



**This is an internal guide meant for our international exchange partners for all exchange units on the UW-Madison campus.**

**Website and Contact Information**

**University of Wisconsin-Madison – [www.wisc.edu](http://www.wisc.edu)**

**Exchange Program Information – [www.studyabroad.wisc.edu/exchange](http://www.studyabroad.wisc.edu/exchange)**

Contact [exchange@studyabroad.wisc.edu](mailto:exchange@studyabroad.wisc.edu) with any general inquiries about students incoming to UW-Madison. For matters of the exchange balance, agreeing on semester places, or nominating your students for the next academic year, please contact the unit below that corresponds with your exchange program. Please note that **International Academic Programs (IAP)** is the main study abroad office at UW-Madison. IAP works in close partnership with the **Wisconsin School of Business (WSB)**, the **College of Engineering (ENGR)**, the **College of Agricultural and Life Sciences (CALs)** to administer programs geared specifically for their academic disciplines. Our outbound advisors [vary by program and region](#).

<b>International Academic Programs (IAP)</b>	
University of Wisconsin - Madison 301 Red Gym 716 Langdon Street Madison, WI 53706 USA <b>Phone:</b> +1 (608) 265-6329	<b>IAP Contacts:</b> Andy Quackenbush      Jessica Vodvarka Kate Hamoonga          Paige Navis <a href="mailto:exchange@studyabroad.wisc.edu">exchange@studyabroad.wisc.edu</a>
<b>Wisconsin School of Business (WSB)</b>	
University of Wisconsin - Madison 3290 Grainger Hall 975 University Avenue Madison, WI 53706 USA <b>Phone:</b> +1 (608) 262-2550	<b>WSB Contacts:</b> Brianna Cacchione      Bianca Cusimano Danner Joseph Halaas          Deedie Robinson <a href="mailto:incoming.exchange@wsb.wisc.edu">incoming.exchange@wsb.wisc.edu</a>
<b>College of Engineering (ENGR)</b>	
University of Wisconsin - Madison 1150 Engineering Hall 1415 Engineering Drive Madison, WI 53706 USA <b>Phone:</b> +1 (608) 263-2191	<b>ENGR Contact:</b> Amanda Hammatt <a href="mailto:international@engr.wisc.edu">international@engr.wisc.edu</a>
<b>College of Agricultural and Life Sciences (CALs)</b>	
University of Wisconsin – Madison 116 Agricultural Hall 1450 Linden Drive Madison, WI 53706 USA <b>Phone:</b> +1 (608) 265-5759	<b>CALs Contact:</b> Kim Kroeger <a href="mailto:exchange@studyabroad.wisc.edu">exchange@studyabroad.wisc.edu</a>

**Exchange Balance**

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

## Application Process

Our entire application process is online. The deadlines are as follows:

Fall semester or academic year:           **Application deadline is March 1**  
Spring semester or calendar year:       **Application deadline is October 1**

The online application can be accessed here: <https://my.studyabroad.wisc.edu/exchange> Exchange students should Register as a New User in the “Non-NetID Login” section.

***We ask that you do not publish this link to a public website, and only give it to students who have been nominated to our program.***

Exchange coordinators are welcome to create their own “student” account in order to view the application materials. In addition to filling out the online application, students will be uploading a number of documents as attachments. We have listed the necessary additional documents students must obtain below.

- **Transcript:** Students will be required to upload a copy of their **official transcript/student record**.
- **Passport:** The application also requires a scan of the student’s **passport information/photo page(s)**.
- **English:** Most students will need to upload **certification of English proficiency**. This is waived for some of our international partners based on their language of instruction. The options are:
  - TOEFL score report (minimum score of 95; 90 for ENGR)
  - IELTS score report (minimum score of 6.5)
  - Duolingo English Test (DET) (minimum score of 115) \*new starting Spring 2021
- **Finances:** Students will need to provide **documents indicating sufficient funds** to qualify for the visa in the form of a bank statement, bank letter, or completed Certification of Financial Support form. A help document on the acceptable documents is provided in the online application.
  - All forms of documentation need to be in English, show a specific currency amount & indicate that the student will have access to these funds. Missing any of these elements will prevent documents from being processed.
  - Financial support evaluation is based on exchange rates of currency to USD. As this rate regularly fluctuates, it is recommended that proof of financial support includes funds over the minimum.
  - Documentation needs to show clearly that funds are available at the time of application. If submitting a bank statement, there needs to be a total account balance & a *recent* date noting that the balance is valid.
  - Documentation for funding from parents/guardians must also clearly state that the student will have access to the parent/guardian’s funds.
  - Documentation must include bank employee signatures and stamps where appropriate.
- **Additional UW application:** Students are also required to complete a **University Special Student Application**, so we can admit students with non-degree status. This is in addition to our exchange application. The link is provided within the exchange application: <http://continuingstudies.wisc.edu/advising/apply.htm>. Students must indicate the office through which they are coming on exchange (IAP, WSB, ENGR, or CALS).

Our online application has a checklist system that will not allow an application to be submitted until all parts are complete. **Your student will receive a confirmation email when they have successfully submitted their application. Our offices will not review incomplete applications.** The application will ask for “Home Institution Exchange Coordinator” information. This contact will be copied on both the application submission and official acceptance emails. Ask your student to enter the most appropriate contact at your university to ensure you are notified of the student’s application and acceptance.

All other relevant information is posted to our incoming exchange website: [www.studyabroad.wisc.edu/exchange](http://www.studyabroad.wisc.edu/exchange)

## UW Study Abroad

University of Wisconsin-Madison

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