



**BI Norwegian Business School**  
**Oslo, Norway**

**International Programs**  
**Wisconsin BBA**  
**Study Abroad Handbook**  
**Fall 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 Oslo Program Website:

[www.studyabroad.wisc.edu/WSBOslo](http://www.studyabroad.wisc.edu/WSBOslo)

BI Website:

[www.bi.edu/exchange](http://www.bi.edu/exchange)

<https://at.bi.no/EN/full-time-programmes/international-students/incoming-exchange>

BI Housing Website:

[www.bi.edu/study-at-bi/student-life/housing](http://www.bi.edu/study-at-bi/student-life/housing)

## Program Contacts

### Wisconsin BBA International Programs

3290 Grainger Hall  
975 University Avenue  
Madison, WI 53706

Contact:

Joseph Halaas, Director of International Programs

[joseph.halaas@wisc.edu](mailto:joseph.halaas@wisc.edu)

Phone: +1 608-262-9037

### Host Institution Contact information

BI Norwegian Business School  
International Office  
Nydalsveien 37  
NO-0442 Oslo  
Norway

Email: [international.office@bi.no](mailto:international.office@bi.no)

Telephone: +47 464 10 227

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

# Program Dates

## Fall 2018 Semester (Tentative)

Arrival Service & Move-In: mid-August TBA

Introduction Meetings (mandatory): TBA

Semester Start: 13 August 2018

Last Day of Semester: 22 December 2018

The academic calendar is subject to change. BI will provide you with detailed, confirmed dates during the pre-departure process. This will include detailed information about arrival service, on-site orientation, and exam schedules.

More details can be found on the BI Academic Calendar webpage:

[www.bi.edu/study-at-bi/international-students/practical-info/academic-calendar](http://www.bi.edu/study-at-bi/international-students/practical-info/academic-calendar)

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

## Application Deadlines

Fall 2018: May 1, 2018

Note: BI typically guarantees housing to all international students who apply correctly by May 1.

## Application Procedure

Detailed instructions about the application process can be found on the BI Incoming Exchange Program webpage: [www.bi.edu/exchange](http://www.bi.edu/exchange)

Once your study abroad advisor has submitted your nomination to BI, you will receive more detailed instructions from BI. The application process will follow these basic steps.

1. Students receive a link by email to our online application form
2. Students submit the application form and uploads supporting documents
3. Students receive further information about admission and housing by email
4. Students submit the Pre-Application for Housing
5. BI sends out Admission Letters

## Supporting Documents

When you complete the online application, please upload the following documents electronically:

- CV (résumé) and motivation letter
- Copy of your passport, showing personal data and photo
- Recent academic transcript

# Housing

BI works with exchange students to find them housing in dormitory-like buildings located a few minutes from the BI campus. Typically, you will have your own furnished bedroom and a shared or private bathroom and kitchen.

Housing is typically guaranteed for exchange students as long as they apply before the housing application deadline.

The application includes a mandatory housing application fee of NOK 1000, which must be paid online to complete the registration. This fee covers part of the amount that BI has to pay to get housing guarantee for our students.

The final deadline to submit the BI housing application is May 1 for the fall semester and October 1 for the spring semester.

You will receive more information about the housing application directly from BI once you submit your online student application.

More information about housing is available on the BI website:

- [www.bi.edu/study-at-bi/student-life/housing](http://www.bi.edu/study-at-bi/student-life/housing)
- [www.bi.edu/study-at-bi/student-life/housing/how-to-apply](http://www.bi.edu/study-at-bi/student-life/housing/how-to-apply)

# 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 Norway as an exchange student in Oslo, 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.

## Residence Permit

Students will need to apply for a residence permit. While as an exchange student studying in Norway for more than three months, you may be able to enter Norway before your residence permit has been granted, BI advises students to apply for a residence permit before coming to Norway.

Information about applying for this residence permit on the website of the Norwegian Directorate of Immigration: [www.udi.no/en/want-to-apply/studies](https://www.udi.no/en/want-to-apply/studies)

Additional information can be found on the Study in Norway website: [www.studyinnorway.no/study](https://www.studyinnorway.no/study)

You will need to include a letter of acceptance from BI Norwegian Business School, which will be included in the acceptance packet sent from BI.

Other materials that you will need to apply for the residence permit include:

- documentation of admission to an approved educational institution (provided by BI)
- passport and copy of all used pages in passport
- signed cover letter from the Application portal
- two new/recent passport size photos with white background
- documentation that you have sufficient funds
- documentation which shows that you have somewhere to live in Norway

Once you have gathered all materials, you will need to submit your materials in person. This typically can be done at a Norway Visa Application Center in Chicago:

[www.vfsglobal.com/norway/USA/index.html](https://www.vfsglobal.com/norway/USA/index.html)

## 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

BI lists previous and current course offerings on their [Exchange Student](#) website.

BI will provide you with more information, but be aware that students typically submit an online course registration form before arriving in Norway. Typically, the course registration period is during these timeframes (BI will confirm exact dates and procedures):

- Fall Semester: June 29 to July 8
- Spring Semester: November 30 to December 9

As BI is exclusively a business school; very few non-business courses are taught.

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

BI Grade	UW Grade
A (excellent)	A
B (very good)	AB
C (good)	B
D (fair)	BC
E (sufficient)	D
F (fail)	F

**2 ECTS = 1 UW-Madison credit**

*7.5 ECTS (a common credit value at BI) = 4 UW-Madison credits*

## Norwegian Language Course

BI Norwegian Business School typically offers language courses for international students each semester. This course is optional and not part of the BI curriculum (so you will not earn any credit for it). If you decide to take this course, you will take it in addition to your regular courses and will be responsible for covering the course fee.

# Life Abroad

## Glimpse into Oslo and Norway

Take a glimpse into life in Oslo with the following online tools:

- International Students Survival Guide
  - [https://issuu.com/bi\\_business\\_school/docs/a5\\_brosjyre\\_survival\\_guide\\_2017\\_2brochure](https://issuu.com/bi_business_school/docs/a5_brosjyre_survival_guide_2017_2brochure)
  - Note: BI may provide a more updated version of this guide.
- [En dag i livet til/A Day in the Life...](#) (YouTube: <https://youtu.be/Le2ybkqQcaU>)
- [Welcome to BI](#) (YouTube: [www.youtu.be/gb8lrSp1Ghk](http://www.youtu.be/gb8lrSp1Ghk))
- [Student Union at BI](#) (Vimeo: [www.vimeo.com/98273874](http://www.vimeo.com/98273874))

## Health Insurance

You may be eligible for the Norwegian national health insurance once you have obtained the residence permit and submitted an application to *Trygdekontoret*. Details will be available during BI's orientation. Norwegian national coverage does not cover students during travel outside of Norway throughout the semester. It also does not cover dental care, medicines, or treatment of illnesses contracted before arrival in Norway.

## Returned Participant Network

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