



**University of Navarra
Pamplona, Spain**

**International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2016**



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 Pamplona Program Website: <http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/spain-pamplona>

International Programs Pamplona Program Cost Estimate: <http://bus.wisc.edu/~media/bus/dp/international%20programs/2015-2016-costs/pamplona-semester-2015-2016-costs.ashx>

University of Navarra Website: <http://www.unav.edu/en/>

University of Navarra Housing Website: <http://www.unav.edu/en/web/admision-y-ayudas/asistencia-sanitaria/estudiantes-espanoles>

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

Contact: Sarah Melin, Assistant Director of International Programs

smelin@bus.wisc.edu

Phone: +1 608-890-2035

Host Institution Contact information

Universidad de Navarra School of Economics & Business
International Relations Office
31009 Pamplona (Spain)

Contact: Amaia Urtasun

email: intrel-eco@unav.es

Phone: +00 34 948 425 625

Fax: +00 34 948 425 626

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

Program Dates

Spring 2016 Semester

Expected Arrival Date: January 6, 2016

Orientation Week Begins: January 7, 2016

Semester Start Date: January 7, 2016

Semester End Date: May 24, 2016

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

Application Deadlines

Spring 2016: November 1, 2015

Application Procedure

International Programs will nominate you to University of Navarra. After your nomination is processed, you will receive application information and instructions by email. Navarra recently moved onto an online application platform, and you will receive all instructions via email. The following documents have typically been required in the past, and you will be asked to upload them into the online application:

- Three passport photos
- A photocopy of your passport
- An official letter from your university certifying that you have been selected to undertake a semester at the University of Navarra (International Programs will provide this)
- Proof of health insurance. Students will not be admitted without proof of health insurance. Students must have adequate coverage prior to their arrival. This is the responsibility of the student. (You will gain access to CISI's portal after you are registered for CISI. The portal will include a copy of a proof of coverage letter)
- Study contract (a provisional list of the subjects to be taken at the University of Navarra)
- Registration form

You are responsible to complete your University of Navarra application accurately and on time. Your final acceptance will be determined by the host institution.

Housing

There are several different housing options for students on this program. The University of Navarra Accommodation Service manages the accommodation choices for students. You may choose to live in a residence hall or an off-campus apartment. More information can be found on the [Universidad de Navarra housing](#) 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](#) 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 Pamplona 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.

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.

International Programs will invoice you and collect your payment for the mandatory CISI insurance. CISI insurance costs around \$35/month and provides comprehensive health insurance coverage.

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 page for more details.

Academics

You may choose to take courses in Spanish or English. The list of courses in English can be viewed on the [University of Navarra School of Economics and Business](#) course offering website. Most courses are lecture/discussion courses. You will be evaluated by way of exams and oral presentations. Attendance is mandatory and often taken into account for the final grade.

The International Programs [course equivalency database](#) 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.

Spanish Grade	UW Grade
9.0-10	A
8.25-8.99	AB
7.5-8.24	B
6.5-7.49	BC
5.0-6.49	C
4.0-4.99	D
0.0-3.99	F

2 ECTS = 1 UW-Madison Credit

Life Abroad

Buddy Program

The School of Economics and Business Administration organizes a Buddy Program, which matches incoming exchange students with local students at University of Navarra. More information and registration details will be sent to you once you are accepted by Navarra.