



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON



Orientation Guide & Handbook

**Exchange and Visiting
International Students**

Spring 2018

ORIENTATION GUIDE & HANDBOOK

EXCHANGE & VISITING
INTERNATIONAL STUDENTS

SPRING 2018 ORIENTATION AGENDA

FRIDAY, JANUARY 19, 2018

TIME	EVENT & LOCATION
8:00 – 8:30am	Check-in & RegistrationWest Atrium
8:30 – 9:45am	Host Office Session Please attend only the session that corresponds with the color on your nametag. <ul style="list-style-type: none"> • Green (VISP).....Room 1100 • Black (Engineering Exchange).....Room 1175 • Blue (Wisconsin School of Business Exchange)Room 2080 • Yellow (IAP & CALS Exchange).....Room 2120 • Red (Degree-seeking Students)..... Room 1100 • Orange (Law Exchange)...[Also Contact Law Advisor].....Room 2120
9:45 – 10:15am	Coffee & tea breakWest Atrium Info tables staffed by SHIP and ISS Representatives
10:15 – 10:50am	Concurrent Session I – Select one session to attend <ul style="list-style-type: none"> • Campus Traditions: What every Badger needs to know!..... Room 1100 • Stay Healthy, Stay Active on CampusRoom 1185 • Introduction to NetworkingRoom 1195 • #GlobalBadger Experience: ISS Programs and Events.....Room 2120
11:00 – 11:35am	Concurrent Session II – Select one session to attend <ul style="list-style-type: none"> • Classroom Etiquette & Academic Culture at UW-Madison.....Room 1100 • Considering Graduate School: What to know.....Room 1175 • Introduction to NetworkingRoom 1195 • Getting Involved at UW: Student Organizations and Service.....Room 2080 • Campus Traditions: What every Badger needs to know!.....Room 2120
11:45am – 12:20pm	Concurrent Session III – Select one session to attend <ul style="list-style-type: none"> • Getting Involved at UW: Student Organizations and Service.....Room 1100 • Considering Graduate School: What to know.....Room 1175 • Stay Healthy, Stay Active on CampusRoom 1185 • Classroom Etiquette & Academic Culture at UW-Madison.....Room 2080 • #GlobalBadger Experience: ISS Programs and Events.....Room 2120
12:30 – 3:00pm	ISS Welcome Lunch and Panel DiscussionGordon Dining and Event Center Panel Topic: What I Wish I Had Known
(If not yet complete) January 19 3pm-4pm or January 22 10:00am – 4:00pm	Mandatory ISS Check-In: If you have not already had your immigration documents scanned by International Student Services (ISS) then you must do so after orientation but before the start of classes. Bring your passport, DS-2019 or I-20, mailing address, NetID, and password. <div style="text-align: right;">Mezzanine A/B, Red Gym 716 Langdon Street</div>

OPTIONAL SOCIAL ACTIVITIES

Saturday, January 20 **ISS Shopping Trip**

2:00-6:00pm

Bus departs from the Chazen Museum of Art, 750 University Avenue

Sponsored by ISS, join other international students on a shopping trip to get items you need to set up in your new home.

Advanced registration preferred: <https://iss-shopping-trip.eventbrite.com>

Sunday, January 21 **Photo Scavenger Hunt**

1:00pm-4:00pm

Come join ISS and your new friends on a fun photo adventure. Form teams and follow clues to various locations where you will take group "selfies," earn points as a team, and compete for prizes. Make memories and enjoy exploring your new home at UW-Madison!

Make sure you have your [ASM bus pass](#) or a daily bus pass before coming to the event. You will probably need this to get around Madison with your team.

Light refreshments provided at awards ceremony.

Advanced registration preferred:

<https://photo-scamenger-hunt-uw-madison.eventbrite.com>

Sunday, January 28

1:00-3:00pm

MFIS Reception & Tour of the Historic Capitol Building

Wisconsin State Capitol, 2 East Main Street

The event includes a brief talk by a current member of the State Legislature, a guided tour of the Capitol building, and a chance to enjoy food and conversation with MFIS volunteers. **Registration required to attend.** See www.mfismadison.com to register.



Wednesday, February 7 **Student Organization Fair**

5:00-8:00pm

Kohl Center, 601 West Dayton Street

UW-Madison is home to over 950 registered student organizations. Becoming a member of a student organization helps to connect you with other students as well as enhancing your academic experience on our campus.

CONCURRENT SESSION DESCRIPTIONS

Please read through the following detailed descriptions for each of the concurrent sessions offered as part of your orientation. There are five session options offered during each concurrent session so you may pick the session that is of most interest to you during each time slot. Please note that sessions have limited capacity and may fill quickly.

Campus Traditions - What Every Badger Needs to Know!

Being an official Badger is about more than just what you learn in the classroom. To earn your red and white stripes, you need to know a few things about Wisconsin traditions and rituals, past and present. Attend this session to learn basics of being a Badger – everything from the importance of the whispering in Abraham Lincoln’s ear, preparing for an epic snow ball fight, to jumping around!

Classroom Etiquette & Academic Culture at UW-Madison

Studying at a new university can be a challenge – especially when you are in a foreign country. This session will provide you with more details of what to expect in a UW-Madison classroom (lectures, discussions, labs, and more!), as well as tips for keeping up with homework, study skills, preparing for exams, and resources that are available for you while at UW. This session is recommended for students who come from an academic system that is very different from the United States.

Considering Graduate School: What to Know

Though you have just arrived at UW-Madison, you might already be thinking about next steps, both academically and professionally. Some of our exchange and visiting students go on to graduate school in the United States. Join this session to learn more about whether graduate school could be for you! Topics will include preparation for graduate school, selection of a school/program, and the application process.

Getting Involved at UW: Student Organizations and Service

Though UW-Madison has thousands of courses to choose from, the Wisconsin Experience also includes learning and growing outside the classroom. The Center for Leadership and Involvement offers nearly 1000 different student organizations for you to join and experience, as well as a number of other ways to gain leadership skills. The Morgridge Center for Public Service has many different opportunities to get involved through volunteering and civic engagement in the greater Madison community. Join this session to learn more about how to get started!

#GlobalBadger Experience: ISS Programs and Events

Make the most out of your Wisconsin Experience and get involved! International Student Services (ISS) programs, including BRIDGE and Reach, will help you make new friends, share your culture, and learn about Wisconsin culture, employment, and career opportunities. BRIDGE is an international friendship program that pairs international and American students based upon similar interests, with group events scheduled throughout the semester. International Reach is a global speakers program which places students in local schools, on campus, and in the community for short presentations on their countries, cultures, and global issues. ISS also offers nearly 50 programs and events per semester, including Global Cafe, Flavors of the World, discussion groups, Postcards Home, and trips to local attractions – such as snowshoeing or to an NBA game. Come find out how YOU can get involved!

Introduction to Networking

During your time in Wisconsin, you may want to engage in networking. You can network, or cultivate productive relationships, for career, business, and personal reasons. Simply put, networking is making connections with other people. This interactive session, led by members of the career services team in the Wisconsin School of Business, will help you establish personal and professional goals for why you may want to engage in networking during your time in Wisconsin. You will leave the session with networking strategies you can use this semester and beyond!

Stay Healthy, Stay Active on Campus

University Health Services (UHS) and Rec Sports know that your Wisconsin Experience is about more than just what you learn in the classroom. UHS is here to support you—both academically and personally—during your time at UW-Madison. Find out about talking with a counselor or a nutritionist, getting your sore throat checked, or managing stress. Learn more about the no-cost medical, mental health, and wellness services available to students at UHS. Rec Sports provides a wide variety of opportunities for you to stay physically active throughout the year. Learn about the numerous facilities on campus, fitness classes, swim and tennis lessons, intramural sports and sport clubs, and more. You've already paid for your membership, and this presentation will help you learn how to get the most out of your experience.

Lunch Panel Discussion Topic: What I Wish I Had Known

This session features a panel of students who will share advice and information about what they wish they had known their first semester at UW-Madison. Where are the best places to study? Where and how do you make new friends? What are some strategies for coping with homesickness? Life lessons and more! Learn from their mistakes and experience, get a head start, ask questions, and make the most of your time here at UW.

ARRIVAL CHECKLIST

During your first days in Madison...

ORIENTATION MATERIALS

- Review the Online Orientation Modules provided by your exchange coordinator as well as the information you received during your in-person orientation session.

DOCUMENTS

- **MAKE PHOTOCOPIES OF ALL YOUR TRAVEL DOCUMENTS.** Keep the originals in a safe place, scan and email them to yourself so you always have access to a copy.
- **Make an information card** with your Madison address, phone number, student ID/Passport number, friend's number and your international host or exchange office's number to keep in your wallet. You can use this card when you are filling out forms, enrolling, etc. It is also useful in case you get lost!

PICK UP / REGISTER / UPDATE

- **Check in with International Student Services (ISS)**
 - Federal law requires all F-1 and J-1 students to check in with the International Student Services (ISS) office by having immigration documents scanned. It is best if you check in with ISS prior to your orientation date. They offer different times and locations for this service. Please check the ISS website and newsletters for available hours.
- **Update your Contact Information in MyUW**
 - Mailing Address (in Madison)
 - Home Address (in your home country)
 - Provide Emergency Contact information
- **Enroll in the Student Health Insurance Plan (SHIP) or file a qualifying waiver by deadline**
All international students and visa dependents are required to have UW-Madison approved health insurance coverage. You must enroll in SHIP or file a qualifying waiver before the compliance deadline unless you qualify for an automatic waiver. The compliance deadline for the fall semester is **September 14**, and **February 14** for the spring/summer semester. Enrollment can be done online at www.uhs.wisc.edu/ship or by visiting the SHIP office.
- Pick up your **Wiscard Student ID** (identification) card
 - Wiscard office in Union South, <https://wiscard.wisc.edu>
- Pick up your free **ASM Bus Pass**
 - 333 E Campus Mall, Student Activities Center (SAC, 4th Floor) OR Union South Box Office (10:00-6:00, beginning of semester only)
- Purchase your books and class materials
 - Check your course materials through Student Center and syllabi
 - Purchase online, at the University Bookstore, or at other local shops and campus printing centers
- **Law students/students wishing to take classes at the Law School** – Please make an appointment to see Sumudu Atapattu (sumudu.atapattu@wisc.edu) upon your arrival in Madison.

PROGRAM HANDBOOK

WELCOME

Congratulations! You are about to embark upon what is sure to be one of the most exciting and formative experiences of your life. We are very pleased that you have chosen to include study at UW-Madison as part of your academic program.

To assist in your preparations, we ask that you carefully read the contents of this booklet and check the information for new international students on the ISS webpage (iss.wisc.edu), and refer to them throughout your time at UW-Madison. Your exchange coordinator can help you navigate UW-Madison as well.

The University of Wisconsin-Madison is home to over 42,000 students who have come from all 50 U.S. states and 130+ countries. Nearly 65,000 people are associated with the university as students or employees, which means that if UW-Madison were considered a city, it would be the state's 12th largest. This city within a city has its own police force, food service, residence halls, maintenance staff and hospital—not to mention a dairy farm, plant and store. The university owns 10,649 acres (4,300 hectares) of land and some 850 buildings, including farms, dormitories, the Arboretum and the Center for Health Sciences.

In addition to being one of the largest universities in the country, it is also among the most prestigious. UW-Madison has ranked as one of the top fifteen public universities in the country. With about 9,500 research projects being conducted simultaneously, UW-Madison is one of the leading public universities on research and development expenditures. Our faculty members and alumni have won 17 Nobel prizes and UW-Madison has the most alumni who volunteer globally with the Peace Corps. UW-Madison is also recognized as a leader in study abroad programs and sending U.S. students to study in other countries, so we expect our students to be interested in you and your experiences and welcome you to our campus!

WE WISH YOU THE BEST IN YOUR UPCOMING ADVENTURE!

Please note that this is the general exchange student campus handbook. Your respective schools/departments may have supplemental information that relates to you more specifically, like with access to certain buildings, networks and relevant procedures.

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IMPORTANT CONTACTS

Your Exchange or VISP Office

College of Engineering

International Engineering Studies & Programs

Amanda Hammatt

international@engr.wisc.edu

608-263-2191

1150 Engineering Drive, Room 1150

international.engr.wisc.edu/incoming/applying.php

International Academic Programs

and **College of Agricultural and Life Sciences**

Andy Quackenbush, Kate Hamoonga & Kristin Calkins

exchange@studyabroad.wisc.edu

608-265-6329

3rd floor, Red Gym

716 Langdon Street

www.studyabroad.wisc.edu/exchange

Law School

Sumudu Atapattu

sumudu.atapattu@wisc.edu

608-890-1395

Law Building, Room 6218

975 Bascom Mall

www.law.wisc.edu

Wisconsin School of Business

International Programs

Joseph Halaas & Sarah Melin

incoming.exchange@wsb.wisc.edu

608-265-5017

3290 Grainger Hall

975 University Avenue

www.bus.wisc.edu/exchange

Visiting International Student Program (VISP)

Matt Greenberg, Josh Juedes, Anna Seidel-Quast & Zufang Shan

visp@dcs.wisc.edu

608-263-6960

21 North Park Street, suite 7101

<http://www.visp.wisc.edu/>

Your Campus Dean's Office

Exchange Students: The Division of Continuing Studies (DCS) acts as the Dean's Office for all exchange students, **except for Law**. Your main contact here at UW-Madison is listed above. Your exchange coordinator may direct you to DCS for dean's office services.

VISP students: DCS and the VISP staff also serve as your Dean's Office contact. Email your VISP coordinator if you have any questions.

Division of Continuing Studies

Adult Career and Special Student Services (ACSSS)

21 North Park Street, suite 7101

continuingstudies.wisc.edu/advising

608-263-6960

Other Important Contacts

International Student Services (ISS)

iss@studentlife.wisc.edu

608-262-2044

217 Red Gym

716 Langdon Street

iss.wisc.edu

Division of Information Technology (DoIT)

608-264-4357

www.doit.wisc.edu

Office of the Registrar

reginfo@em.wisc.edu

608-262-3811

333 E Campus Mall #10-11

registrar.wisc.edu

University Health Services (UHS)

608-265-5600

333 E Campus Mall #5-8

www.uhs.wisc.edu

Student Health Insurance Plan (SHIP)

608-265-5232

333 E Campus Mall #7

www.uhs.wisc.edu/ship

Campus and Visitor Relations

(608) 263-2400

info.wisc.edu

Division of University Housing

(608) 262-2522

www.housing.wisc.edu

Instructors or Classmates:

www.wisc.edu/directories

LIFE IN THE U.S. CLASSROOM

Many international students find that American classrooms differ greatly from those of their home countries. The degree and nature of these differences will depend upon the classroom culture to which you are accustomed. Here are a few guidelines to help prepare you for the American educational atmosphere:

■ Class Format

Most *introductory, undergraduate-level courses* meet three times a week for 50 minutes or twice a week for 75 minutes.

Lectures range in size from 25 to 250 students and are usually taught by a professor. In most large lectures, the focus tends to be on the professor presenting information, with minimal verbal feedback from the students.

Discussion sections usually contain no more than 35 students. Discussions are generally led by graduate student Teaching Assistants (TAs). During discussion, your TA may clarify questions from lecture, expand on ideas presented in lecture or discuss homework assignments. Your attendance and active participation is often required.

Most *upper-level undergraduate-level and most graduate-level courses* consist of two 75-minute classes or one three-hour class per week. Class size varies, but is usually around 25 students. Classes typically consist of lectures by professors and a discussion of lectures, assigned readings and projects. Your attendance and active participation is required.

■ Assessment and Grading

If you are not accustomed to an educational system that requires daily work and quizzes, you may be overwhelmed by the amount of work that is required at UW-Madison. Professors assign specific chapters or articles that are due each class period. You are expected to come to class ready to discuss the readings.

Your grade will depend on a variety of factors, which may include:

- your participation in class
- homework that you turn in on a regular basis
- quizzes taken throughout the semester
- formal presentations made in class (individually or as part of a group)
- papers
- two or three exams taken throughout the semester, including a final

■ Participation and Attendance

You are required to attend all classes. Your instructor will discuss the absence policy on the first day of class and it will be listed in your syllabus. It is a good idea to speak with your instructor if you anticipate missing class or if you have missed a class. You are accountable for all missed assignments. (**Note:** You *cannot* enroll in two classes that meet at the same time.) Your visa status may be jeopardized if you fail to attend classes.

Professors value the experience and diversity of opinion that international students bring to their classes, so please be an active participant in class discussions! Your academic experience and your grade will benefit from regular participation, and you will sharpen your communication skills by participating. If there is a situation that makes you uncomfortable, please talk with your instructor or advisor.

■ Arriving Late

It is expected that you arrive five minutes before the scheduled start time of your class. Many professors become irritated when students do not arrive to class on time; in many cases, arriving late can lower your grade or you may not be permitted to enter the class.

■ Group Projects

You may be required to complete a group project. The same standards for participation, attendance, and arriving late apply to such projects. Team members will rely on one another to contribute equally to the project. Every member's input will affect the grade of the entire team. Grades are very important to UW-Madison students.

■ Classroom Culture

The U.S. classroom may seem more informal than at home. Lively discussions and debates are often encouraged. This comes as a surprise to many exchange students, as at home debate would be considered a sign of disrespect for the professor.

■ Contacting your Professor

Professors at U.S. universities encourage students to contact them outside of the classroom. There are several ways to contact your professor; many professors will include their office address, office hours, e-mail address, and telephone number on the syllabus that you receive on your first day of the class. Office hours are times that the professor sets aside to be in his or her office for meetings with students or to provide help on a drop-in basis. If these hours conflict with your schedule, ask your professor if you can make an appointment to meet at a different time.

■ Computer Services and Classes

Refer to 'Computing @ UW-Madison' www.doit.wisc.edu for details on activating your 'MyUW' account, computer and software sales (www.wiscsoftware.wisc.edu/wisc), computer labs and UW-Madison's computer help desk. In addition, all students will have a wisc.edu e-mail account and will have access to all campus computer labs.

If you need extra support with computer skills for your class assignments, free workshops (from beginner to advanced on anything from Excel to Photoshop to HTML) are offered through the Division of Information Technology (DoIT) at UW-Madison. Lynda.com is also a wonderful resource with online classes on thousands of topics. UW-Madison subscribes to Lynda, so you do not need to pay for an individual membership. More information can be found on the DoIT website above.

■ Library Resources

UW-Madison is home to dozens of department-specific libraries. For locations, hours and to access the many online resources available to you as a UW-Madison student, visit library.wisc.edu. Login is with your Net ID.

Tours and workshops designed to orient you to the libraries' facilities and resources are available throughout the semester. Library staff is always happy to help. Just ask them your questions!

■ McBurney Disability Resource Center

McBurney accommodation specialists provide disability-related counseling, advising and advocacy. There are also a variety of other services available to students with documented disabilities like Adaptive/Assistive Technology Access, Course/Seat Relocation and Substitution, Elevator Access, Laboratory Assistance, Note-taking Support and much more. If you think you might need any of these services, you should contact the McBurney Center as soon as possible before your semester begins. For more information visit: www.mcburney.wisc.edu/services.

■ Research and Plagiarism

While doing research and searching for sources, you must remember that plagiarism (claiming someone else's ideas or citations as being your own) is prohibited. This policy is taken very seriously at UW-Madison, with plagiarism leading to disciplinary action. If you have doubts as to what constitutes plagiarism, ask your instructor. If you need help to be more effective with your writing, contact the Writing Center: 6171 Helen C. White or www.wisc.edu/writing. **Please remember:**

1. It is plagiarism to turn in a paper or an essay examination written by another person or by a term paper service. There is, of course, a legitimate area in which a student may seek help. For example, **proofreading** by another person may locate mechanical errors or awkward constructions. But "help" does not mean having another person *make* the corrections or revisions.
2. It is also plagiarism **to copy** some portion of your text from another source without proper acknowledgment of indebtedness. If you use an author's specific word or words, you must place those words within quotation marks and you must credit their source. Consult your professors regarding the **form of acknowledgment** (citations, footnotes, etc.) they prefer.
3. It is also plagiarism to **borrow another person's specific ideas** without documenting their source. You are committing plagiarism when you present as your own sequence of ideas, the arrangement of material, and/or the pattern of thought of someone else, even though you express them in your own words. Therefore, a paraphrase of another's interpretation, although not enclosed in quotation marks, must be footnoted or cited properly.

(Taken from page 4 of the English Department's Handbook entitled "English 207-208 Policy on Plagiarism")

■ Taking classes in the Wisconsin School of Business

Almost all business courses are restricted to students admitted to the Wisconsin School of Business and business exchange students until the open enrollment date. The open enrollment date is listed in the Class Search under Class Notes for each business course. There are a number of business courses that are restricted to only business students. Some instructors will require you to come to the first day of class in order to enroll. If you are on an exchange through another international programs host or exchange office (IAP, Engineering, etc.), you will not necessarily be able to take business courses and should plan accordingly.

■ Taking classes at the Law School

As special students, you cannot enroll directly in law classes. We need to enter permission before you can do so. Please contact the Law School coordinator as soon as possible upon your arrival in Madison to get registered in classes.

ACADEMIC ADVICE FROM PAST STUDENTS

"Nothing will ever prepare a person for the amount of readings the courses require." –Student from Copenhagen

"If you are in doubt about anything, most professors are friendly, so just send them an email or give them a call." -Student from Copenhagen

"One point is the important focus on teamwork. Teamwork is a really good thing for exchange students, because we are likely to meet more American people and to see them in other places than in the classroom; and it fosters communication and helps you to speak and submit ideas, what you may fear in class." -Student from Paris

BUYING BOOKS

Most of your textbooks can be found at the University Book Store, located on State Street Mall. Other locations may have cheaper prices, such as:

Stores in Madison:

A Room of One's Own, 315 W. Gorham St. (just off State Street)

Other used book stores near campus

A book swap is held at Memorial Library, State Street Mall, early each semester.

Websites:

The University Book Store website is a really helpful tool for you as you can compare their prices to Half.com and Amazon.com automatically at: <http://text.uwbookstore.com/home.aspx>. The website also has other helpful services.

Library:

This is oftentimes not advised because there is usually only one copy and you can only use it for a certain period of time *while in the library*. However, while you are waiting for your books to arrive this is a good resource so that you do not fall behind on assignments.

Navigating the bookstore tag system:

As you enter the textbook area you will see a directory of all departments and the aisle number that indicates where the department's textbooks are organized by ascending course number. Bring your course schedule, including the lecture and discussion numbers so you know which books to purchase. Each stack of books will have a tag like this:

<p>¹Required</p> <p>²TITLE: INTERMEDIATE ACCOUNTING</p> <p>³AUTHOR: KIESO</p> <p>⁴EDITION: 9TH 98</p>
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1. This means that this book is required for the course. At times professors will recommend certain supplements or books for extra help—these will say “RECOMMENDED” instead of “REQUIRED”. You do NOT have to purchase the recommended books, however sometimes it is a good idea.
2. Title of the Textbook. (Verify this—sometimes people put books back on the wrong shelves.)
3. Author of the Textbook.
4. Edition of Textbook. Be careful—sometimes professors require certain editions of books. For example, one lecture will use the “Fourth Edition” of a textbook while another will use the “Fourth Revised Edition”.
5. Professor
6. Course Number
7. Course Section (make sure that this is YOUR section number. Different sections may use different texts.)
8. Price of the book. Used books are much cheaper than new books, so many students choose to buy them. Because sell-back value for books is generally low, used books are a better buy.

WHOM DO I ASK?

Start with the first option listed on the chart. Depending on your specific problem, it might be necessary to get help from the second, third, or fourth option listed. **International Host or Exchange Office** means your coordinator or advisor at your respective UW-Madison office. **Contact information is found on pages 9 and 10.**

ACADEMICS

<i>Courses and prerequisites</i>	MyUW → International Host or Exchange Office → Professor → Department
<i>Syllabi</i>	Professor
<i>Location of courses</i>	MyUW
<i>Auditing courses and Pass/Fail</i>	International Host or Exchange Office → Professor → Division of Continuing Studies
<i>Exam schedule/conflicts and grades</i>	MyUW → Professor
<i>Desired course is full</i>	International Host or Exchange Office → Professor
<i>Problems with professor</i>	Professor → International Host or Exchange Office → Division of Continuing Studies
<i>Difficulties in a course</i>	Professor → Writing Center/GUTS → International Host or Exchange Office
<i>Credits (Drop/Add, status)</i>	MyUW → International Host or Exchange Office → ISS
<i>Reduced credit load</i>	International Host or Exchange Office → ISS
<i>Non-degree status</i>	Division of Continuing Studies → International Host or Exchange Office
<i>Letter verifying attendance at UW-Madison</i>	International Host or Exchange Office → Registrar
<i>Transcript requests</i>	ordertranscript.wisc.edu
<i>Withdrawing</i>	International Host or Exchange Office → Division of Continuing Studies → ISS

HEALTH

Mandatory Health Insurance (SHIP)	SHIP → UHS
Illness	UHS → International Host or Exchange Office
Personal Crisis	UHS Counseling Services → International Host or Exchange Office → Dean of Students Office

OTHER

General housing questions	University Housing → International Host or Exchange Office
Visa questions	ISS
Employment questions	ISS

MANDATORY HEALTH INSURANCE FAQ

② What is University Health Services (UHS)?

UHS provides all enrolled UW-Madison students with a wide range of medical, mental health, prevention, and wellness services. These include, but are not limited to, primary care, immunizations (including flu shots), women's health, travel, sexual health, physical therapy, stress management and individual, couple/partner and group counseling. However, UHS is not open evenings and weekends and does not provide emergency care, hospitalization, emergency room services, pediatric care, or specialty care for complex problems. For more information and a full list of services, visit www.uhs.wisc.edu.

② What is Student Health Insurance Plan (SHIP)?

SHIP is a comprehensive medical health insurance plan that is specifically designed to safeguard the health of UW-Madison students. SHIP members have convenient primary care access at UHS, with most services covered 100%. In addition, SHIP members are well protected nationwide by In-Network hospitals, clinics and specialized medical services including travel and meningitis vaccines, and a contraceptive benefit. SHIP coverage also includes an annual eye exam, global Out-Of-Network coverage and worldwide assistance including medical evacuation and repatriation.

The health care system in the United States can be overwhelming, and the SHIP Customer Service team is here to assist you with any benefits or claims issues that you may encounter. At orientation, SHIP representatives will provide details about the plan and be available to answer any questions you may have. Contact information is on page 9-10.

② I already have health insurance at home. Do I have to purchase SHIP insurance?

Waivers will only be approved for plans that meet the criteria listed on the Waiver Application. The Waiver Application is available online at www.uhs.wisc.edu/ship. **Please read the Waiver Application form carefully** to ensure that you do not purchase insurance which does not meet the SHIP waiver requirements. **Individual and travel plans will NOT qualify for a waiver!** The SHIP office must receive a qualifying Waiver Application and all required supporting documentation on or before the compliance deadline. International students who file a qualifying waiver after the deadline will be charged a late fee. If you should lose coverage during the waived period, you are required to notify the SHIP office and enroll in SHIP from the date of your loss of insurance.

Automatic Waivers (rare): You do not need to file a Waiver Application if you are employed at UW-Madison and are receiving health insurance benefits that are effective on or before September 1 for fall or February 1 for spring. Dependents of UW-Madison employees who are also international students must file their own Waiver Application with the SHIP office. If you lose or change your UW-Madison health insurance benefits, you are required to enroll in SHIP within 31 days. Please remember that if you do not qualify for a waiver you are required to enroll in SHIP.

② Can I receive a refund if I leave the US before my SHIP policy ends?

International students who are leaving the U.S. and not returning to UW-Madison the following semester may request a refund of the policy premiums for the time period after their departure. The refund request form can be obtained only at the SHIP office. At the time of your refund application, you must also provide your expiring visa document (DS-2019 or I-20 document) AND a copy of your airline itinerary and payment confirmation (in English). Please refer to the SHIP website for additional information regarding refunds.

HOUSING

TEMPORARY HOUSING

If you will be arriving before your long-term housing is available, you may contact Madison Friends of International Students at info@mfismadison.org and their website: <http://www.mfismadison.com/>. For temporary housing for you or guests, check out the Madison Hostel at www.hiusa.org/madison, campus accommodations at <https://info.wisc.edu/plan-your-visit/where-to-stay/> or <http://www.cityofmadison.com/visit-play>.

LONG-TERM HOUSING (SEMESTER OR YEAR-LONG)

Exchange students are required to arrange their own housing. If you have signed a contract with the Division of University Housing, and will be living in the residence halls, please direct any specific questions about logistics and billing to the Housing Office, found in the Contacts section on page 10. The Division of University Housing website is also very useful. If you will be living in private housing or a rental, please direct any questions to the owner of your rental property. Many links to options for off-campus housing (including Campus Area Housing) can be found here <https://campusareahousing.wisc.edu>. There are often housing Facebook groups, as well.

LEASES

When you sign a lease with University Housing or a private landlord, you are entering a legal binding contract in which you are agreeing to pay rent for a certain length of time. Ensure that you understand the terms of the contract, including the start and end date of the lease, before you sign. You should only sign one lease, as typically you cannot break a lease voluntarily to change housing. More information on the University Housing Contract can be found online: <http://www.housing.wisc.edu/residencehalls-assignments-contract.htm>

RENTER'S INSURANCE

Unfortunately, there have been robberies at local apartments, even in dorms. Please lock your rooms and doors and windows even if you are going to be away for only a short time. Renter's insurance for personal belongings covers damage or loss to such items as clothes, computers, etc. Renter's insurance can be purchased at a minimal cost from most insurance agencies in the Madison area (State Farm, American Family, etc.) and also through the UW-Madison Credit Union. Be sure to have adequate coverage for fire and water damage for all your personal belongings. Short term policies are available.

TENANT RESOURCE CENTER

The Tenant Resource Center is an excellent source of information should you encounter housing problems (with your landlord or your roommates). For more information, visit their web site at: www.tenantresourcecenter.org, call 608-257-0006, email asktrc@tenantresourcecenter.org or stop by the Student Activity Center at 333 East Campus Mall.

SCAMS

Do not send any money to reserve an apartment prior to your arrival (or if you plan to sublet your apartment when you depart Madison). Instead, we encourage you to arrange appointments so you can see apartments upon your arrival. There have been some incidents where students have lost money in housing scams.

GETTING AROUND

BUS

The Student Bus Pass provides free transportation on all Madison Metro city routes. With your WisCard, you can pick it up next to the WisCard office in Union South or at ASM Student Print (333 Campus Mall on the 3rd floor). Routes and schedules are online at www.cityofmadison.com/metro. You can download their app for accurate arrival/departure times.

BICYCLE

A **used bicycle** can be purchased at one of the local bike stores or by checking the classified ads in local Madison newspapers or on Craigslist. The Budget Bicycle Center (at 930 Regent Street, 608-251-1663) is one of the world's largest used bicycle stores.

Free Red Bike (redbikes.org): A cheaper option to maneuver around Madison is to go to the Budget Bicycle Center at the address listed above to request a red bike. The Red Bike service requires a deposit of \$100, which you will receive back upon the return of the bike and lock. How it works: You will receive both a red bike (even the tires are red!) and a bike lock. Bikes can be used **between April/May through November**. Go as early as possible as bikes go quickly!

B-Cycle Program: You can also take out a membership (**\$20/year for students**) or rent a bike with a credit card (\$5/day) at one of the 35 B-Cycle stations throughout Madison: madison.bcycle.com.

*Even though Madison is a very bike-friendly city, please remember to buy/wear a helmet and lock up your bike at all times. Additional bike safety tips can be found at transportation.wisc.edu/transportation/bike_safety.aspx.

DRIVING

We discourage exchange students from driving. Owning a car is not a good idea in Madison due to the shortage of parking spaces. Our Metro and campus bus systems and the bike paths provide a good alternative. If you plan to rent a car, **there may be a minimum age requirement or extra fees!** Be sure you understand the driving laws of Wisconsin and any other states you plan to visit. Check out www.dot.wisconsin.gov/drivers/drivers/apply/foreign.htm.

An **international driver's license** is valid for one year while living in the United States. Therefore, it is generally not necessary for you to obtain a Wisconsin driver's license. If you must obtain a WI driver's license, refer to the Wisconsin Department of Transportation's Department of Motor Vehicles web site: www.dot.state.wi.us/dmv/getlic.html. If you are in the U.S. for more than six months, they can also issue a WI ID card with your birth date—take your passport for identification.

One driving option is the **Madison ZipCar** (www.zipcar.com/uwmadison), which is a car sharing service with several Madison locations. There is no monthly commitment and prices are from \$7.50/hour and \$69/day. Every plan includes gas, insurance and up to 180 miles free per day.

NIGHTTIME TRANSPORTATION

No matter how safe you may feel in Madison, do not walk alone at night. The SAFEwalk or SAFERide bus will provide free escorts or rides to or from campus buildings after dark. Call 608-262-5000 for service. Madison also has a number of taxi companies. For hours of operation, refer to: www.transportation.wisc.edu/transportation/safeservices.aspx.

TRAVEL WITHIN THE USA

We hope you take advantage of traveling while you are studying in Madison. *Please restrict travel to weekends and university vacations, as your primary responsibility is to be a student.* In order to plan your trip, you can utilize many online flight search engine resources such as www.kayak.com, www.skyscanner.com, or travel agencies that specialize in student travel such as STA Travel www.statravel.com and Student Universe www.studentuniverse.com.

For ideas on travel within **Wisconsin**, refer to the Department of Tourism's web site: www.travelwisconsin.com.

Many students take weekend trips to **Chicago**. The easiest way to get to Chicago is via the Van Galder bus & Megabus, which depart from campus. Double check pick-up locations online for the most up-to-date information. Discounted student tickets for the Van Galder bus are available in advance from the Wisconsin Union Theatre Box Office in the Memorial Union. Purchase tickets during regular business hours, Monday through Friday. Full price tickets can be purchased online. Refer to the Van Galder bus web site for a schedule: www.vangalderbus.com/vgschedule.html. For the Megabus, refer to their local website: us.megabus.com/uwmadison.aspx.

Check out **Wikivoyage** (www.wikivoyage.org), a free travel wiki that anyone can edit. Wikivoyage has an extensive entry on the United States and many sub-pages for regions, states, cities, city districts, and neighborhoods!

Alternative Breaks, a program sponsored by the Wisconsin Union, offers trips during winter, spring and summer breaks for students to volunteer in rural or impoverished areas of the U.S. For details, refer to www.union.wisc.edu/wud/altbreaks.aspx.

INTERNATIONAL TRAVEL

*Be CERTAIN to have your **visa documents signed by International Student Services (ISS) 217 Red Gym** prior to traveling outside the U.S. - even to Mexico and Canada!* You may not be able to re-enter the U.S. if you do not have your I-20 or DS-2019 signed. Allow plenty of time for ISS to process your documents. ISS can also provide referrals for obtaining visas to enter other countries.

GET INVOLVED

The Madison campus has many opportunities for you to get involved. Welcome Week activities are for everyone. UW-Madison is home to over 600 student organizations covering a broad range of interests. The Center for Leadership & Involvement (CfLI) has a complete listing of campus organizations at win.wisc.edu/organizations. Be sure to check if your department has organizations that interest you. Also, keep your eye on the university calendar on the UW-Madison homepage. Particularly popular activities are listed below:

THE UNION

- The Wisconsin Union, housed in the **Memorial Union** and at **Union South**, offers a range of activities including free films, concerts, a games room, and many others. Refer to their website for further information: www.union.wisc.edu.
- Outdoor enthusiasts of any skill level should consider joining one of the **Hoofers Outdoors Programs'** 7 clubs (www.hoofers.org): ski and snowboard, sailing and windsurfing, gliding, scuba, horseback riding, mountaineering and outings (canoeing, kayaking, camping, and biking).
- Consider attending a non-credit, **short-term Wheelhouse Class**: <https://union.wisc.edu/events-and-activities/open-art-studio-and-classes/courses/>. A huge variety of courses are offered each semester.

PLAYING SPORTS AT UW-MADISON

- The Natatorium (2000 Observatory Dr), the Shell (1430 Monroe Street) and the Nielsen Tennis Stadium (1000 Highland Drive) are athletic facilities open and free to all students. **Open gym/pool** times are available online and **unlimited group fitness classes** cost \$25.00 per semester. The SERF (715 W. Dayton St) is currently closed for construction.
- Recreational Sports (www.wisc.edu/recsports) provide **intramural and club sports** and two opportunities for competitive sports. The Physical Education Elective Program offers one-credit courses throughout the semester. Refer to the Class Search timetable to determine which courses are still open.
- Exchange students cannot play varsity sports while at UW-Madison, but we strongly encourage you to **attend some games** throughout your time here. See www.UWbadgers.com/schedules.html for information.

USING YOUR EXPERIENCE AS AN INTERNATIONAL STUDENT

By getting involved with the Greater University Tutorial Service (GUTS), you can volunteer to **tutor** another UW-Madison student in your native language or on other topics. GUTS Tutorial is located at the Student Activity Center Office 333 E Campus Mall #4413 guts.studentorg.wisc.edu.

ENJOYING THE CAMPUS

Check out your campus map (map.wisc.edu) for some of the UW-Madison's great sites:

- Allen Centennial Gardens (www.allencentennialgardens.org)
- Babcock Hall (home of our famous ice cream; babcockhalldairystore.wisc.edu)
- Carillon Tower (www.music.wisc.edu/facilities?facility_id=15)
- Chazen Museum of Art (<http://www.chazen.wisc.edu>)
- Geology Museum (www.geology.wisc.edu/~museum)
- Zoological Museum (www.zoology.wisc.edu/UWzm)
- Arboretum (UWarboretum.org)

LOCAL NEWS AND EVENTS

There are two campus papers, the *Badger Herald* www.badgerherald.com and the *Daily Cardinal* www.dailycardinal.com. The *Isthmus* www.thedailypage.com and the *Wisconsin State Journal* www.madison.com are local newspapers. Additionally, there are many free special interest papers on campus.

FINDING A JOB

As an international student you are eligible to work **on campus** up to 20 hours per week when school is in session. During winter, spring, and summer breaks, immigration regulations do not limit the number of hours you can work. Please defer to campus policies for work limits during these times. On-campus jobs include work in the UW-Madison student unions, libraries, recreational centers and in academic and administrative departments. Students on an F-1 visa do not need permission to obtain such a job. Students on a **J-1 visa are required to obtain permission** from their J-1 sponsor; paperwork for obtaining permission is available at International Student Services (ISS).

ISS will occasionally hold employment workshops during orientation week. You are strongly encouraged to attend an orientation so that you are aware of all requirements, including visa regulations, obtaining a Social Security Number or Individual Taxpayer Identification number (ITIN) and filing a tax return.

To search for on-campus employment, refer to the UW-Madison Student Job Center at 333 East Campus Mall #9701 or online at <https://jobcenter.wisc.edu>.

SHOPPING

FOOD

Grocery Stores

Name	Products	Price	Accessibility	Address	Website
Fresh Madison Market	Groceries, deli, hot meal buffet, sushi, etc.	\$\$	On campus  	703 University Avenue (6a.m.-12a.m.)	www.freshmadisonmarket.com
Capitol Center Foods	Groceries	\$\$\$	Between campus and Capitol  	111 N. Broom Street (Open 24 hours M-F, 7a.m.-12 a.m. on weekends)	www.capcentremarket.com
Dane County Farmer's Market	Fresh vegetables, fruits, jams, honey, bread, cheese (including cheese curds!), flowers and more	\$	Around the Capitol  	Capitol Square (summer, Saturday, 6a.m.-2p.m.) 200 blk MLK Jr. Blvd (summer, Wednesday, 8:30a.m.-2p.m.) 330 W. Mifflin St. (winter, 8a.m.-12p.m.)	dcfm.org
Williamson Street Coop	Produce, juice bar, bakery, frozen foods, deli	\$\$	East and West sides of Madison  	1221 Williamson St. (11a.m.-8p.m.) 6825 University Ave. (11a.m.-8p.m.)	www.willystreet.coop
Asian Midway Foods	Asian groceries, bulk foods, spices and sauces	\$	South of campus  	301 S. Park Street (9a.m.-9p.m.)	www.yelp.com/biz/asia-n-midway-foods-madison
Yue-Wah	A variety of ethnic foods (Latin American, Asian, Middle Eastern, Indian, African, etc), produce	\$	South of campus  	2328 S. Park Street (9:30a.m.-7:30p.m.)	www.yelp.com/biz/yue-wah-oriental-foods-madison
Metcalf's, Pick 'n Save, HyVee, Whole Foods, Target, Woodman's	These are all grocery stores located to the west of campus on/near University Avenue. They are large supermarkets that are generally more reasonably priced than those closer to downtown. Will need to take the bus.				
Other ethnic grocery stores	There are many ethnic grocery stores in Madison, including Indian, Korean, Vietnamese and Italian. Google their locations.				

WisCard Food Account

The WisCard Food Account (not a store) allows you to deposit money into an account and use your UW-Madison ID card to conveniently purchase food from the on-campus delis managed by the Wisconsin Union. All students may eat at the delis, but WisCard users will receive a 5% discount. More information can be found at <https://wiscard.wisc.edu/campus-accounts-about.html>.

OTHER SHOPPING

Name	Products	Accessibility	Address	Website
Walgreens	Everything from candy and CDs to toiletries to room accessories and over-the-counter medication/vitamins/first aid. E. Campus Mall store has a pharmacy	On campus  	676 State St. (7a.m.-1a.m.) 311 E. Campus mall (Open 24 hours)	www.walgreens.com
Target	A great 'one stop' shopping destination with clothes, toiletries, shoes, and food. (Wider selection and lower prices than Walgreens.) Has a pharmacy	West of campus 	750 Hilldale Way (8a.m.-11p.m.)	www.target.com
State Street	A destination for the whole community, it is full of interesting shops, restaurants, museums, and sidewalk cafes.	Next to campus  	Between the campus Library Mall and the Capitol building.	www.tripadvisor.com/LocalMaps-g60859-d281199-State_Street-Area.html
The Malls	There are three large malls in the Madison area, though none in walking-distance. <ul style="list-style-type: none"> ▪ <u>West Towne Mall</u> is located at Gammon & Mineral Point Road (largest mall). ▪ <u>East Towne Mall</u> is located at 89 E Towne Mall Drive. ▪ <u>Hilldale Shopping Center</u> is located at 702 N Midvale Boulevard (closest mall to campus). It is off University Avenue (going west). Metcalfe's Sentry Foods (a grocery store) is located in Hilldale Mall and Target is adjacent to it. 			

Note that some shop hours may depend on the season and holidays. Double-check opening hours before you go!