

# EXCHANGE STUDENT 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, 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 approximately 45,000 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 12<sup>th</sup> 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 around 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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# ARRIVAL CHECKLIST

*During your first days in Madison...*

## ORIENTATION MATERIALS

- Make sure to watch the Online Orientation Modules provided by your exchange coordinator- you should have completed these before your arrival.
- You will receive the slides from the orientation- please review these to make sure you understand the material and resources.

## 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 note of your Madison address, phone number, student ID/Passport number, friend's number and your international host or exchange office's number. 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

- **Complete immigration check with International Student Services (ISS)**
  - Federal law requires all F-1 and J-1 students check in via Terra Dotta, by the 15<sup>th</sup> day after the program start date on your I-20/DS-2019. You can start the ISO & ISS Check-in before your arrival in the U.S. You can find instructions and information in the 'Incoming Students' section of your TDS portal.
- **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 annual compliance deadlines for the fall semester are **September 14**, and **February 14** for the spring/summer semester. Enrollment can be done [online](#) or by visiting the SHIP office. Watch your wisc.edu email for enrollment information!
- Pick up your **Wiscard Student ID** (identification) card
  - [Wiscard](#) office in Union South
- Pick up your free **ASM Bus Pass after you get your Wiscard**
  - 333 E Campus Mall, Student Activities Center (SAC, 4<sup>th</sup> Floor) OR Union South Box Office (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

# IMPORTANT CONTACTS

## UW Study Abroad Exchange Coordinators

<b>International Academic Programs/ Engineering Exchanges</b> <i>Andy Quackenbush, Paige Navis, Emily Wink &amp; Amanda Hammatt</i> <a href="mailto:exchange@studyabroad.wisc.edu">exchange@studyabroad.wisc.edu</a> 608-265-6329 3 <sup>rd</sup> floor, Red Gym 716 Langdon Street <a href="http://www.studyabroad.wisc.edu/exchange">www.studyabroad.wisc.edu/exchange</a>	<b>College of Agricultural &amp; Life Sciences Exchanges</b> <i>Kim Kroeger</i> <a href="mailto:exchange@studyabroad.wisc.edu">exchange@studyabroad.wisc.edu</a> 608-265-5759 116 Agricultural Hall 1450 Linden Drive <a href="http://www.studyabroad.wisc.edu/exchange">www.studyabroad.wisc.edu/exchange</a>
<b>Wisconsin School of Business Exchanges</b> Global Programs 3150 Grainger Hall 975 University Avenue <a href="https://bus.wisc.edu/current-student-resources/bba/study-abroad/incoming-exchange-students">https://bus.wisc.edu/current-student-resources/bba/study-abroad/incoming-exchange-students</a>  Han Sol Meining <a href="mailto:incoming.exchange@wsb.wisc.edu">incoming.exchange@wsb.wisc.edu</a> 608-265-5017	
<b><u>Your Campus Dean's Office</u></b>  The Division of Continuing Studies (DCS) acts as the Dean's Office for all exchange students. Your main contact at UW-Madison is listed above. Your exchange coordinator may direct you to DCS for dean's office services.  <b>Division of Continuing Studies</b> Adult Career and Special Student Services (ACSSS) 21 North Park Street, suite 7101 <a href="http://continuingstudies.wisc.edu/advising">continuingstudies.wisc.edu/advising</a> 608-263-6960	

# OTHER IMPORTANT CONTACTS

<b>International Student Services (ISS)</b> <a href="mailto:iss@iss.wisc.edu">iss@iss.wisc.edu</a> 608-262-2044 Suite 130 Pyle Center 702 Langdon Street <a href="http://iss.wisc.edu">iss.wisc.edu</a>	<b>Office of the Registrar</b> registrar@em.wisc.edu 608-262-3811 333 E Campus Mall #10-11 <a href="http://registrar.wisc.edu">registrar.wisc.edu</a>
<b>University Health Services (UHS)</b> 608-265-5600 333 E Campus Mall Floors 5-8 <a href="http://www.uhs.wisc.edu">www.uhs.wisc.edu</a>	<b>Student Health Insurance Plan (SHIP)</b> 608-265-5232 333 E Campus Mall #7 <a href="http://www.uhs.wisc.edu/ship">www.uhs.wisc.edu/ship</a>
<b>Division of Information Technology (DoIT)</b> 608-264-4357 <a href="http://www.doit.wisc.edu">www.doit.wisc.edu</a>	<b>Campus and Visitor Relations</b> (608) 263-2400 <a href="http://info.wisc.edu">info.wisc.edu</a>
<b>University Apartments</b> <a href="https://www.housing.wisc.edu/apartments/">https://www.housing.wisc.edu/apartments/</a>	<b>Division of University Housing</b> (608) 262-2522 <a href="http://www.housing.wisc.edu">www.housing.wisc.edu</a>
<b>Instructors or Classmates:</b> <a href="http://www.wisc.edu/directories">www.wisc.edu/directories</a>	

# 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.

## ■ Pronouns (adapted from [GSCC Pronouns page](#))

We understand that faculty, staff, students and all members of the UW-Madison campus community want to provide a warm, welcoming, and inclusive environment for one another. One small way we can make UW more inclusive is by using language conscientiously, including pronouns. Pronouns are words that a person uses to identify themselves in place of their name; almost everybody, including cisgender people, uses pronouns. Some



examples of pronouns include: she/her/hers, he/him/his, they/them/theirs, ze/hir/hirs, per/per/pers, etc. In many classes, there will be an option to introduce yourself and your pronouns; though sharing your pronouns is never required, you should feel safe to share your pronouns in the classroom setting. For more information, please refer to the [Gender and Sexuality Campus Center](#)

#### ■ **Pass/Fail grades**

Taking **one course per term** for a pass/fail grade at UW may be an option. There are several factors that must be considered before requesting this option. Contact your exchange coordinator to explore this option.

#### ■ **Arriving to class**

It is expected that you arrive on time for classes. 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](#)' for details on activating your 'MyUW' account, computer and [software sales](#), 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](#). 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](#).

## ■ **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 [visit](#). **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**

*Non-business* exchange students (IAP, ENGR, CALS) may enroll in business classes if space allows, after the priority deadlines listed in the enrollment information. Some business departments may require non-business exchange students to attend the first day of class to request permission to enroll. Non-business exchange students are not guaranteed access to business courses, and some business courses are closed to all exchange students. Some classes including MBA and master's level courses may be restricted even further past this deadline. If IAP/ENGR/CALS students are interested in a business course, after they are admitted, they would need to complete the [JIRA form](#) which would get routed to the respective department for consideration. Spring students can submit the JIRA form after December 1 and fall students can submit it after May 1. The department will contact them with instructions/information regarding the enrollment process. **Enrollment permission is not guaranteed** and students may be asked to wait until after enrollment is complete or shortly before classes begin before they are granted permission to join the class.

## 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 hard copy textbooks can be found at the University Book Store, located on State Street Mall. Other locations (found below) may have cheaper prices. There are also e-Texts in some courses or class sections. Check your course syllabus to determine whether or not you need to purchase a hard copy or e-Text. You are responsible for all text fees. E-Text fees are posted to your UW account and must be paid in full or these fees will prevent your transcript from being released.

## Stores in Madison:

There are numerous bookstores in Madison. You may want to explore the various options available downtown and throughout the city.

## 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. 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:

<b><sup>1</sup>Required</b>
<b><sup>2</sup>TITLE:</b> INTERMEDIATE ACCOUNTING
<b><sup>3</sup>AUTHOR: KIESO</b>
<b><sup>4</sup>EDITION: 9<sup>TH</sup> 98</b>

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 the specific issue, it might be necessary to get help from the second, third, or fourth option listed. **Exchange Office** means your exchange coordinator at UW-Madison.

## ACADEMICS

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

## HEALTH

Mandatory Health Insurance (SHIP)	SHIP → UHS
Illness	UHS & Exchange Office
Personal Crisis	UHS Mental Health Services → Exchange Office → Dean of Students Office

## OTHER

University Apartments	University Apartments → Exchange Office
UW Housing questions	University Housing → Exchange Office
Visa questions	ISS
Employment questions	ISS

# MANDATORY HEALTH AND INSURANCE FREQUENTLY ASKED QUESTIONS (FAQS)



## 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](#).



## Are any vaccinations required by UW-Madison?

UW-Madison does not require any vaccines to study on campus, although several are strongly recommended and you can find those listed [here](#). Many vaccines are available through UHS, however there are fees associated with these vaccines. There are required vaccines for those living in [on-campus residence halls](#).



## 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.



## 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](#). **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.

⑦ **Can I receive a refund if I leave the US before my SHIP policy ends?**

International students who study at UW for the academic year or spring term and plan to leave the US for the summer 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). Balances will be refunded to the credit card that paid the bill. 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](mailto:info@mfismadison.org) and their [website](#). For temporary housing for you or guests, check out the [Madison Hostel](#), [campus accommodations](#), or [local hotels](#).

## LONG-TERM HOUSING (SEMESTER OR YEAR-LONG)

Exchange students are required to arrange their own housing. If you have a signed contract with University Apartments, please direct any specific questions about logistics and billing to [them](#). The contact will depend on the question you have. 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](#). There are often housing Facebook groups, as well. 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 of this document.

## LEASES

When you sign a lease with University Apartments, University Housing, a property manager 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](#).

## 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).

## SCAMS

There are scams in Madison, just like there are throughout the world. Please be careful if you decide to send any money to reserve an apartment prior to your arrival (or if you plan to sublet your apartment when you depart Madison). When possible, we encourage you to instead arrange appointments so you can see apartments upon your arrival. There have been some incidents where students have lost money in housing scams.



# TRANSPORTATION & TRAVEL

## 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](#). 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:** 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](#). To obtain the discounted rate, see this [website](#) for the promo code.

\*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](#).

## 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.

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](#) . 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](#), which is a car sharing service with several Madison locations. There is no monthly commitment and prices are from \$7.50/hour and \$15/year (for UW students). 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.](#)

## 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 [Kayak](#), [Skyscanner](#), or travel agencies that specialize in student travel such as [Student Universe](#).

For ideas on travel within **Wisconsin**, refer to the Department of Tourism's [web site](#).

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 [website](#) for a schedule. For the Megabus, refer to their local [website](#).

Check out [Wikivoyage](#), 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.

## INTERNATIONAL TRAVEL

*Be CERTAIN to have your **visa documents signed by International Student Services (ISS)** 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 DS-2019 signed. Allow plenty of time for ISS to process your documents.

# GETTING INVOLVED

The Madison campus has many opportunities for you to get involved. Welcome Week activities are for everyone. UW-Madison is home to about 1000 student organizations covering a broad range of interests. The Center for Leadership & Involvement (CfLI) has a complete listing of [campus 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.
- Outdoor enthusiasts of any skill level should consider joining one of the [Hoofers Outdoors Programs](#) clubs: 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](#). A huge variety of courses are offered each semester.

## PLAYING SPORTS AT UW-MADISON

- Bakke Recreation & Wellbeing Center (1976 Observatory Dr), the Shell (1430 Monroe Street), the Nicholas Recreation Center ('The Nick') (797 W Dayton 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 about \$25.00 per semester.
- [University Recreation and Wellbeing](#) provides **intramural and club sports** and two opportunities for competitive sports.
- Exchange students cannot play varsity sports while at UW-Madison, but we strongly encourage you to [attend some games](#) throughout your time here.

## 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.

## ENJOYING THE CAMPUS

Check out your [campus map](#) for some of the UW-Madison's great sites:

- [Allen Centennial Gardens](#)
- [Babcock Hall](#) (home of our famous ice cream)
- [Carillon Tower](#)
- [Chazen Museum of Art](#)
- [Geology Museum](#)
- [Zoological Museum](#)
- [Arboretum](#)

## LOCAL NEWS AND EVENTS

There are two campus papers, the [Badger Herald](#) and the [Daily Cardinal](#). The [Isthmus](#) and the [Wisconsin State Journal](#) 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](#).

## **Academic Training**

J-1 students may be eligible to have a work experience directly related to their field of study through Academic Training (AT). AT is an opportunity specifically for J-1 students and can last up to the equivalent duration of their studies. The work opportunity can be paid or unpaid, and can take place at UW-Madison or anywhere in the United States.











Students must obtain approval from their exchange coordinator and their home institution. All requests for AT are ultimately approved (or denied by ISS). You can read more about the complete process for Academic Training [here](#). You will be required to submit documentation through your Terra Dotta portal.

Students need to find their own opportunities and can access campus resources such as group review or information sessions or the career fairs that happen each semester hosted by various offices on campus. Exchange students are not eligible to access Handshake (our campus job search database) or to have individual appointments with career advisors.

# SHOPPING

## FOOD










### Grocery Stores

Name	Products	Price	Accessibility	Address	Website
<b>Fresh Madison Market</b>	Groceries, deli, hot meal buffet, sushi, etc.	\$\$	On campus  	703 University Avenue	<a href="http://www.freshmadisonmarket.com">www.freshmadisonmarket.com</a>
<b>Capitol Center Foods</b>	Groceries	\$\$\$	Between campus and Capitol  	111 N. Broom Street	<a href="http://www.capcentremarket.com">www.capcentremarket.com</a>
<b>Dane County Farmer's Market</b>	Fresh vegetables, fruits, jams, honey, bread, cheese (including cheese curds!), flowers and more	\$	Around the Capitol  	Capitol Square (summer/fall, Saturdays)  200 block of MLK Jr. Blvd (summer/fall; Wednesdays)  330 W. Mifflin St. (winter)	<a href="http://dcfm.org">dcfm.org</a>
<b>Willy Street Co-op</b>	Produce, juice bar, bakery, frozen foods, deli	\$\$	East, West and North sides of Madison  	1221 Williamson St.  6825 University Ave. 2817 N Sherman Ave	<a href="https://www.willystreetcoop/">https://www.willystreetcoop/</a>
<b>Asian Midway Foods</b>	Asian groceries, bulk foods, spices and sauces	\$	South of campus  	301 S. Park Street	<a href="http://www.yelp.com/biz/asian-midway-foods-madison">www.yelp.com/biz/asian-midway-foods-madison</a>
<b>Trader Joe's</b>	Variety of fresh, frozen and easy to prepare foods.	\$	West of campus	1810 Monroe Street	<a href="https://locations.traderjoes.com/wi/madison/712/">https://locations.traderjoes.com/wi/madison/712/</a>
<b>Metcalf's, Pick 'n Save, HyVee, Whole Foods, Target, Woodman's</b>	These are all grocery stores located to the west of campus on/near University Avenue and throughout the city. They are large supermarkets that are generally more reasonably priced than those closer to downtown. You will need to take the bus.				
<b>Other ethnic grocery stores</b>	There are many ethnic grocery stores in Madison, including Latin American, African, 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.

## OTHER SHOPPING

Name	Products	Accessibility	Address	Website
<b><i>Dollar General</i></b>	Household items, food, beverages, beauty products, toiletries/personal care, party goods, etc.	Near campus  	432 West Gorham St.	<a href="https://www.dollargeneral.com/">https://www.dollargeneral.com/</a>
<b><i>Walgreens</i></b>	Everything from candy 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. 311 E. Campus mall	<a href="http://www.walgreens.com">www.walgreens.com</a>
<b><i>Target</i></b>	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 (large store)	<a href="http://www.target.com">www.target.com</a>
		On campus  	610 State Street (small location)	
<b><i>State Street</i></b>	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.	<a href="http://www.tripadvisor.com/LocalMaps-g60859-d281199-State_Street-Area.html">www.tripadvisor.com/LocalMaps-g60859-d281199-State_Street-Area.html</a>
<b><i>The Malls</i></b>	<p>There are three malls in the Madison area, though none in walking-distance.</p> <ul style="list-style-type: none"> <li>▪ <u><i>West Towne Mall</i></u> is located at Gammon &amp; Mineral Point Road (largest mall).</li> <li>▪ <u><i>East Towne Mall</i></u> is located at 89 E Towne Mall Drive.</li> <li>▪ <u><i>Hilldale Shopping Center</i></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.</li> </ul>			

# MADISON RECOMMENDATIONS

## Food

### Asian

Nani	Dim sum/ Chinese	\$\$	West Side
Morris Ramen	Ramen	\$\$	Downtown
Ha Long Bay	Vietnamese/ Pan Asian	\$\$	East Side
Sala Thai	Thai	\$\$	East Side
Freshfin Poke	Hawaiian	\$	Downtown
Red Sushi	Sushi	\$\$\$	Downtown
QQ Express	Chinese	\$	Near Campus
Little Tibet	Tibetan	\$\$	East Side

### Bakery/Café/Coffee Shop

Greenbush Bakery	Bakery/Donuts	\$	Near Campus
Madison Sourdough	Café/Bakery	\$\$	East Side
Michelangelo's Coffee	Coffee/Bakery	\$	Downtown
Indie Coffee	Coffee	\$	Near Campus
Ancora	Coffee/Café	\$\$	Downtown
Barrique's	Coffee	\$	Downtown
Sun Room Cafe	Breakfast/lunch	\$\$	Downtown
Johnson Public House	Coffee	\$\$	East Side
Gotham Bagels	Bagels/Coffee	\$	Downtown
Colectivo Coffee	Café/Coffee	\$\$	Multiple Locations, Near Campus

### Latin American

La Taguara	Venezuelan	\$	East Side
Taquería Guadalajara	Mexican	\$	East Side
Mercado Marimar	Mexican	\$	East Side
El Sabor de Puebla	Mexican	\$	East Side
Estación Inka	Peruvian	\$	Near Campus
La Pollera Colombiana	Colombian	\$	East Side

### Wisconsin Food

The Old Fashioned		\$\$	Downtown
Culvers		\$	Multiple Locations
Dotty Dumpling's Dowry		\$\$	Downtown
Sweet Home Wisconsin		\$\$	Near Campus
Settle Down Tavern		\$\$	Downtown
Coopers Tavern		\$\$	Downtown
Tipsy Cow		\$\$	Downtown
DLUX		\$\$	Downtown

### Pizza

Ian's	Sells pizza by the slice	\$\$	Near Campus/Multiple Locations
Salvatore's		\$\$	Multiple Locations
Glass Nickel		\$\$	East Side
Grampa's Pizzeria		\$\$	East Side
Pizza Brutta		\$\$	Near Campus

#### Other Food

Med Café	Mediterranean	\$\$	Downtown
Parthenon Gyros	Greek	\$\$	Downtown
Food Carts	Various	\$	East Campus Mall
Paul's Pel'mini	Russian	\$\$	Downtown
The Globe	Various	\$\$	Downtown
Sardine	American	\$\$\$	Downtown
North and South	BBQ	\$\$	West Side
Swad	Indian	\$\$	Monona
Chocolate Shoppe	Ice Cream	\$	Downtown

#### Things to Do

Memorial Union Terrace	Views of Water	Free/ \$	On Campus
Chazen Art Museum	Art	Free	On Campus
Olbrich Botanical Gardens	Botanical Gardens	Free/ \$	East Side
Wisconsin State Capitol		\$	Downtown
Dane County Farmer's Market		Free/ \$	Downtown
UW Arboretum		Free	East Side
Sports Games	Football and Men's Basketball are most popular sports at UW. Check out the Madison Mallards Baseball, Madison Capitals Hockey, and Forward Madison Soccer.	\$-\$\$	Varies
Paddle Boarding		\$\$	On Campus/ Lakes
Comedy on State	Cheap Student Tickets	\$	Downtown
A Room of One's Own Bookstore	Bookstore	\$-\$\$	East Side
Movies at Union South/The Terrace	Free movie showings	Free	On Campus
<a href="#">Pontoon Boat Rides</a>	Boat rides on Lakes Mendota or Monona	\$5	On campus and east/north



# UW MADISON TRADITIONS

## **Bucky Badger**

University of Wisconsin's beloved mascot, Bucky Badger, was adopted as the official mascot in 1889. The name Bucky is short for Buckingham U. Badger, which was chosen by student vote in 1949.

## **Terrace Chairs**

The Memorial Union introduced their famous sunburst chairs in the 1960s and they have since become an iconic campus symbol. They come in a variety of bright colors and can be found out on the Memorial Union terrace during the warmer months of the year.

## **Honest Abe**

Abraham ('Abe') Lincoln is memorialized on top of Bascom Hill because he signed the Morrill Act in 1862 to provide federal aid to land-grant colleges such as the University of Wisconsin. Many students take commencement photos atop Lincoln's lap. There is also a tradition of rubbing his feet for good luck, often before an important exam.

## **Wisconsin Idea**

[The Wisconsin Idea](#) is the principle that education should influence and improve people's lives beyond the university classroom, and more broadly, around the world.

## **Babcock Ice Cream**

UW's dairy building has been making and selling ice cream for nearly a century, and has many fun flavors to try. Some fan favorites include Blue Moon, Butter Pecan, and Orange Custard Chocolate Chip.

## **Paul Bunyan's Axe**

Paul Bunyan's Axe is the trophy passed between football rivals Wisconsin and Minnesota.

## **Varsity**

Badgers have sung this sentimental song for more than a century! To do the Varsity wave like a loyal Badger, you have to remember to use your right arm and start your swing from right to left during the song's last line:

Varsity! Varsity!  
U-rah-rah! Wisconsin,  
Praise to thee we sing!  
Praise to thee, our Alma Mater,  
U-rah-rah! Wisconsin!

## **School Colors**

UW-Madison's school colors are cardinal (red) and white, and have been since before the Daily Cardinal, the UW's first student newspaper, was established in 1892. Since cardinal is a shade of red, you'll see alumni and students wear The Red Shirt, cheer "Go, Big Red!" during Badger football games, and gather as the 'Grateful Red' in the student section at the Kohl Center.

## **Football Games (for Fall Semester only)**

Badger football games are major events that a majority of the students and others in Madison participate in. Along with enjoying the atmosphere and watching the game, football games have a wealth of traditions that have become staples at UW-Madison. First, the UW Marching Band is nationally famous for its Fifth Quarter, a celebration that takes place after UW football games, in which Badger fans sing, dance, and cheer while the

band plays fan-favorite songs. Second, the hit single “Jump Around” by the band House of Pain is played between the third and fourth quarters of all Badger home football games, accompanied by the entire student section jumping up and down in the bleachers.

### **Hoofers**

Hoofers is UW-Madison’s largest outdoor recreation program. There are six different clubs that students can be members with: outing, riding, mountaineering, scuba, ski and snowboarding, and sailing.

### **Homecoming (Fall Semester only)**

Wisconsin homecoming is a time of spirited celebration and includes many time-honored Badger traditions. Join the celebrations through participating in events like the Homecoming Parade on State Street, the Block Party on Library Mall, and planting plastic flamingoes on Bascom Hill.

### **The Winter Carnival (Spring Semester only)**

The Wisconsin Union’s Winter Carnival is a week-long celebration where the Memorial Union hosts events for students, faculty, and staff. Previously hosted events include mini-golfing on the frozen lake, movie showings, fishing, and kite flying. Make sure you also take time to visit Lady Liberty, which is an inflatable version of the Statue’s head, arm, and torch that is erected on top of frozen Lake Mendota.

# ADDITIONAL RESOURCES

## TITLE IX CONSIDERATIONS

### [Sexual Misconduct Resource and Response Program](#)

We hope that this resource is not one that you will need to utilize throughout your time on campus, but if you personally experience sexual harassment, sexual assault, dating/domestic violence, stalking or sexual exploitation, know that there are resources available to you.

- [UHS Survivor Services](#) (*CONFIDENTIAL*)
  - Students can use UHS counseling and victim advocacy services whether they have experienced victimization prior to coming to college or while they are enrolled as a student. UHS staff can assist with emotionally supportive counseling, information about victim rights, assistance with reporting options, accompaniment to appointments, and survivor support groups.
- [DAIS](#) (608-251-4445) (*CONFIDENTIAL*)
  - Works to ensure the safety and well-being of domestic violence survivors
- [Rape Crisis Center](#) (608-251-7273) (*CONFIDENTIAL*)
  - Works with Dane County to promote hope, help and healing for those harmed by sexual violence.
- Title IX Coordinator, Lauren Hasselbacher (608-890-3788) (*NON-CONFIDENTIAL*)
  - Housing, academic, transportation, financial aid, work, and reporting support
- [SAFEwalk](#) (608-262-5000) (*NON-CONFIDENTIAL*)
  - Provides safety while walking on campus.
- [International Student Services \(ISS\)](#) (608-262-2044) (*NON-CONFIDENTIAL*)
  - ISS staff are required to report all known incidents of sexual assault, domestic violence, dating violence, and stalking to the Title IX Coordinator for potential investigation.

## MENTAL HEALTH CONSIDERATIONS

(Adapted from study abroad page)

Being an international exchange student can evoke several new emotions, such as stress, the feeling of being overwhelmed, and excitement. Being in a new culture and environment can evoke multiple new challenges on your mental health. It may be difficult to adjust to a new culture and/or environment. This can have a major impact on your overall mental well-being. Being away from support networks, such as your family, friends, and home community can be challenging and may create stress or other mental health difficulties.

We are committed to supporting all international exchange students. This support includes students who are managing various mental health concerns. Just as cultures differ, so does the degree of access to counseling and mental health services in the many countries and communities a student might consider for their experiences abroad.

## **ADJUSTING TO A NEW CULTURE WHILE ABROAD**

(Adapted from study abroad page)

- Don't isolate yourself. Explore your host city, don't just stay in your housing.
- Keep in touch with friends back home but also reach out to people in your host country.
- There are resources for tracking your mood and to determine if you're experiencing culture shock or something more. If you will have access to a smart phone while abroad, there are also great mood tracker apps.
- Recognize your limits and allow yourself to take time for self-care, even if it may take away from an excursion or activity.
- Remember to eat and get enough sleep. Jetlag and exhaustion can impact mood.
- If you are of legal age and choose to drink alcohol, be mindful of your use. Alcohol may affect you differently when in another place.
- Expect to feel upset, nervous, frustrated at times and recognize ways to cope. You will face similar challenges abroad as you do here, so again — journaling to track how long these feelings last can be very useful.
- Remember, culture shock is natural. Low points may not necessarily be your condition worsening, or may not be related to your diagnosis at all. High points do not mean that you are “cured” and should stop any use of medication, if applicable. While it may be surprising, you may also ‘reverse culture shock’ upon your return home. Reverse culture shock is often more challenging because you don't expect it to happen.

## **UNIVERSITY HEALTH SERVICES**

(Adapted from UHS page)

Our mental health providers understand the complexities of student life and offer an open, safe, and confidential environment to help students through issues that may interfere with their development, well-being, and academic productivity.

UHS's no-cost mental health services include individual, couple/partner, group counseling, outreach programming, and stress management. We also offer 24/7 crisis services. Psychiatry services are also available for medication management.

## **INTERNATIONAL STUDENTS SUPPORTS GROUP**

(Adapted from UHS page)

International students experience an array of challenges in the process of adjusting to life in the US and the academic environment at UW-Madison. These may include, but are not limited to, culture shock, homesickness, social isolation, language and communication barriers, and prejudice and discrimination. This group strives to provide a space for international students to share their

experiences, as well as build connections, resilience, and a sense of belonging. Please contact UHS about this opportunity.