Fact Sheet for BBA Exchange Students

McCombs School of Business | The University of Texas at Austin

Contact Information

Mailing Address: BBA International Programs
McCombs School of Business, CBA 2.400
The University of Texas at Austin
2110 Speedway Stop B6100
Austin, TX 78712-1750, USA

Fax: (512) 471-2388

Coordinators: Polly Trigger (polly.trigger@mccombs.utexas.edu) | Phone: (512) 471-0821
Josh Rucker (josh.rucker@mccombs.utexas.edu) | Phone: (512) 232-5018
Michelle Lewis (michelle.lewis@mccombs.utexas.edu) | Phone: (512) 471-8318
Maria Terrazas (short-term summer programs) (maria.terrazas@mccombs.utexas.edu) | (512) 471-1625

Web: BBA International Programs: http://www.mccombs.utexas.edu/BBA/IP/Exchange.aspx
McCombs home page: http://www.mccombs.utexas.edu/BBA
UT home page: www.utexas.edu
Video about McCombs/Austin: www.youtube.com/watch?v=a4tEojt5Ibs
Video about Texas: http://www.youtube.com/watch?v=FC16-4fh-Qc

Facebook Group: BBA International Programs www.facebook.com/BBAInternationalPrograms

Blog: http://bbaabroad.wordpress.com/

Important Dates

Fall 2012	***Application deadline April 1***
Arrival:	By evening of August 16
Orientation:	August 17
Registration:	August 24
Classes begin:	Wednesday, August 29
Labor Day Holiday:	Monday, September 4
Thanksgiving break:	November 22-24
Classes end:	Friday, December 7
Final Exams:	December 12-18

Spring 2013	***Application deadline October 1***
Arrival:	By evening of January 3
Orientation:	January 4
Registration:	January 8
Classes begin:	Monday, January 14
MLK Day Holiday:	Monday, January 21
Spring break:	March 11-16
Classes end:	Friday, May 3
Final Exams:	May 8-14

Documents and Registration Packets

Students selected to come to UT will receive information in two main segments:

1. **E-mail and web:**
   - In August for Spring; in February for Fall.
   - Information is e-mailed to coordinators for completing the on-line application necessary to process the Certificate of Eligibility (DS-2019) for a visa. DSs are sent about 8 weeks after receipt of all required documents. Students pay a $200 SEVIS fee and $141 visa application fee to the nearest U.S. Consulate when applying for the visa.
   - Information on accommodation, courses, tips for the first days at UT, etc. is on our website at http://www.mccombs.utexas.edu/BBA/IP/Exchange.aspx

2. **Physical mail:**
   - In late November for spring; late May for fall.
   - It contains the DS-2019, acceptance letter, cultural adjustment information, Welcome Guide, pre-matriculation health record form, insurance waiver form and campus map.

Learning Expectations

- **Class format:** Lectures, presentations, case studies, papers, presentations, projects.

- **Registration:** Students provide initial course requests prior to arrival. Changes are allowed and classes cannot be guaranteed until formal registration occurs a few days before the beginning of classes during the orientation period. Students pay their registration fee & health insurance at this time and receive instructions during orientation. Course changes are possible during the first week of classes.

- **Departments:** The College of Business comprises six departments: Accounting, Finance, Management, Marketing, IROM (Information, Risk, & Operations Management) and BGS (Business, Government & Society). Beyond these areas, courses are available in international business, supply chain management, management and information systems, real estate and statistics. **Students must take at least 2 business courses**, and may choose offerings from other colleges.

- **Attendance & Participation:** Class attendance is mandatory, and participation is an important part of most classes.

- **Grading:** UT Austin uses a plus/minus (+/-) letter grade grading system. The grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. D- is the lowest passing mark. All students will receive a grade report at the end of the semester generated from the University's central Registrar. The report will be forwarded to the students' home institution. If the student desires (or the home institution requires) an official transcript, the student may submit a request and pay $10 to the Office of the Registrar to receive a transcript on the spot or have it mailed. Only the student is permitted to request these records. However, where necessary, we can send an unofficial copy (the difference is the paper and the seal) of students' records.

- **Class Size:** Average class size for required courses is approximately 70 students, for elective courses it is approximately 40.

- **Course Load:** Four courses are recommended; two must be business courses. Students must enroll in at least 12 credit hours, which generally consists of four classes.

- **EXAMINATIONS:** Formats vary. The final exam period begins the Wednesday following the end of classes.

LIVING ARRANGEMENTS

Exchange students, particularly for fall, should begin serious arrangements inquiries early. We recommend beginning by early November for spring and by April (if possible) for fall.

Austin's housing market is difficult - even more so for short-term one-semester stays. Students may choose to live in a private residence hall, a co-op, or apartment. Students may also sublease from a UT student going abroad that semester. More housing is available for spring than fall, as there is less competition for space. Realistically, students should expect to pay rents of at least $700 per month. Suitable lodging close to campus is often more expensive. Residence hall prices range from $700-$2,000 per month with varying degrees of service. Please read the much more detailed housing information on our website, http://www.mccombs.utexas.edu/BBA/IP/Exchange/Preparing.aspx#tab-pane3

SUBLEASING APARTMENTS

SubleaseCentral.com lists apartments available for sublease from UT students who are studying abroad that semester. This can be one of the best ways to find convenient housing, make friends, and get a different perspective while you're here!

STUDYABROADSUPPORT.COM

A great service that helps exchange and international students find housing free of charge, and much more help in getting set up and adjusted in Austin.

RESIDENCE HALLS AND CO-OPS

For the private residence halls, the standards for cleanliness, etc. are high enough that students can feel confident in finalizing all details from home. Co-ops can provide excellent opportunities for interaction with UT students; for private co-ops we recommend that students ask the co-op about guidance on quality and cleanliness as standards vary. The co-ops offer some of the lowest prices at good locations.

APARTMENTS & LOCATOR SERVICES

LOCATOR SERVICES

For apartments, students can contact the finder services listed in the housing information on our website. These companies help short-term students navigate Austin's challenging housing market, free of charge. They will assist in locating living options to match students' price range and concerns. We encourage students to ask previous exchange students to Austin or visiting UT students for housing advice. Deposits are typically equivalent to one or two months' rent. Deposits may also be required for utility services such as electricity, cable, and internet.

It is advisable to search for housing on the "UT shuttle route" to ensure housing options are within reasonable commuting distance to campus and that students will have adequate transportation. Shuttle bus

information and route maps are available at http://www.utexas.edu/parking/transportation/shuttle/. UT students ride city buses free of charge.

Cost of Living

The following is a listing of approximate living costs, prices are listed in U.S. dollars. Please note fees may increase.

University Fees
About $200 per semester, more if immunizations are required:

ISSS Student Service Fee	$100
ID card	$10
Tuberculin test, MMR	~$80 (if immunizations are required and given, they cost about $75 each)
Meningococcal vaccine	~$130 (if have not had before)
Official transcript if desired	$10 (a grade report will be sent to your home school at no cost)

Housing
$700 - $2,000 per month (depending on location and amenities).

Food (if renting without meal plan)
$200 - $300 per month (depending on individual's diet).

Books and Class Materials
$400 - $600 per semester.

Local Transportation
UT students ride all city and campus buses at no cost.

Health Insurance
UT Austin's health insurance plan costs approximately $700 per semester for a single student. All international students are required to have adequate this health coverage, and are automatically enrolled in the UT plan unless they get a waiver upon proof of adequate coverage.

Student Services
A special orientation for McCombs School exchange students is held at the beginning of each semester. Additionally, students have access to all UT facilities, which include libraries, computer labs & services, BBA Career Services Office, academic advising, recreational facilities, University Health Services, Sanger Learning and Career Center and Undergraduate Writing Center.

Checklist for BBA International Programs Incoming Exchange Students

Before coming to the U.S.:

- ☐ Application – 4 things needed ; due October 1 for spring and April 1 for fall:
  - On-line application
  - Official transcript (upload on-line)
  - Certification of Financial Responsibility Form (upload on-line, show proof US $8,500 per semester)
  - Copy of passport particulars page

- ☐ Visa – pay $200 SEVIS fee and $141 visa application fee to U.S. Consulate when applying for your visa

- ☐ Course request form (submit your possible course choices on our on-line form)

- ☐ Housing (review the information on our website and set up housing in advance. Costs range from $700 - $2,000 per month, depending on type, location, services and amenities. If renting without a meal plan, expect to spend $200-$300 per month)

- ☐ Arrival info (enter your arrival information on our website at least 3 weeks prior to arrival)

- ☐ Complete Insurance Waiver request if bringing insurance from home and not purchasing UT's

- ☐ Obtain immunization proof from health provider on UT's form and bring to Austin

After arrival but before classes begin | Orientation Activities:

- ☐ Check in at International Office (called IBC)
  - Show passport & travel documents
  - Provide insurance waiver if bringing insurance from home and not purchasing UT's

- ☐ Check in at University Health Services:
  - Show Immunizations record (mailed with the DS-2019; complete and bring with you)
  - Get any missing required immunizations. A fee is assessed for immunizations administered by UHS.
  - Have tuberculin screening, test costs ~$80

- ☐ Enter Emergency Contact information on UT Direct

- ☐ Get UT identification card; costs $10

- ☐ Academic Advising for courses

- ☐ Set up business school e-mail and computer lab account

- ☐ Register for at least 2 business courses and at least 12 hours total; administrative fee $100

- ☐ "Gone to Business" & "Gone to Texas" – McCombs & UT welcome events for new students (Fall semester)

- ☐ Pay your fee bill! This includes the mandatory & automatically-charged student health insurance policy, about $700 and the $100 ISSS student service fee. Note that UT does NOT accept Visa credit card!

Checklist for BBA International Programs Incoming Exchange Students (continued)

After Classes Begin

- ☐ Purchase your course textbooks ($400-$600 per semester)
- ☐ Adds/drops for classes during the first four class days
- ☐ 4th class day – course changes must be made through the BBA registrar after this
- ☐ 12th class day – last day to add a course
- ☐ 20th class day – last day to drop a course, or to change to pass/fail basis
- ☐ Study Abroad Fair (fall semester only; bring school/country materials with you from home)
- ☐ Study Abroad Connection – meet the UT students studying abroad at your school next semester
- ☐ Final exams

Departure:

- ☐ Farewell Reception for exchange students
- ☐ Request official transcript; costs $10 (grade reports will automatically be sent to your home coordinator, but many students like to have their own official transcript)
- ☐ Pay any library fines, printing charges, etc.
- ☐ Change address on UT system to your permanent address
- ☐ Fill out questionnaire & budget
- ☐ Stop by to say goodbye before you leave!

Guide for BBA Incoming Exchange Students

We are very pleased that we will soon welcome you to UT and the McCombs School of Business! These pages contain information to help you prepare for your stay in Austin. Let us know if you have any questions. We'll provide a detailed agenda before orientation; some changes are possible.

Visa Information - IMPORTANT:

Please complete, upload and send your application materials *(refer to the "Application Instructions")* by **April 1** or **October 1.** When everything is received and correct, the Certificate of Eligibility (DS-2019) will start to be processed, which takes about 4-6 weeks. When the DS-2019 is ready, we will send it to your exchange coordinator. With it you may make an appointment at the U.S. Embassy or Consulate closest to you to obtain your J-l visa. For information on Embassy and Consulate sites, go to www.usembassy.gov/

Housing

Housing information is posted on our website. We recommend looking for housing as soon as possible, and strongly encourage you to use StudyAbroadSupport.com and SubLeaseCentral.com. The Welcome Center in the International Office also offers information and connections to apartment finders to assist students. If you make arrangements to stay in a private dorm, you will probably need to provide your own bedding and linens. Co-ops and subleasing UT students' apartments are good options.

Cost of Living Information

Although the required amount of money per month is set at about $2,100, exchange students typically spend between $1,500 and $3,000 per month, depending on their lifestyle. These figures reflect the cost of housing, meals, transportation and incidentals in Austin.

Orientation and Suggested Arrival Dates

Please plan to arrive in Austin by the evening before orientation. If you arrive a bit early, feel free to come by the office to say hello. Orientation activities usually begin at **9:00 a.m.** We'll notify you later of the exact details.

On orientation day you'll get important introductory information, packets of materials, meet each other, have tours of the building and campus, and get your student identification cards. **Please bring your passport with you.** It will serve as the photo identification you need to get your UT student identification card. Other orientation events include document checks at the International Office, completing medical requirements at the University Health Center, setting up your computer account, academic advising, and registration for classes.

UT Identification Numbers, Student Identification Cards

You will generate a UT Electronic Identification number (EID) in order to submit your on-line application. You will use your UT EID for most records and identification at UT. On the first day of Orientation, we will go to **the ID Center (Flawn Academic Center, first floor).** There you will need to present your UT EID and passport. At the ID Center, staff members will take your photo and produce your ID card while you wait. The ID card enables you to check out books from the library, use the recreational facilities, computer labs, etc. It also allows you to ride all city buses free of charge. The card costs $10, and you will have 30 days to pay for it by stopping at the **Cashier's Office, Room 8** in the **Main Building** (the Tower) or paying on-line with a credit card.

- University Health Services

At the **University Health Services (Student Services Building, second floor)** you'll present your immunization records, have the tuberculin screening (if a test is required, costs about $80, you will be billed later), and be advised on any additional injections you may need in order to register. Any immunizations received at UHS incur additional charges. These records are required of all students who register at UT for the first time.

- Health Insurance

All international students are required to purchase the UT student policy health insurance. This will be automatically billed along with your registration administrative charge, and the cost for one semester, student only, is approximately $700. You may request exemption by completing the Insurance Waiver form proving adequate coverage.

If you plan to use insurance from home, your policy coverage must meet the minimum requirements listed on the Health Insurance Waiver Form, which must be signed by your insurance company. You should bring a copy of your policy. For information about the UT student insurance, go to https://www.uhcsr.com/SelfServiceSupport/students/CollegeHome.aspx

- The International Office

Students will need to schedule Immigration Briefing and Check-in (IBC) at the **International Office (2222 Rio Grande).** Advisors at the International Office will check your travel documents, so be sure to bring your **passport and all travel documents. You must visit the International Office before registration or we will not be able to register you**. Appointments fill up quickly so consider scheduling it online prior to arriving in Austin.

- Computer Accounts

Included in orientation will be a technology session to help you set up your McCombs e-mail and access the business school computer labs.

Academic Advising

Before registration, students will meet with Polly, Josh, and Michelle to discuss individual registration plans and ask questions about courses. An appointment schedule will be included in your orientation materials.

Choosing Courses:

Please refer to the course information page on our website to help you find and understand course information on the web. You will let us know what courses you would like to take by completing an on-line course request form. You may choose any undergraduate course that is interesting to you for which you meet the pre-requisites, selecting at least two business courses. You must enroll in a total of 12 hours, which is usually 4 classes. You can determine the number of course credit hours per class by the first digit of the course number, e.g. MKT 372 is 3 hours of credit.

While we *cannot guarantee* that you will get every class, we work very hard with the departments and have had excellent results in getting students into the business courses they really need. In departments outside the business school, we don't have the same influence. However, most instructors have been willing to help accommodate exchange students.

When selecting courses, please remember that BBA students and BBA exchange students MAY NOT enroll in graduate-level courses. The MBA program is completely separate from the BBA program administratively, and our course enrollment policies reflect this separation. **You can tell if a class is graduate level if the last two digits of the course number are 80 through 99** (please see the Course Information page).

Registration

Your courses will be set *after* your arrival, during your registration slot. Many students make changes to their preliminary selections after academic advising and through the first week of classes. Registration will take place the week following orientation; each student will be assigned a registration slot. You'll receive a timetable in your orientation packet with your appointment time. The registration system at UT follows automated time guidelines, so it's important to not miss your appointment.

Students usually do not finalize registration on the first day. It is normal to have to wait for the first class days to add certain courses. This should not worry you. So far we have been able to accommodate our students' needs by the end of the first week. We will provide further information.

Fee Bills

To complete registration, exchange students must pay a fee of $100. For students without an insurance exemption, the cost of the UT Student Health Insurance will also be included in the fee bill.

You may pay the fee bill on-line with a MasterCard, Discover or American Express credit card (https://utdirect.utexas.edu/acct/rec/wio/wio_home.WBX, "What I Owe"), or in person with cash or check (Cashier's Office in the Main Building, Room 8). The bill must be paid by **5:00 p.m.** on the due date (usually 3-5 days after registration), or your registration will lapse and all your classes will be dropped. Please note that UT does not accept Visa credit cards for this payment.

Course Changes

Once you have paid your fee bill, it is still possible to make some changes in your class schedule. You may add classes up until the **fourth class day.** With UPO Registrar permission later adds can be possible. You may drop classes until the **twelfth class day** without penalty. Later drops with permission are possible through the **twentieth class day** without possible academic penalty. In these cases your instructor will assign you a "Q" or a "fail." A "Q" on your grade report simply shows you dropped the course. The last possible day to drop a course with the Dean's approval is mid-October or mid-March, which is also the last day to decide to take a non-business course on the letter grade or pass/fail basis. **Please note, at UT you will receive a mark in every course for which you register. If you do not want to complete a course you must drop it to avoid failing.**

Grades, Grade Reports, Transcripts:

UT Austin uses a plus/minus (+/-) letter grade grading system. The grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. D- is the lowest passing mark. We will issue a grade report for each student at the end of the semester, which will be sent to the coordinator at your home university. If an official transcript is desired, it must be ordered separately by the student from the Registrar's Office. The cost is $10 each, http://registrar.utexas.edu/students/records/transcripts/index.html.

Weather Information

Austin and Texas are known for extreme weather. The temperature and weather patterns can change dramatically in a short period of time. Temperatures of over 100°F (38°C) are common in the summer months and September. Temperatures remain extremely high for extended periods of time. On the other hand, in the winter it can get cold (it does get to 0°C) - please bring a jacket. While Austin averages 300 days of sunshine per year, powerful storms occasionally pass through central Texas, particularly during spring and early summer. Some have the potential to be dangerous. If severe conditions occur or are predicted, listen carefully to a local radio or television station and follow any warnings or advice for your area. Don't forget to bring a raincoat or umbrella.

- Emergency (after business hours) Contacts

For fire, police, and emergency health services dial 911 from any phone. Home phone numbers for BBA Exchange Coordinators will be sent to you with your DS-2019 document.

- BBA Career Services & Packing Information

You will be eligible to use the services of the business school placement and recruiting office, the BBA Career Services. If you would like to participate in any of their events, you will need to bring appropriate business casual and business attire.

Business Casual

For women:
-nice slacks or skirt (not too short!)
-a nice blouse
-closed-toe shoes

For men:
-a white shirt
-khaki pants
-necktie
-nice shoes

Business Attire

For women:
-a dark-colored pant suit or skirt suit (not too short!)
-a nice solid-colored blouse
-pantyhose, in a neutral color
-closed-toe shoes that match the color of the suit

For men:
-a white shirt
-necktie
-dress shoes
-dark socks
-dark-colored suit

The above is for BBA Career Services events. For just going to class, students are extremely informal and wear shorts, t-shirts, and flip-flop/thong sandals everywhere, except during class presentations.

-Other activities

You may wish to participate in our **Buddy Program** to be matched up with a McCombs student as a buddy.

We also provide shuttle taxi service for your initial arrival to Austin from the airport to your housing (subject to continued funding).

The **International Office** will hold a number of activities designed to help you have a great experience, including workshops on various topics and trips to local interest spots throughout the semester.

Various student organizations are also available to set up events and connect you to other students through a variety of activities and events.