



**K.U. Leuven**  
**Leuven, Belgium**

**International Programs**  
**Wisconsin BBA**  
**Study Abroad Handbook**

**Spring 2017**



**WISCONSIN**  
**SCHOOL OF BUSINESS**

UNIVERSITY OF WISCONSIN-MADISON

TOGETHER FORWARD

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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 Leuven Program Website:

[https://www.studyabroad.wisc.edu/programs/program\\_partner.asp?program\\_id=617](https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=617)

K.U. Leuven Exchange Program Website: <http://feb.kuleuven.be/eng/leuven/edu/exchangestudents>

## 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](mailto:sarah.melin@wisc.edu)

Phone: +1 608-890-2035

### Host Institution Contact information

K.U. Leuven Faculty of Economics and Business  
House of Students – Room CPR 01.09  
Naamsestraat 61  
3000 Leuven BELGIUM

Mrs. Lieve Smets, Inbound/Outbound Coordinator  
Erasmus/Exchange Programme, Faculty of Economics and Business

Email: [lieve.smets@kuleuven.be](mailto:lieve.smets@kuleuven.be)

Phone: +32 16 32 66 28

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

# Program Dates

## Spring 2017 semester

February 8 – 10, 2017: Orientation

February 13, 2017: Start of Classes

April 3 – 16, 2017: Easter Holidays

May 27, 2017: End of Classes

May 28 – June 8, 2017: Exam Preparation – No Classes

June 9 – July 1, 2017: Exam Period

*August 17 – September 9, 2017: Re-examination session for failed students*

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

### Application Procedure

***In most cases, spring exchange students will begin applying to the host institution in the fall. The host institution system is not set up to accept a spring application until that time.***

International Programs will nominate you to K.U. Leuven and you will receive instructions from the host institution on how to apply through their online application system. Be sure to complete all sections of the application by the deadline.

More details about the online application and registration will be provided to you as it becomes available.

## Housing

There are several housing options for this program.

- University Residence Hall
  - You may choose to stay in a university residence hall at which the host institution has reserved rooms for international students. More information on this option can be found on the [University Residence Hall](#) website. Spring applications for residence hall housing are due in mid-December.
- Private Residence Hall
  - You may rent a room in a private residence hall. Rooms are located amongst rooms for Belgian students. More information on this option can be found on the [Private Residence Hall](#) website.
- Rent an apartment from a private landlord
  - You may search independently for an apartment being rented out by a private landlord. There are online and onsite resources to assist you; however, this search may be more difficult to complete from abroad and contracts tend to be made in Dutch. Contact K.U.

Leuven for assistance. Visit the [Housing Database](#) website to search for private accommodation.

## 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 Leuven as an exchange student in Belgium 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 **Long Stay Visa** is required of all U.S. citizens before arrival to stay in Belgium longer than 90 days, also called Authorisation for Provisional Sojourn (in Dutch: Machtiging tot Voorlopig Verblijf).

You will apply for your visa from the Belgian Consulate in the U.S. before you leave for your program. Currently, the Belgian Consulate of New York serves the state of Wisconsin. Check the [jurisdiction areas](#) of the Consulates to determine where you should apply for your visa.

The Consulate offers the option to apply by mail. To do so, review the list of required documents on the [Belgian Consulate](#) higher education visa website and carefully prepare your application. There is an administrative fee required to apply for the visa.

**\*Note:** An FBI Identification Record/nationwide criminal history record check is required for students over 21 years of age. If you are over 21, begin this process as soon as possible as it can take 15 weeks or longer processing time. The record check must be dated within six months of your date of application for the visa.

For more information on the visa process, visit the [Embassy and Consulate of Belgium in the United States](#) website.

Upon arrival in Belgium, you will apply for a residence permit at the City Hall. You should be prepared to show the following documents to apply for the residence permit:

- Passport
- Three (3) recent passport size photographs
- Certificate of enrolment/registration of KU Leuven Registrar's Office
- A proof of your affiliation with a health insurance company
- A copy of your rental contract

## 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

You will take courses from the Faculty of Economics and Business at K.U. Leuven. A full-time study load is 30 European Credit Transfer System (ECTS) credits. Coursework will include lectures, practical work and self-study, and examinations take place during an exam period after courses conclude.

When selecting courses, be aware that courses in fields such as Economics and Finance are very analytical and you should ensure you meet the pre-requisites in math & statistics.

The current course catalog can be found in the [2016-2017 Courses Offered to Erasmus/Exchange Students](#) document.

The International Programs [Leuven program page](#) shows all courses that have been equated previously and their University of Wisconsin-Madison equivalencies. You may submit requests for new course equivalencies through the Academics tab of your MyStudyAbroad account.

## 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.

KU Leuven Grade	UW Grade
16-20	A
15	AB
13-14	B
12	BC
10-11	C
0-9	F

ECTS Credits	UW Credits
6	3
4	2
3	1

## Life Abroad

### Returned Participant Network

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