

Zurich University of Applied Sciences Exchange Guide

for

Business Students 8/31/2016

The information in this document is subject to change. PIC aims to provide students with the most up-to-date information; however, information at the host university may change. Updated information will be provided to participants when it becomes available.

If you find a link does not work, please copy and paste the website into your browser. If the link still does not work, please let us know.

1 Home School Approval

All GVSU students who want to earn credit at GVSU for a study abroad program must first apply for home school approval through the OASIS online application system, www.gvsu.edu/oasis.

The study abroad application through the GVSU online system (OASIS) allows students to apply for home school approval to participate in a specific study abroad program. If you change your study abroad program at any time, you must submit a *Study Abroad Change Form*. All programs are subject to approval.

- **Keep your information updated.** The Padnos International Center refers to the information in OASIS for up-to-date program information, and student contact information. Please let us know if information changes.
- **Message System/connect with other program participants.** Students can easily get in contact with other program participants using the OASIS messaging system.

✓ Study Abroad Orientation

All study abroad participants are required to attend one Study Abroad Pre-Departure Orientation. Students who attend one of these required sessions will be eligible to receive their full deposit refund. We will not refund the deposit to students who do not attend one of the many sessions offered throughout the semester prior to your departure.

✓ Required Documents

Once you are “accepted” to participate in your chosen study abroad program, your OASIS account will give you access to additional information, including required forms.

The documents below are due to PIC by: AUG 15 (Fall departures); **DEC 15** (Winter departures)

All students must submit the following required forms in order to be eligible to receive their deposit refund:

- Flight Itinerary
- Medical insurance

- Passport copy
- Health information

Students who plan to use financial aid to help cover the cost of their study abroad program must submit:

- Expense Form
- Accept the financial aid you plan to use for your semester abroad in MyBanner.

Students who plan to take course abroad that will fulfill specific degree requirements must submit:

- Course Approval Form and/or email confirmation specifying the departmental approval.

✓ Course Approval Process

For detailed instructions on securing approval for the courses you want to take abroad, visit:

<http://www.gvsu.edu/studyabroad/partnership-academics-517.htm>

2 Host University Application

Once a student has been approved by the Padnos International Center to participate in a partnership program, the student will be invited to begin working on the host university application materials. Students are still subject to approval by the host university and must also complete the required application materials to formally apply for this program. Again, the OASIS application is for the home school approval only.

✓ Required documents

The Padnos International Center will send detailed application instructions to all exchange participants soon after the GVSU priority application deadline (February 1, or September 10). If you do not receive the application instructions within 1 week after the priority deadline, email Chris Borda at: bordac@gvsu.edu.

APPLY FOR YOUR PASSPORT RIGHT AWAY IF YOU DO NOT HAVE ONE.

A copy of your passport is required in order for you to apply for this program. Passport processing can take 4-8 weeks.

Website for incoming international students – application procedures:

<http://sml.zhaw.ch/en/management/institutes-centers/student-and-faculty-exchanges/incoming-students/how-to-apply.html>

✓ Course options

Students can find course information on the ZHAW School of Management and Law website at:

<https://www.zhaw.ch/en/sml/study/international-office/incoming-students/program-of-study/>

Many ZHAW courses have already been pre-approved by GVSU's Seidman College of Business. Students interested in this program should set up a time to meet with Claire Rose, rosecl@gvsu.edu, in Seidman Advising Center to review the academic program and remaining degree requirements.

<p>✓ Program Costs</p>	<p>A detailed budget can be found at: https://www.gvsu.edu/studyabroad/additional-information-zurich-university-of-applied-sciences-business-940.htm</p>																											
<p>✓ Program Dates/Calendar</p>	<p>https://www.zhaw.ch/en/sml/study/international-office/incoming-students/program-of-study/</p>																											
<p>✓ Accommodation</p>	<p>Students will have to organize their own accommodation off- campus and early application is strongly recommended since the demand for housing in Winterthur is very high. https://www.zhaw.ch/en/sml/study/international-office/incoming-students/accommodation/</p> <p>There are several options from private housing, to flat shares, to host families. Most students choose to live in student residences.</p>																											
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✓ Partner University Contacts

Franziska Hauffe
Overseas Incoming Exchange Coordinator
franziska.hauffe@zhaw.ch
ZHAW School of Management and Law
International Office
Tel +41 (0) 58 934 62 69
Fax +41 (0) 58 935 62 69

www.sml.zhaw
www.sml.zhaw.ch/en/international
Zürcher Hochschule für Angewandte Wissenschaften
School of Management and Law
St. Georgenplatz 2
P.O. Box 958
8401 Winterthur
Switzerland

3 Travel Resources

Become a WELL-INFORMED traveler! Research you host country before you leave, and avoid going abroad unaware and unprepared. **It is up to YOU, the participant, to research and educate yourself before you leave.**

Visit: www.gvsu.edu/studyabroad, select “Before You Go.”

✓ Flights/Arrival City/Travel to host institution

Students typically fly into Zurich. From Zurich, students can take a train to Winterthur. The train takes about 15 minutes and has regular departures to Winterthur throughout the day. Students can then take a taxi from the train station to the housing.

✓ CDC Report/WHO

All study abroad students are strongly encouraged to carefully review the CDC report for the country they plan to study in. The CDC report provides information on required and recommended immunizations, health and safety advice, and packing tips. Visit: www.cdc.gov
The World Health Organization (WHO) offers extensive information on health topics, critical health situations, statistics, world health reports, country-specific information for travelers. Visit: www.who.org

✓ State Department Travel Information

All GVSU study abroad students are required to register their trip with the US State Department through the Smart Traveler Enrollment Program. Visit: <http://travel.state.gov> for details. Students should also carefully review the country information posted on the State Department website. Safety and security considerations are often listed in this document.

✓ Mobility International (MIUSA)

MIUSA is national leader on providing comprehensive disability support and resources for students for disabilities going abroad. If you have a disability, we strongly encourage you to utilize the resources available through this organization as you prepare for your journey. <http://www.miusa.org/>

<p>✓ Visa Information/link to consulate/timeline for application</p>	<p>US citizens are required to apply for a visa for stays that are more than 90 days. Permanent residents of Michigan will apply for a visa through the Consulate General of Lithuania. The application process generally takes between 8-10 weeks. Students should not attempt to apply for their visa more than 90 days prior to departure. The cost is approximately \$67.</p> <p>https://www.eda.admin.ch/countries/usa/en/home/visa/entry-ch/more-90-days.html</p> <p>Application Form: https://www.sem.admin.ch/dam/data/sem/einreise/visumantragsformulare/visumantrag-visumd-en-de.pdf</p> <p>Required documents for the Student visa: https://www.eda.admin.ch/content/dam/countries/countries-content/united-states-of-america/en/131.30_Merkblatt_Student_Visa.pdf</p> <p>Visa Fee: https://www.eda.admin.ch/countries/usa/en/home/visa/entry-ch/more-90-days/fees-national.html</p> <p>Additionally, students will be required to apply for a residence permit once they arrive in Switzerland. All students must register with local authorities within 14 days after arrival. ZHAW will provide additional information to students after acceptance into the program.</p>
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<p>✓ Study Abroad Advisors</p>	<p>The Padnos International Center has a number of advisors available to answer question you may have throughout the process.</p> <p>General advising: Stop into 130 LOH to speak with a Peer Advisor or email studyabroad@gvsu.edu.</p> <p>Post-acceptance advising, host university application information, and while you are abroad: Rebecca Hambleton, Director, Study Abroad & International Partnerships, hambletr@gvsu.edu AND Chris Borda, Coordinator of Study Abroad & International Partnerships, bordac@gvsu.edu.</p>
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4 Safety and Security

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Concerns about safety and security are very common among study abroad students and their families. PIC offers a pre-departure orientation, online resources, and individual support to students who have concerns about safety in another country.

<p>✓ Resources for emergency situations</p>	<p>http://www.gvsu.edu/studyabroad/health-safety-538.htm</p>
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<p>✓ Reporting an incident</p>	<p>If you experience an incident abroad, please contact Rebecca Hambleton, hambletr@gvsu.edu to file a report on the incident. When you file a report, every effort will be made to connect you with resources that are available to you if you.</p> <p>Other important campus resources that are available to GVSU students in need of assistance with a critical incident:</p> <ul style="list-style-type: none"> • Women’s Center, http://www.gvsu.edu/women_cen/
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	<ul style="list-style-type: none"> • Counseling Center, http://www.gvsu.edu/counsel/
<ul style="list-style-type: none"> ✓ Overseas Security Advisory Council (OSAC) 	<p>The U.S. Department of State created OSAC to promote cooperation between America’s private sector worldwide and the U.S. government on issues of security. Daily news can be found on this site, as well as country crime and safety reports. https://www.osac.gov/</p>
<ul style="list-style-type: none"> ✓ Association for Safe International Road Travel (ASIRT) 	<p>ASIRT offers more than 100 country road travel reports with guides for travelers including information on potentially dangerous conditions, road conditions, common road practices, traffic laws and more. Country reports are available for a fee. Additionally, the website does offer helpful tips for travelers.</p> <p>www.asirt.org</p>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: #2c5e8c; color: white; padding: 10px; border-radius: 15px; display: flex; align-items: center; justify-content: center;"> 5 <h2 style="margin: 0;">Cultural Adjustment</h2> </div> <div style="margin-left: 20px;"> <p>Attitude is EVERYTHING!</p> <p>Please remember that you are choosing to study abroad to experience something different from what you have access to here at GVSU! The most successful study abroad students are those who exercise flexibility and are open to change. Embrace the difference!</p> </div> </div>	
<ul style="list-style-type: none"> ✓ Culture guides 	<p>PIC offers a variety of country-specific resources that you can explore. Visit our website at:</p> <p>https://www.gvsu.edu/studyabroad/additional-information-zurich-university-of-applied-sciences-business-940.htm</p>
<ul style="list-style-type: none"> ✓ Returning home 	<p>http://magazine.lifeafterstudyabroad.com/contents</p> <p>Many students indicate that returning home from study abroad is far more of an adjustment than the initial adjustment to the host country. Students have a variety of experiences upon their return home. PIC offers a welcome back event that brings study abroad students together to share what they learned abroad, and to connect about the challenges of returning home after adapting to a different culture for many weeks or months. This event offers a career planning component to help you think about how to articulate to future employers what you learned through your experiences abroad and how this will help you in your career development.</p> <p>Visit the PIC website for information about adjusting to life back home after study abroad!</p>