

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

PHONE AND FAX: +1 512-471-0690 and +1 512-471-2388

COORDINATORS: Polly Trigger (polly.trigger@mcombs.utexas.edu) | Phone: 512-471-0821
Josh Rucker (josh.rucker@mcombs.utexas.edu) | Phone: 512-232-5018
Aleksandra Wingate (aleksandra.wingate@mcombs.utexas.edu) | 512-471-8318

WEB: BBA International Programs: <https://my.mcombs.utexas.edu/My/BBA/IP/Exchange>
McCombs home page: <https://my.mcombs.utexas.edu/>
UT home page: www.utexas.edu
Video about McCombs/Austin: www.youtube.com/watch?v=a4tEojt5lbs
Video about Texas: <http://www.youtube.com/watch?v=FC16-4fh-Qc>

FACEBOOK: BBA International Programs www.facebook.com/BBAInternationalPrograms

BLOG: <http://bbaabroad.wordpress.com/>

IMPORTANT DATES

FALL 2018

Application deadline April 1

ARRIVAL: By evening of August 16
ORIENTATION: August 17 - 27
COURSE REGISTRATION: Friday, August 24
CLASSES BEGIN: Wednesday, August 29
LABOR DAY HOLIDAY: Monday, September 3
THANKSGIVING BREAK: November 21-24
CLASSES END: Monday, December 10
FINAL EXAMS: December 13-19

SPRING 2019

Application deadline October 1

ARRIVAL: By evening of January 9
ORIENTATION: January 10 - 16
COURSE REGISTRATION: Tuesday, January 15
MLK DAY HOLIDAY: Monday, January 21
CLASSES BEGIN: Tuesday, January 22
SPRING BREAK: March 18-23
CLASSES END: Friday, May 10
FINAL EXAMS: May 15-21

DOCUMENTS AND REGISTRATION PACKETS

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

1. EMAIL AND ONLINE:

- Beginning in August for Spring; in February for Fall.
- Information is e-mailed to coordinators for completing the online 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 SEVIS fee and visa application fee to the nearest U.S. Consulate when applying for the visa.
- Information on accommodation, courses, etc. is on our website at <http://www.my.mcombs.utexas.edu/My/BBA/IP/Exchange>
- Students will receive regular email updates from the BBA International Programs Staff.

2. PHYSICAL MAIL:

- In late November for spring; late May for fall.
- It contains the DS-2019 form, welcome information sheet, and cultural adjustment information.

LEARNING EXPECTATIONS

- **CLASS FORMAT:** Lectures, presentations, case studies, papers, presentations, group 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 student services 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 \$20 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; at least two must be business courses. Students must enroll in at least 12 credit hours, which generally consist 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. The BBA International Programs Office does not arrange housing for students, but we have various resources we will send you via email, and are available on our website, to assist in your own housing search.

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 options are 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 more detailed housing information on our website, <https://my.mcombs.utexas.edu/BBA/IP/Exchange/Preparing#tab-pane2>.

SUBLEASING APARTMENTS

There are several websites and Facebook groups that list 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! We will provide this information as students are admitted.

SIMPLYINTERNATONAL.COM (FORMERLY KNOWN AS STUDYABROADSUPPORT.COM)

This company offers services that help 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 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.

OTHER HOUSING ADVICE

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://parking.utexas.edu/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	\$125
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	\$20 (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)

\$300 - \$400 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 \$1,000 per semester for a single student. All international students are automatically enrolled in the UT plan. As of Spring 2015, **it is not possible to waive out of this insurance.**

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 – 5 things needed ; due October 1 for spring and April 1 for fall:
 - Online application
 - Official transcript (upload online)
 - Certification of Financial Responsibility Form
 - Copy of passport particulars page
 - English Language Proficiency Form
- Visa – pay SEVIS fee and visa application fee to U.S. Consulate when applying for your visa
- Course request form (submit your possible course choices on our online 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 \$300-\$400 per month)
- Obtain immunization proof from health provider on UT's form and bring to Austin
- Arrival info (enter your arrival information once we enable that online form)

AFTER ARRIVAL BUT BEFORE CLASSES BEGIN | ORIENTATION ACTIVITIES:

- Check in at International Office (called Reciprocal Exchange Orientation & Immigration Briefing & Check-in)
 - Show passport & travel documents
- Check in at University Health Services:
 - Show Immunizations records (via form from UHS website; complete and bring with you)
 - Get any missing required immunizations. A fee is assessed for immunizations administered by UHS.
 - Have tuberculin screening
- Enter Emergency Contact information on UT Direct
- Get UT student identification card; costs \$10
- Academic Advising for courses led by BBA International Programs Staff
- Register for at least 2 business courses and at least 12 hours total
- Pay your fee bill! This includes the mandatory & automatically-charged student health insurance policy, about \$1,000 and the \$125 ISSS student service fee.
- "Gone to Business" & "Gone to Texas" – McCombs & UT welcome events for new students (Fall semester)

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)
- Final exams

DEPARTURE:

- Attend “farewell” meeting for exchange students
- Request official transcript; costs \$20 (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-1 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 encourage you to use SimplyInternational.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.

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, 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 online 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 or FAC, 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 online with a credit card.

- UNIVERSITY HEALTH SERVICES

At the **University Health Services (Student Services Building or SSB, 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 (note: effective Spring 2015, **there is no longer an option to waive out of UT's insurance**). This will be automatically billed along with your registration administrative charge, and the cost for one semester, student only, is approximately \$1,000. For information about the UT student insurance, go to <https://world.utexas.edu/iss/insurance/students/plan>.

- THE INTERNATIONAL OFFICE

Students will need to attend an Immigration Briefing and Check-in (IBC) at the **International Office** (there are specific sessions for exchange students, set in advance, but you need to make an appointment via their website). Advisors at the International Office will check your travel documents, so be sure to bring your **passport and all travel documents**. Spaces fill up quickly so you must schedule it online prior to arriving in Austin.

ACADEMIC ADVISING

Before registration, students will meet with BBA International Programs Staff 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 offerings throughout the business school. You will let us know what courses you would like to take by completing an online 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 (note: Economics courses at UT are NOT considered business courses, and therefore students will need to be very flexible with the Economics courses they hope to take at UT Austin). 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 you wish, 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 space is available.

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.

To complete registration, exchange students must pay the ISSS Student Services fee of \$125 and the insurance (approx. \$1,000).

You may pay the fee bill online with a Visa, MasterCard, Discover or American Express credit card (<http://www.utexas.edu/business/accounting/sar/>), "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.

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 BBA 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 \$20 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 professional 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 PROFESSIONAL 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 arrange shuttle service for your initial arrival to Austin from the airport to your housing.

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.