As the business environment becomes increasingly global, study abroad is an excellent way to add perspective to your business education. Currently, both customers and businesses are expanding into a global and international environment, and there is much to be gained from understanding how different cultural values, political and legal systems, and economic conditions shape a country’s economy and financial decisions, affect market entry strategies and marketing mix decisions, and generate a unique business culture and organizational structure. Study abroad is one very exciting way to begin to discover new approaches to the study of business while enhancing your professional and personal skills.

From short-term, faculty-led programs to full-year enrollment at a foreign university, there are plenty of opportunities to complete prerequisites, fulfill business core requirements, earn major credit, take General Education classes, or explore electives. Other possibilities include language study or undertaking an international internship in a foreign organization. Whatever you do, you will gain insight into the ways that different cultures and legal systems impact the way business is conducted around the world.

Study abroad gives you an opportunity to...

- Find great business coursework and curriculum
- Understand your field from an international perspective
- Expand your cross-cultural communication and problem-solving skills
- Prepare to work in an increasingly diverse and international workplace
- Broaden your academic horizons
- Globalize your worldview
- Improve your language skills, if you study in a non-English speaking environment
- Develop friendships and build an international network for future jobs
How do I begin?

Define Your Objectives

Give yourself time. The process of selecting a study abroad program is similar to selecting your major or minor.

Begin researching study abroad options at least 6 - 9 months before you go overseas. Even better: discuss your desire to study abroad with your academic advisor as early as your first year on campus, so that you can plan accordingly. It is never too early to start this process. Give yourself time to research and talk to advisors and students who have studied abroad.

Set some goals. There are many good study abroad programs, and the best one for you depends on what you want:

- Why do you want to study abroad?
- Where do you want to go? Why?
- When do you want to go and how long would you like to stay?
- How will study abroad fit into your academic program at UI?
- Do you want to study in a foreign language?
- What degree of cultural immersion are you ready for?
- How much money can you afford to spend?

Prepare academically. You may need to take foreign language or other prerequisite courses for your chosen program, or you may need to fulfill some requirements for your major before you can go abroad.

When should I study abroad?

First-Year Students: Your initial year at the UI might be best spent taking business prerequisites, beginning a language, or working on General Education Program requirements. Also, the transition from high school to college is a big one. Study abroad might be best left for a little later, as early as the summer between your first and second years.

Sophomores: This is an excellent time to continue with General Education Program requirements overseas, begin or continue with a second language, finish up Business prerequisites, and/or work on Business Core Requirements.

Juniors: You will probably concentrate on major requirements and electives while you are abroad.

Seniors: This is a good time to finish up any remaining major courses or required electives while overseas.

Summertime: Always an opportunity for taking 1-2 classes in your major, minor, or certificate, or as electives. International internships are also available in the summer.

goals & results

“Today, companies are doing business anywhere and everywhere and in real time... For today’s graduates, it is more important than ever that they get a global education... it is crucial for our students to gain a global perspective... employers that we talk to want the students to have that perspective.”

-Comments from the Dean, written by William C. Hunter, Dean of the Henry B. Tippie College of Business, and published in Business at Iowa, Winter 2007-2008
How will the study abroad program fulfill your degree requirements?

**General Education:**

Most study abroad locations will offer course work that will count towards Natural Sciences, Historical Perspectives, Global and Cultural Studies, Humanities, and/or Social Sciences General Education Program requirements. GEP courses taken overseas can be approved by the Office for Study Abroad. Think about saving some of these requirements for an abroad program.

**Prerequisites for Admission to the CoB:**

All prerequisite courses may be taken on selected study abroad programs. The Undergraduate Program Office must review the course you propose to take and approve it before the overseas class can substitute for the UI course. Introduction to Financial Accounting and Principles of Macroeconomics are usually more difficult to find and transfer from abroad.

**Business Core Requirement:**

Many business core courses can be taken at foreign universities. Again, the UPO must examine the overseas course you propose to substitute for the on-campus one and approve it before the requirement can be met. A few things to keep in mind: Computer Analysis (6K:070), Foundations of Business (6B:100), and Introduction to Management (6J:048) may be difficult to find and transfer from abroad. Also, while Statistics for Strategy (6E:071) is often available, it may be an intensive course to take during your study abroad experience.

**Required Courses for Majors:**

Some required courses for all majors can be taken abroad. All the departments usually apply stringent criteria towards the approval of study abroad course work that will substitute for on-campus requirements. Departments also require that two-thirds of your required courses and required electives be completed in residence at the University of Iowa or on study abroad programs offering resident credit. Learn about these policies in the department and discuss your plans with your academic advisor.

**Required Electives for Majors:**

Many of the required electives can be taken abroad with prior approval by the individual department. These courses in conjunction with the required courses are subject to the two-thirds residency requirement mentioned above.
To succeed in an increasingly diverse and interdependent business environment, business and community leaders must possess cultural competencies. Tippie College of Business students are encouraged to develop multicultural skills through study abroad and advanced foreign language study. Consider the possibility of studying marketing in Thailand, or economics and development issues in Ghana. Studying overseas lets you take classes you would probably never be able to take here at home, and you may gain perspectives unimagined in the U.S. classroom.

The University of Iowa administers a large number of study abroad programs, and programs offered by other U.S. colleges and universities are also available to University of Iowa students. The Tippie College of Business has worked closely with the Office for Study Abroad to suggest some programs that fit different Business majors/minors particularly well. These programs may include General Education options, prerequisites for admission to the Tippie College of Business, business core requirements, major requirements, business electives, and intensive foreign language study.

Selecting a study abroad program that meets your academic needs and your personal interests takes some time and effort.

The earlier that planning begins, the better: you will have more choices and more flexibility if you integrate a study abroad experience into your academic planning and advising from the moment you arrive on campus. At a minimum, try to allow 6–9 months before you intend to go overseas to research and select your program.

The best place to start your planning is your degree evaluation, available on ISIS. You have to know where you stand in order to decide where to go next. The Office for Study Abroad produces an Academic Credits Worksheet that can help you with this process.

- What requirements for your major(s) have you already completed?
- Do you still have General Education Requirements to complete? What about elective credit?
- What requirements will be finished by the time you study abroad?
- Are there major courses that you must complete while you are overseas in order to graduate on time?

A good way to approach this exercise is to draw up academic plans for the next two semesters, listing the classes you would be taking here in Iowa City if you were not going to study abroad. Then, figure out how much “wiggle room” you have: are certain classes in your academic plan pre-requisites for classes you have to take later, or can you substitute classes here and there?

Generally speaking, the longer you stay abroad, the more you will learn – about yourself, about the country where you are living, about your academic field – but for academic and financial reasons, not everyone is able to devote a semester or academic year to overseas study. If a semester or year isn’t possible for you, consider a summer program or internship.

Once you have determined which classes must be completed while abroad, you are ready to begin searching for a program that meets your academic and personal needs. There are excellent resources to help you do that.
Visit the Office for Study Abroad

Our Study Abroad Resource Room is an important place to visit before you make a program decision. We can point you to many resources you will not find online, so this really is the place to start. It has information about programs sponsored by the University of Iowa, as well information about many non-UI programs. You’ll find course descriptions, sample assignments, and student evaluations for many UI programs, as well as maps, regional and national guide books, and books about specific cities, which you might find helpful as you work on making a decision about studying abroad.

Peer Advisors are there to help you from 9 – 5 M-F. They are available to help narrow down your choices and answer general questions.

1. The UPO Study Abroad Equivalencies Database lists classes at universities around the world that have already been evaluated for UI Tippie College credit. You can search by location or by UI course number. Using this database will help you determine which locations/universities might be appropriate places for you to study, but two words of caution are in order. First, not every class offered at foreign universities has been evaluated yet, only those already taken by UI students who have studied abroad. If you spot a class offered at a foreign university that is not already included in the UPO Study Abroad Equivalencies Database, you can ask to have it evaluated for transfer credit. Secondly, if a class you are interested in taking is pre-approved in the database, you must check the foreign university’s web site to determine whether or not the class will be offered during the time you propose to study abroad. If you need help with this, visit with an advisor in the Office for Study Abroad.

2. The Office for Study Abroad (OfSA) website contains descriptions of study abroad programs coordinated or sponsored by the UI. The OfSA Resource Room contains printed information about these programs and about hundreds of others the world over, offered by other U.S. colleges and universities as well as foreign universities. Friendly peer advisors (returned study abroad students) are ready to help you understand how to use the materials, and can give you some advice to get you started. Once you have spent a little time researching possibilities in the Resource Room, you can schedule an appointment to meet with a member of the professional advising staff to go into specifics about study abroad options.

3. IIE Passport is an on-line database of study abroad programs offered by U.S. colleges and universities as well as foreign universities. You can use the search engine to find study abroad programs in your major field and in the location you would like to study. Printed directories of IIE Passport also are available for browsing in the OfSA Resource Room. Discovering potential programs is just a start, however you have to do some digging to determine whether the courses offered by the program are available during the time you want to go abroad, and whether they can be approved for transfer credit by the Tippee College of Business.

Useful Websites:

Office for Study Abroad’s Major Advising Page:
http://international.uiowa.edu/study-abroad/students/prospective/major-advising/default.asp

UPO Study Abroad Equivalencies Database
http://www.biz.uiowa.edu/upo/opportunities/equivalency/

IIE Passport
http://www.iiepassport.org
Meet With Advisors

Meeting with your advisors and involving them in the program selection and planning processes is essential to your success. Study abroad advisors will help you find a program and guide you through the processes of preparation and paperwork. Your academic advisor will help make sure the credit you earn abroad will transfer toward your degree requirements. This step of the process may take more than one meeting with each advisor, but the better prepared you are for your meetings, the more efficient and less time-consuming they will be.

Meet With A Study Abroad Advisor

Once you have visited the Office for Study Abroad and have collected information about several programs, it is time to consult with our study abroad advisor. Schedule an appointment in advance (via our receptionist at 335-0353).

This is a critical step. Meeting with advisors will help you select a program, possibly introducing you to programs and opportunities you did not know about. You don’t need to have a program already picked out before you meet with a study abroad advisor, but the more information you have about the handful of programs you’re interested in, the more able your advisor will be to help you make a decision.

The advisor’s job is to explain the application, acceptance, preparation, and departure phases of your experience, as well as to answer any questions you may have. They have visited many study abroad programs and they can give you valuable information not contained in program brochures.

Come prepared for your meeting. Bring your research notes and questions about the programs you are considering.

Meet With Your Academic Advisor

We strongly encourage you to consult with your academic advisor(s) as part of the program selection process. You should be aware that the application of credits toward major requirements is a departmental decision.

When you meet with your academic advisor, be sure to take your notes about the different programs you are exploring. Also take information and any forms you may have received from your study abroad advisor, including the Study Abroad Credit Approval Form, which you will complete with your advisor in the UPO.

The Credit Approval Form lists courses you propose to take overseas and approvals by the UPO. It represents a “learning agreement” and is used by the Office for Study Abroad to transfer your credit from your study abroad program back to the UI. In addition to your academic credit, the Credit Approval Form is critical when it comes to applying financial aid to the costs of study abroad. Don’t omit this critical step!

Recommended Programs

The University of Iowa administers a large number of study abroad programs, and programs offered by other U.S. colleges and universities are also available to University of Iowa students. We have worked with your department to suggest some programs that fit your major particularly well. These programs may include General Education options, prerequisites for admission to your degree program or college, core requirements, major requirements, major electives, and intensive foreign language study. They offer a broad palate of issues, strong basic courses in your major, unique cultural experiences, or specialized internship options. The list of study abroad options available to you is too lengthy to publish here. Please visit our Major Advising Pages to get a sense of what is possible for you: http://international.uiowa.edu/study-abroad/students/prospective/major-advising/default.asp

While we suggest you look at the recommended programs first, feel free to browse the programs section <http://international.uiowa.edu/study-abroad/programs/default.asp> of the Office for Study Abroad website and consult materials in the Study Abroad Resource Room. <http://international.uiowa.edu/study-abroad/students/prospective/steps/advisors.asp>

Consider your academic needs and your academic goals at the time you wish to study abroad. Use this information sheet, talk with your academic advisor, and work with an advisor in the Office for Study Abroad. You’ll find a program that fits your goals.
Gather Application Materials

Once you have decided on a program, make another appointment with your study abroad advisor for an application, a Credit Approval Form, and help with financial and travel planning. Now is also the ideal time to make sure you have your passport!

Apply to the Program of Your Choice

Application materials and procedures will be provided by the individual programs. Applications for some University of Iowa-sponsored study abroad programs are available on the program web pages, while others are given to you by your study abroad advisor. Most applications are due the semester before you study abroad, but some programs have earlier deadlines.

Complete a Study Abroad Credit Approval Form

Study Abroad Credit Approval forms may be obtained from your study abroad advisor. You will receive this form once you have selected a program. How will the credit that you earn abroad count toward your degree requirements? This form, to be completed by you, your study abroad advisor, and your academic advisor, addresses your credit concerns. This form constitutes an agreement that specific courses taken abroad (assuming you successfully complete the work!) will satisfy specific major, minor, certificate, or general education program requirements at the UI. This form also specifies how credit and grades will appear on your UI transcript.

Get Your Passport…

Please do not put off getting your passport (or making sure it is still valid if you already have one!!). Applications are available at the Iowa City main Post Office, or through the US Department of State Passport Services web page. http://travel.state.gov/passport/passport_1738.html

Getting a passport can take a long time (up to six months), so if you do not already have one, begin this process early!

And Your Visa

Not all countries require students to have visas, but many do. Visas are (typically) stamped into your passport by the host country’s embassy or consulate, and they give you permission to remain in the country for a specific period of time.

Information regarding visa requirements for various countries is provided by the U.S. Department of State Consular Services. Your study abroad program will give you additional information on applying for a visa.

Apply for Scholarships/Financial Aid

In addition to your program application, you should plan to spend some time applying for scholarships and financial aid. There are many University of Iowa and external scholarships that support study and research abroad. You’re encouraged to apply for any awards that you are eligible for.

Check out the scholarships section of our website at http://international.uiowa.edu/study-abroad/funding/financial-aid/default.asp

If you qualify for or currently receive financial aid, contact a Financial Aid Counselor at the Office for Financial Aid, 208 Calvin Hall, to discuss the procedures for applying financial aid toward study abroad program costs.