



**City University of Hong Kong
Hong Kong**

**International Programs
Wisconsin BBA**

Study Abroad Handbook

Spring 2017



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 Hong Kong City U Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=567

City University of Hong Kong Exchange Programme Website: <http://www.cb.cityu.edu.hk/exchange>

City University of Hong Kong Housing Website: <http://www.cityu.edu.hk/sro>

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

City University of Hong Kong
College of Business Exchange Programme
83 Tat Chee Avenue
Kowloon Tong
Hong Kong

Contact: Ms. Edna Yu

cb.exchange-in@cityu.edu.hk

Phone: +852 3442 5854

Please review the partner's website carefully. If you have detailed questions that the website does not answer, you may contact City University of Hong Kong directly.

Program Dates

Spring 2017 semester

Recommended Arrival Date: January 2, 2017

Orientation: January 3 – 6, 2017

Teaching Period: January 9 – April 22, 2017

Student Revision Period: April 24 – 29, 2017

Examination Period: May 2 – 16, 2017

Detailed academic dates can be found on the [Academic Regulations & Records Office](#) 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 CityU 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 CityU in order to complete your enrollment. You are responsible for submitting forms and supporting materials to CityU on time. Be sure to retain a copy for your files.

Application Deadlines

Spring 2017: October 12, 2016

Application Procedure

CityU will provide detailed application instructions to nominated students via email. Spring students will apply during the fall semester before their term abroad, so there will be a waiting period before you are able to apply to CityU as an exchange student.

More information about the information and forms students are required to submit can be found on the [CityU College of Business Exchange Programme](#) website. You will be asked to upload a number of forms into the online application. Be sure to read the website instructions carefully. You are responsible for submitting forms and supporting materials to CityU on time. Be sure to retain a copy for your files.

Housing

Exchange students will have access to on-campus accommodation in student residences. Typically, you will share a room with another student and have a shared bathroom with an adjacent double room. You will receive a link to the online application from CityU. More information about housing and the application process can be accessed from the [CityU Student Residence Office](#) website.

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 Hong Kong as an exchange student, 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 for all U.S. citizens. While it may be possible for students to apply for a visa on their own through the appropriate [Chinese Embassy/Consulate-General](https://china.usemb.usgov.cn/), it is strongly recommended by International Programs and CityU that you work with CityU to apply for the student visa. More information will be provided once you have been accepted. Pay close attention to deadlines, as you are responsible to mail in the required forms to CityU prior to the deadline. You can also learn more about the visa application process by visiting the [CityU College of Business Exchange Programme](https://www.cityu.edu.hk/cepe/) website.

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

Courses at CityU are offered in English. You will be graded on a variety of measures, including presentations, projects, papers, and exams. Like UW-Madison, City University of Hong Kong consists of many different schools and colleges. You may be able to attend business and non-business courses, but there is no guarantee. More information can be found on the [CityU Courses](https://www.cityu.edu.hk/cepe/) website (click on the Course Selection link for the semester you will be at CityU).

The International Programs [City University of Hong Kong](#) 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.

CityU Grade	UW-Madison Grade
A+, A, A-	A
B+	AB
B, B-	B
C+	BC
C, C-	C
D	D
F	F

CityU Credits	UW Credits
3	3
4	4

Life Abroad

International Student Exchange Blog

Read more about the experiences other students have had participating on an exchange in Hong Kong on the [International Student Exchange Blog](#).

Returned Participant Network

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