Procedures for Sending Your Exchange Students to UW-Madison through International Academic Programs (IAP)
November 2010

Exchange Balance

The number of students we send and receive depends on the current year’s balance or imbalance. Our calculations are based on actual number of semesters students are enrolled in each other’s institutions. One of our goals is to ensure that the exchange is balanced. Therefore, before either institution selects students for the next academic year, both schools should discuss how many students can be sent and received by each institution.

Application Deadlines

Exchange student application forms are available on-line (www.studyabroad.wisc.edu/students/exchange). All of the required application materials must be sent to the attention of Andrea Muilenburg in International Academic Programs (IAP) by the following application deadlines.

Fall semester or academic year: Application deadline is February 15
Spring semester: Application deadline is August 15

It is imperative that all of the following original documents be included as part of a student’s application and reach IAP by the deadline date:

- DS2019 Application for an Exchange Student;
- Certification of Financial Support;
- Personal statement outlining applicant’s academic goals and a list of courses the applicant would like to attend while at UW-Madison;
- Official academic transcript;
- Proof of TOEFL score (550 paper, 213 computer, or 80 internet based) or evidence of English proficiency level (letter on letterhead from college/university English professor);
- Health and Wellness Information Form;
- Transcript Release Form.

In addition to the above documents, students are required to complete a University Special and Guest student application form online at (http://apply.wisconsin.edu/msn/special).

Academic Calendar

The University of Wisconsin-Madison is on a semester system with the academic year officially beginning with the fall semester. UW-Madison’s academic calendar is available on-line (www.secfac.wisc.edu/acadcal/20062011.pdf). The tentative 2011-2012 academic calendar is:

Fall Semester: September 2, 2011 - December 23, 2011
Spring Semester: January 23, 2012- May 19, 2012

Immigration Matters

When a student is officially admitted by the Admissions Office, an acceptance letter and a DS2019 immigration document are prepared for the student. The immigration document, the official admission letter and other acceptance materials will be sent to the student in care of your office. The student needs to present the DS2019, admission letter, and proof of financial support to the nearest U.S. consulate or embassy in order to obtain the J-1 student visa. Consular officers will usually require applicants to provide proof that they
have sufficient funds to cover their living expenses while in the United States. This may be done by providing a bank statement and/or affidavit of support from parent/friend.

U.S. immigration regulations require that students be enrolled as full-time students while they are in the United States. This means that undergraduate students must enroll for a minimum of 12 credit hours per semester and graduate students must enroll for a minimum of 8 graduate-level credit hours per semester.

**Insurance**

All international students, including exchange applicants, are required to purchase the UW-Madison Student Health Insurance Plan (SHIP). Information and costs of this insurance plan can be found on-line ([www.uhs.wisc.edu/home.jsp?cat_id=116](http://www.uhs.wisc.edu/home.jsp?cat_id=116)). Students can enroll online ([https://ship.uhs.wisc.edu/ship/hpad](https://ship.uhs.wisc.edu/ship/hpad)) or visit the SHIP office upon arrival in Madison. Many students have questions about their possible exemption for SHIP insurance. SHIP has a waiver form they can complete and submit to SHIP to see if their other insurance qualifies. The form can be found at: [http://www.uhs.wisc.edu/docs/ship_waiver.pdf](http://www.uhs.wisc.edu/docs/ship_waiver.pdf)

**Housing**

As part of our exchange agreements, housing is provided for exchange students from the University of Cape Town, Nanzan University, and the Universidad Austral de Chile. Students coming to study at the UW-Madison through other agreements will have to arrange and pay for their own housing accommodations. Students can arrange to live on-campus ([www.housing.wisc.edu](http://www.housing.wisc.edu)) or off-campus in an apartment. Any undergraduate student who would like to live on campus during the 2011-12 fall semester or academic year must complete the 2011-12 Undergraduate Residence Halls Application for Exchange Students and return it to the office of University Housing by February 15, 2011. Students applying for spring semester on-campus housing can apply online ([www.housing.wisc.edu/assignment/apply/spring.php](http://www.housing.wisc.edu/assignment/apply/spring.php)). A copy of the fall/academic year housing application is included in the email sent by International Academic Programs.

If a student prefers to live off-campus, the student will be responsible for locating suitable housing. Off-campus housing is owned and operated by private individuals or companies and therefore, our office is unable to make any commitment or advance arrangements for off-campus housing. Most off-campus housing opportunities require a yearlong lease. Off-campus housing opportunities can be found in the classified sections of the local newspapers:

- Isthmus: [www.thedailypage.com](http://www.thedailypage.com)
- Wisconsin State Journal: [www.madison.com](http://www.madison.com)
- Coop housing options: [www.madisoncommunity.coop/index.cfm](http://www.madisoncommunity.coop/index.cfm)

Several past exchange students have lived in the Regent Apartments or the Saxony Apartments. Both are close to campus and fully furnished:

- Regent Apartments: [www.rent.net/direct/theregentmadison](http://www.rent.net/direct/theregentmadison)
- Saxony Apartments: [Saxony@chartermi.net](mailto:Saxony@chartermi.net)

**Course Registration**

Students will enroll in UW-Madison courses online prior to arrival. IAP will send exchange students an email with instructions for web enrollment. Students will receive an additional email from the registrar’s office with their official registration date and time (all dates and times listed are for Madison, Wisconsin). Students are advised to register for courses as soon after their registration date and time as possible; the longer students wait to register, the more courses they will find to be “closed” or “full”. Exchange students from the University of Cape Town, National University of Singapore, University of Southampton, University of Warwick and the TransAtlantic Science Student Exchange Program (TASSEP) are only able to register for courses in the College of Letters and Science ([www.ls.wisc.edu](http://www.ls.wisc.edu/)). Umea University students are able to register for courses in the College of Letters and Science and the School of Business, subject to availability. All other exchange students can enroll in any courses or programs at UW-Madison for which they are
qualified (have completed the course pre-requisites) and there is space available in the course. In recent years it has become more difficult to enroll in courses in Economics and the School of Journalism.

**Orientation**

Incoming exchange students are required to attend an orientation in Madison. The one-day orientation takes place the week before classes start and will include information on academics, visas, safety issues among other topics. Several social events are planned throughout the week to introduce exchange students to the UW-Madison, the city of Madison and to other UW-Madison students. Dates for orientation are provided to the student in their acceptance packet.

**Transcripts from UW-Madison**

IAP will send one official UW-Madison transcript to the home institution upon completion of the exchange students’ studies. Students may also request a copy of his/her official transcript on-line (http://ordertranscript.wisc.edu/) or by visiting the Registrar Office on-campus.

**Useful Websites**

- UW-Madison Home Page: www.wisc.edu
- International Academic Programs (IAP): www.studyabroad.wisc.edu
- Academic Calendar: www.seefac.wisc.edu/acadcal/20062011.pdf
- Academic Departments: www.wisc.edu/academics/departments.php
- Timetable and Enrollment Information: http://registrar.wisc.edu/timetable
- UW-Madison Campus Map: www.civc.wisc.edu/map.html
- Madison City Information: www.ci.madison.wi.us
- University Housing: www.housing.wisc.edu
- International Student Services: www.intstudents.wisc.edu
- UW-Madison Student Health Insurance: www.uhs.wisc.edu/home.jsp?cat_id=116

**Questions should be addressed to the following Study Abroad Advisors:**

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