



University of Carlos III Madrid (UC3M)
Madrid, Spain

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 Madrid Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=561

UC3M Exchange Student Website: <http://portal.uc3m.es/portal/page/portal/international/students/exchange>

UC3M Exchange Student Housing Website:

http://portal.uc3m.es/portal/page/portal/servicios_jovenes/accommodation

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

Universidad Carlos III de Madrid
International Relations Office
Edificio 8 (Rectorado)
Despacho 8.0.21
C/ Madrid, 126
28903 Getafe (Madrid)

Ms. Iris Rico Jorge, Incoming Coordinator

irico@pa.uc3m.es

Phone: (+34) 91 624 95 50

Fax: (+34) 91 624 93 39

Please review the partner's website carefully. If you have detailed questions that the website does not answer, you may contact UC3M directly.

Program Dates

Spring 2017

Orientation: January 20, 2017

Instruction Period: January 25 – May 6, 2017

Exam Period: May 17 – June 1, 2017

Exam Retake Period: June 15-30, 2017*

*Exams are on-site. Distance exams are not allowed.

Detailed semester dates will be provided to you by UC3M.

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 UC3M 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 UC3M in order to complete your enrollment. You are responsible for submitting forms and supporting materials to UC3M on time. Be sure to retain a copy for your files.

Application Deadlines

Spring 2016: November (exact date to be announced)

Application Procedure

International Programs will nominate you to UC3M after you are selected. You will then need to complete an online application by the deadline listed above. Instructions on the application process can be found on the [UC3M Prior to Arrival Information](#) website. Please also see the attached Guide Sheet which describes how to accurately complete your UC3M online application. Note that the application is only available within a specific time frame (mid-March to mid-May for fall semester; early October to early November for spring semester).

The online application process has two steps. You will first complete a personal data section. Then, UC3M will email you a password and link to the second step of the online application. You will also need to upload a passport-sized photograph in .jpg format, so be sure that you have one ready for the application. UC3M will email your official acceptance letter after they review your application. You will need this letter of acceptance for your visa application.

You are responsible for returning forms and supporting documents to UC3M by their due date. Be sure to retain a copy for your files.

Housing

You have several options for housing on the Madrid program. The options include sharing an apartment, staying in a university dorm, or living with a host family. The housing assignment process is facilitated by [UC3M's Accommodation Services](#) website. In the appendix of this handbook you will find the guide sheet specific to the Residence Halls on campus.

You can opt to live either in a residence hall on campus or off-campus. There are housing agencies to assist you in locating housing off-campus if you prefer this option. Past participants have recommended [Madrid Easy](#) and [Help Madrid](#) as good housing agencies to work with. The UC3M campus is located about 20 minutes from downtown Madrid by train.

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 Madrid as an exchange student in Spain, 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 staying in Spain for more than 90 days (3 months). You must have a student visa to register at the University. You cannot obtain a student visa in Spain; you must secure it from your country of origin before you leave. If you are planning to study abroad in Spain for one semester, you should apply for a semester only visa. This visa cannot be extended once a student is onsite. After 180 days, the student must apply for another visa from the US (if planning to stay in Spain for another semester).

Where and when do I apply for a visa?

You must apply for your student visa through the consulate that has jurisdiction over your place of permanent residence. If you are a resident of the following states, you may apply at the Chicago Consulate: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin. You may apply beginning 3 months before your departure but no less than 60 days before departure. To view the list of the required application materials, and to make an appointment with the Consulate, visit the [Consulate of Spain in Chicago](#) website. Residents from other states and non-U.S. citizens should consult the Spanish Consulate website for specific requirements.

UC3M has prepared a comprehensive Immigration Procedures guide sheet which we advise you to utilize. The tip sheet can be found on the [UC3M Visa & Immigration](#) 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

UC3M is a top-ranking business school in Spain and in Europe. While there are several campuses at UC3M, business courses are offered at the Getafe campus. UC3M will provide information on the available courses for incoming exchange students on their [Course Offering](#) website. You will register for courses online by using to the registration system.

Courses are taught in English and Spanish. While you are allowed to take courses outside the business school, some courses may be restricted and registration is limited. Past participants on this program have experienced difficulty initially enrolling in courses at UC3M. If you are unable to formally enroll in a particular course, it is recommended that you still attend the course, speak with the professor about enrolling, contact the International Office at UC3M and also our office. This way, we can all assist in helping you enroll if it is at all possible onsite. Communication is key!

The International Programs [Madrid program page](#) shows a list of 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.

Spanish Grade	UW Grade
9.0-10	A
7.5-8.99	AB
6.0-7.49	B
5.5-5.99	BC
5.0-5.49	C
4.0-4.99	D
0.0-3.99	F

2 ECTS = 1 UW Madison credit

Life Abroad

Buddy Program

The UC3M buddy program offers you a way to get connected with local students. You are placed in a small group with other exchange and UC3M students. All study abroad students are encouraged to take part in this program while abroad.



How to complete your UC3M online application form

1. Complete the information in capital letters
2. Check that you are using the following browsers: Internet Explorer or Mozilla Firefox
3. Once you have finished completing your personal data, you will be receiving an email in your inbox with a **temporary** four digits password and a specific link. Click on it to complete the second step of your online application form.

Log in with your ID number and the 4 digits password. A new window will appear:

a. About your Exchange program information:

- Select '**Erasmus**' if you come from a **European University**
- Select '**Convenio Bilateral**' if you come from a **Non European University**

b. About your field of studies at UC3M:

Please check with your home advisor the field of studies they have nominated you for and the Campus where you will be studying at UC3M:

- Select "*1. Faculty of Social Sciences and Law(Getafe campus)*" if you will be studying "04.0 Business Studies", "10.0 Law", "14.1 Political Sciences", "14.2 -Sociology", "14.3 -Economics"...
- Select "*2. School of Engineering (Leganés campus)*" if you will be studying "11.3 Computer Science", "06.0 Engineering, Technology", "06.1 Mechanical Engin", "06.5-Electronic Engin."...
- Select "*3. Faculty of Humanities, Communication and Library Sciences (Getafe campus)*" if you will be studying "03.4 Photography, Cinematography", "08.0 Humanities", "09.0 Languages and Philological Sciences", "15.0 Communication and information sciences", "15.1Journalism"...
- Select "*7. Faculty of Humanities (Colmenarejo campus)*" if you will be studying "04.4 Tourism, catering, hotel management"...

c. Period of study at UC3M:

If you have been nominated to study...

- From September to January: Select Fall/**First semester**
- From January to May: Select Spring/**Second semester**

- From September to May: select **full academic year**
- "**Other**" option: only if you are going to do your Final Project or Thesis



[How to complete your UC3M online application form](#)

About the duration of your stay: select the most approximated dates of your first and last day at UC3M.

d. Passport-sized photo:

Don't forget to upload a passport sized picture of you. It must be in a **.jpg file** with a maximum of **4 megabytes**. It should be **in color with white background** and with **nobody else except you**. It should show a clear view of **only your face**. If you don't attach this picture, your UC3M student card couldn't be given.



Dear student,

Please find below some useful information regarding HOUSING in Madrid and other practical issues.

HOUSING IN MADRID: Our first recommendation would be UC3M Residence dorms.

1. UC3M Residence dorms:

UC3M Student Residence Halls offer students much more than just a room on the Campus sharing student life with people from other cultures and countries. Moreover you don't have to worry about rental, water, gas, cleaning or other contracts it is already included in the price. In our dorms, you will have the opportunity to participate in sport activities as well as cultural ones. For more information you just have to click on:

<http://www.colegiosmayores.fund.uc3m.es/eng/>

Due to high demand the sooner you contact them, the better chance of getting a room you will have!

2. Shared flats:

International students usually find a place to stay in the center of Madrid or near one of the university campus (Getafe, Leganes and Colmenarejo). Prices in the center of Madrid tend to be more expensive than around Campus. To have a general idea:

- *Shared apartment near campus: around 250-300€ aprox. per month and person*
- *Shared apartment in the center of Madrid: 350-450€ aprox. per month and person*

UC3M knows how important it is for its international students to find a suitable housing. Please, feel free to contact alojamiento@uc3m.es for any kind of information you may need.

- a. **UC3M “Aloja” program:** It is a database created by UC3M and offered to those UC3M students looking for accommodation in Madrid. You need to be logged in to access detailed information:
http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation
- b. **Other websites:** If you prefer to search on your own where to live in Madrid, there are several web pages often used by Spanish people to find new roommates, offer or share an apartment...Have a look at:

(*Some of them could be written only in Spanish. UC3M doesn't follow up on this)

www.aluni.net

www.idealista.com



www.easypiso.com
www.segundamano.es
www.erasmusu.com/en/home

You can also find more websites by searching on google “ [piso compartido/alquiler pisos...](#)”

We advise you not to pay anything before your arrival and after having checked that everything is fine. It is also advisable to sign a contract with the landlord of the apartment.

3. **Housing Agencies (partnered with UC3M):**

They can help you with all the process of finding a room in Madrid. Recommended if you want to live with a Spanish family:

http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation/rental_agencies

4. **Youth Hostals in Madrid:**

Youth hostals:

http://www.spanish.hostelworld.com/search?search_keywords=Madrid%2C+Espa%C3%B1a&country=Spain&city=Madrid

Hotels and hostals:

http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation/hotels

5. **Post something at our Facebook group!** You may find someone else looking for new flat mates: <http://www.facebook.com/incoming.uc3m>

Do you want to have a look on what to do in Madrid? Please visit:
www.turismomadrid.es/en

SAFETY

As it usually happens in big cities, please watch for pickpockets and **take care of your belongings** especially in tourist sites, Madrid center, subway and other public transportation. We highly recommend you not to carry big amounts of money when travelling and keep your passport at home if it is not needed.



http://portal.uc3m.es/portal/page/portal/international/students/exchange/during_stay

TRANSPORTATION

UC3M is very well connected by public transportation with Madrid city center. If you don't know how to get to UC3M, please visit:

http://portal.uc3m.es/portal/page/portal/get_know_us/how_get_here

Public transportation in Madrid: <http://www.ctm-madrid.es>

(If you want to save money on public transportation we recommend you to buy a special monthly ticket called “Abono transporte”. Its price depends on the area where you live and your age. You can make it at any Tobacco store).

Subway map:

http://www.metromadrid.es/export/sites/metro/comun/documentos/planos/Planoesquematico_oespanol.pdf

Short-dist train map:

<http://www.renfe.com/viajeros/cercanias/planos/madrid.html>

For more information about our university click on:

http://www.uc3m.es/portal/page/portal/get_know_us



Estimado estudiante,

A continuación te presentamos información útil relacionada con el alojamiento en Madrid y otras cuestiones prácticas.

ALOJAMIENTO EN MADRID

1. Residencias de estudiantes UC3M: Nuestra primera recomendación son las residencias de la UC3M.

La residencia de estudiantes te ofrece algo más que alojamiento dentro del Campus. Enriquecerá tu experiencia educativa y te permitirá conocer a otros estudiantes españoles y del resto del mundo. Además, no tendrás que preocuparte de contratar los servicios del gas, agua, lavandería, etc. porque estos servicios ya están incluidos en el precio.

En nuestras residencias tendrás la oportunidad de participar en actividades deportivas y culturales. Para más información consulta el siguiente enlace:

<http://www.colegiosmayores.fund.uc3m.es/>

Debido a la alta demanda que hay para reservar una habitación en las residencias, cuanto antes hagas tu solicitud, más opciones tendrás de conseguir una habitación.

2. Páginas web españolas para buscar pisos:

Los estudiantes internacionales buscan alojamiento en el centro de Madrid o cerca de la Universidad (campus de Getafe, Leganés y Colmenarejo). Los precios en el centro de Madrid suelen ser más caros que en los campus. Aquí puedes ver un ejemplo:

- *Piso compartido cerca del campus: entre 250-300€ aprox. al mes por persona.*
- *Piso compartido en el centro de Madrid: entre 350-450€ aprox. al mes por persona.*

La UC3M sabe lo importante que es para los estudiantes internacionales encontrar alojamiento adecuado para su estancia en Madrid. Si necesitas información acerca del alojamiento no dudes en enviar un email a alojamiento@uc3m.es

Información sobre las opciones más comunes:

- a. **Programa “Aloja” de la UC3M:** Se trata de una base de datos creada por la UC3M para la búsqueda de alojamiento de sus estudiantes. Necesitas acceder con tu usuario UC3M y tu contraseña:
http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation



- b. **Otras webs:** Si prefieres buscar alojamiento por tu cuenta, hay varias páginas web para buscar compañero/a de piso, anuncios de pisos en alquiler, etc.:

(*Algunas páginas están solo en español)

www.aluni.net
www.idealista.com
www.easypiso.com
www.segundamano.es
www.erasmusu.com/en/home

También puedes utilizar Google. Sólo tienes que escribir “piso compartido/alquiler pisos...”

Te recomendamos no pagar ninguna cantidad por adelantado antes de llegar a Madrid. Es preferible que compruebes antes que todo es correcto. También es recomendable la firma de un contrato de alquiler con el dueño del piso.

3. **Agencias de alquiler (colaboran con la UC3M):**

Pueden ayudarte en todo el proceso de búsqueda de habitación en Madrid. Aquí puedes ver más información si te interesa vivir con una familia:

http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation/rental_agencies

4. **Albergues juveniles en Madrid:**

Albergues juveniles:

http://www.spanish.hostelworld.com/search?search_keywords=Madrid%2C+Espa%C3%B1a&country=Spain&city=Madrid

Hoteles y hostales:

http://www.uc3m.es/portal/page/portal/servicios_jovenes/accommodation/hotels

5. **¡Únete a nuestro grupo de Facebook!** Puedes encontrar a otros estudiantes que también están buscando compañeros de piso: <http://www.facebook.com/incoming.uc3m>

¿Quieres saber qué puedes hacer en Madrid durante tu estancia? Por favor, visita la siguiente página web: <http://www.turismomadrid.es/>



SEGURIDAD

Como en otras grandes ciudades, no descuides tus pertenencias, especialmente en las zonas turísticas, el centro de Madrid, el Metro y otros transportes públicos. Es recomendable no llevar grandes cantidades de dinero encima y si no lo necesitas, es preferible que dejes tu pasaporte en casa.

http://portal.uc3m.es/portal/page/portal/internacional/estudiantes/exchange/durante_estancia

MEDIOS DE TRANSPORTE

La UC3M está muy bien comunicada con el centro de Madrid en transporte público. Si no sabes cómo llegar al campus, por favor, visita la siguiente web:

http://portal.uc3m.es/portal/page/portal/get_know_us/how_get_here

Transporte público en Madrid: <http://www.ctm-madrid.es>

(Si quieres ahorrar dinero en el transporte público te recomendamos comprar el ticket mensual llamado “Abono transporte”. Su precio depende del área de Madrid en el que vivas y de tu edad. Puedes comprarlo en los estancos (tiendas de tabaco).

Mapa del Metro de Madrid:

<http://www.metromadrid.es/export/sites/metro/comun/documentos/planos/Planoesquematieo espanol.pdf>

Mapa de los trenes de cercanías:

<http://www.renfe.com/viajeros/cercanias/planos/madrid.html>

Para más información sobre la universidad haz click aquí:

<http://www.uc3m.es/portal/page/portal/conocenos>