided on each floor; a kitchen is provided on each floor with double rooms. The building is conveniently located near cafeterias, banks, supermarkets, the post office, and Tsinghua's Foreign Student Affairs Office. Students can choose from single or double rooms with private or shared bathroom facilities.

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 Beijing as an exchange student in China, 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. The X2 visa is given to incoming students who stay in China for less than six months, and the X1 visa is given to students who stay in China for a year. Both the X1 and X2 visa are single entry. If you want to travel outside of China during your program, you should work with Tsinghua's visa office to change your entry type from single to multiple entries after you are enrolled at the university. This process takes at least 3 weeks. Tsinghua will provide more information to you about this process.

You must obtain the visa prior to your departure. You can apply for the student visa/residence permit through the Consulate-General in Chicago. You may find application forms and a check list of required materials on the consulate website. You must wait until receiving an acceptance letter and supporting documents from Tsinghua University before submitting your application. However, prepare the rest of your application in advance.

[Consulate General of the People's Republic of China in Chicago](#)

100 West Erie Street

Chicago, IL 60610

Tel: 312-803-0095

Fax: 312-803-0110

Email: chinaconsul_chi_us@mfa.gov.cn

Visa Office:

1 East Erie Street, Suite 500

Chicago, IL 60611

Tel: 312-453-0210

Fax: 312-453-0211

Email: chinavisachicago@gmail.com

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

Detailed course information will be sent to participants via email after the admission procedure is finished. The finalized course schedule will not be available until you arrive in Beijing. You can view previous semesters' English course offerings [here](#). Participants will submit a course selection form in advance of the semester. *Actual course registration is in person in September and February.* Course changes later are allowed but there may be a fee. Students should have a selection of at least eight (8) courses to avoid scheduling conflicts.

Be aware that credit values may differ from semester to semester, and there may be some courses that are only worth two credits at the University of Wisconsin-Madison. Consult with your academic advisor to see how two-credit courses may or may not satisfy degree and major requirements.

The International Programs [Beijing program page](#) shows all courses that have been equated previously and their University of Wisconsin-Madison equivalencies. You can request new equivalencies through your MyStudyAbroad account when the Course Equivalency Request (CER) portal opens if you are interested in taking a course that has not yet been equated.

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.

As of spring 2016, Tsinghua is utilizing a letter grading system. You will receive the corresponding UW grade for your final course grade.

Letter Grading System	UW Grade
B+,A-,A,A+	A
B	AB
B-	B
C+	BC
C-,C	C
D,D+	D
F	F

TSEM Credits	UW Credit
1	1
2	2
3	3
4	4

Life Abroad

Buddy Program

There is a Buddy Program at Tsinghua SEM to promote intercultural understanding and friendship between local students and international students with diverse backgrounds. Every incoming exchange student will be paired with a local student. The contact information will be provided after students have been admitted.

Campus

The campus of Tsinghua University is a large one. Bicycles are recommended. Many sports facilities are also available on campus. Supermarkets are also situated around the campus. There is a computer center for the use of exchange students, as well as a copy and printing center. There is a campus library in addition to the SEM library. You will need a temporary library card (deposit required).

Cafeterias and restaurants are dotted around the campus and neighborhood. Students can get a dining card for use in 10 cafeterias. All students—Chinese students and international students—eat in university cafeterias using meal cards. Larger cafeterias have a wider range of food options. Each cafeteria issues its own card, but FSAO can help students obtain cards at multiple cafeterias.

Returned Participant Network

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