



CEA Rome Business & Communication
Rome, Italy

International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 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 Rome Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=619

CEA Rome Business & Communication Program Website:

<http://www.ceastudyabroad.com/programs/italy/rome/6827/overview.html>

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

Cultural Experiences Abroad (CEA) is based in Phoenix, AZ and has a study center located in Rome.

[Cultural Experiences Abroad](#)

2999 N. 44th St. Ste. 200
Phoenix, AZ 85018

Phone: 1-800-266-4441

Sadi Foltz, Rome Site Specialist
sfoltz@ceaStudyAbroad.com

You will receive pre-departure materials from CEA that list contact information in Italy.

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

Program Dates

Spring 2017 semester

January 10 – April 29, 2017

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

Application Procedure

International Programs will provide your information to CEA and a myCEA account will be automatically created for you. Through this account, you will receive important pre-departure information and be asked to complete tasks leading up to your departure. Be sure to submit requested forms and tasks by the deadlines.

Housing

CEA will arrange housing for you in an apartment. These apartments are located in the Prati neighborhood which has a nice residential feel. The typical commute to the CEA Rome Study Center is 5-30 minutes depending upon your individual apartment's location. Meals are not included in the program fee and are the responsibility of the student. There are typically 1-3 students per room and 4-8 students per apartment. More information can be found on the [CEA Rome program page](#).

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 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](#) 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](#).

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.](#)

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 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 CEA will be mailed to you. 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.

[Consulate General of Italy in Chicago](#)

500 N Michigan Ave. Suite 1850

Chicago, IL 60611

Phone: (312) 467-1550

Fax: (312) 467-1335

(3) A **residence permit (Permesso di Soggiorno)** is also required once students are in Rome. Non-EU citizens typically must apply for this within 8 days of arrival. CEA will provide more information on this process.

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

Billing procedures for spring 2017 programs will be provided to selected students later in 2016. Fees related specifically to study abroad will be similar to past terms. In essence, the study abroad program fee will be a fixed cost included academic expenses, administrative costs, and mandatory health insurance:

- study abroad provider fee (for affiliate programs)
- administrative confirmation fee of \$500
- mandatory study abroad insurance

Estimated additional expenses for housing, meals, airfare, etc. will be similar to past terms.

Note that affiliate programs' study abroad provider fees may include various elements such as housing, meals, cultural activities, excursions, etc. Review past term cost sheets and the affiliate program websites for more details.

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

You will take courses at the CEA Rome Center. The program curriculum includes:

- 1 CEA Language Course (if you have not previously completed a college-level Italian language course)
- 1-3 CEA Core Courses
- 0-3 CEA Elective Courses
- Global Career Development Seminar (optional)

Course offerings and descriptions can be found on the [CEA Rome Business & Communication](#) courses webpage.

The course equivalency lists on the International Programs [Rome program page](#) show all courses that have been equated previously and their University of Wisconsin-Madison equivalencies.

Grade and Credit Conversion Scale

CEA Grade	UW Grade
A+	A
A	A
A-	AB
B+	AB
B	B
B-	BC

C+	BC
C	C
D	D
F	F

CEA Credits	UW Credits
3	3
4	4

Life Abroad

Returned Participant Network

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