

*Shanghai International Studies University*  
*SISU MBA International Exchange Program*  
*Outgoing Students Guidebook*  
*2012-2013*



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## What is SISU MBA International Exchange Programs

Studying abroad is one of the exciting opportunities available to you as a SISU MBA student. The borderless MBA advocates international experiences both gained on and off campus. Students will spend one semester and study in a partnered school on a non-degree basis after completing core business courses in SISU MBA without paying extra tuition fee.

SISU MBA Center designs the International Exchange Programs to broaden your global outlook, experience a different culture, and understand the peoples, economic environments of other countries while fulfilling the academic requirements of your degrees at SISU.

Your benefits from exchange include:

- Build your resume - having exchange on your resume shows you have initiative, cross-cultural experience, and maturity.
- Enhance your career prospects. Employers look on international experiences favorably --- many studies have shown employers look for people with these experiences. Because former exchange students tend to be adaptable, have cross cultural skills, and can take initiative. The other good reason is that employers are often seeking people who have a good understanding of a country they do business in.
- Cultivate your cross-cultural experience and skills --- the ability to communicate and work with people from backgrounds different to your own is an important life and work skill.
- Develop independence --- this is also an important skill that will help you in your studies and when you leave SISU. Exchange will teach you how to organize your own study experience, travel, insurance, visa, and other tasks. What you learn will be able to be used throughout your life.
- Discover your opportunities

This guide book is to help you find answers to most of the questions you may enquire when plan your overseas study. We hope that you will benefit a lot from such kinds of great experiences.

## Planning for Study Abroad

### 1. THINGS NEED TO BE CONSIDERED BEFORE APPLICATION

Studying abroad is a valuable experience to gain a global perspective and build competitiveness for your career. However, we would suggest you to think carefully before you decide to apply for the International Exchange Program:

- Does your overseas study plan match your future career and life development? Which regions or foreign institutions are most appropriate for you?
- Will your study plan be approved by SISU MBA Program?
- It usually takes three to five months staying abroad, do you get your family and employers' supports?
- Although most of exchange programs are tuition free to partner institutions, you are expected to be able to finance your living expenses, transportation, accommodation and miscellaneous expenses when living overseas.

To plan your study more effective and maximum your benefits from the International Exchange Program, we would suggest you follow the steps below:

#### **Step 1: Attend information session of the International Exchange Program**

The information session is organized twice in each academic year. It offers a general overview of study abroad. The one-hour presentation includes, but is not limited to, information about:

- How to decide which study abroad option is best for you;
- The application procedure and selection criteria;
- Information reminders for your study planning.

#### **Step 2: Research your options**

- Access to the websites, search necessary information to know more about your targeted institutions and countries;
- Check with International Coordinator of SISU MBA Center to borrow institutions' brochures and collect course information, requirements and exchange fact sheets;
- Communicate directly with incoming exchange students or ambassadors from your targeted institution to get guidance;
- Enquire with past participants' evaluation.

#### **Step 3: Meet with staff of SISU MBA Center**

Please consult the international coordinator to know more information of exchange and partner institutions. Talk with staff of the Academic Affairs Office to get advisory on your academic situation and make an appointment with the career counselor, see how your study plan facilitate your career better.

#### **Step 4: Start the application process**

## 2. WHO CAN APPLY?

Applicants must be a registered student of SISU MBA Program who has an overall GPA of not less than 2.7 . Generally, requirements are as follows:

- Good academic and disciplinary standing at SISU MBA;
- Capable of being a good ambassador for SISU and China and willingness to participate at the Buddy Program after your return;
- Prepare all the required materials as requested by SISU MBA and host institutions on time;
- Gain the supports of your family, and/or employers, especially for part-time MBA students;
- Some specific eligibility requirements vary according to the host institutions, e.g. language requirements.

## 3. WHEN TO APPLY?

International exchange program is only available for the second year SISU MBA students. Full-time MBA students start exchange usually from the third semester, part-time MBA students are from the fourth semester. The application seasons start one semester earlier. That means, you should submit your whole application materials within one month after the starting date of the second semester (for full-time MBA students) or the third semester (for part-time MBA students). You can find the exact dates instruction from Application Procedures below.

## 4. WHERE TO EXCHANGE?

SISU MBA Center works with overseas partners from Asia, Europe and Oceania to deliver the International Exchange Program, you have opportunities to study in the following institutions from Fall semester, 2012.

Region	Country / City	Partner Institution	Exchange Quota/Yr
Asia	Korea / Seoul	<a href="#">Ewha Womans University</a>	4
	India/Bangalore	<a href="#">Xavier Institute of Management &amp; Entrepreneurship</a>	6
Europe	Belgium / Antwerp	<a href="#">Antwerp Management School</a>	4
	Finland / Jyv äskyl ä	<a href="#">JAMK University of Applied Sciences</a>	2
	France / Rouen	<a href="#">Rouen Business School</a>	4
	Spain / Madrid	<a href="#">ESIC Business and Marketing School</a>	2
	Sweden / Halmstad	<a href="#">Halmstad University</a>	4
	Sweden/Uppsala	<a href="#">Uppsala University</a>	1
	Hungary/Budapest	<a href="#">Central European University</a>	4
America	USA/ Boston, San Francisco,	<a href="#">Hult International Business School</a>	1

	Dubai, London, Shanghai		
Oceania	New Zealand / Hamilton	The University of Waikato**	2

\*\*Students need to pay additional tuition fee to the University of Waikato and Uppsala University.

## 5. DURATION OF THE INTERNATIONAL EXCHANGE PROGRAM

The exchange period will be one semester; exact dates vary according to the host institutions' academic calendar.

## 6. APPLICATION PROCEDURES

To study abroad successfully, you need to pass three application stages. For example, if the exchange period is Fall Semester, 2012 (for Full-time MBA students) and Winter/Spring Semester, 2013 (for Part-time MBA students), the application stages are as follows:

		Fall Semester 2012	Winter/Spring Semester 2013
<b>■ First Stage</b> – Get Approval from SISU MBA Program	1. Attend Information Session.	Early Mar, 2012	Early Jun, 2012
	2. Submit completed application documents.	Mid Mar, 2012	Mid Jun, 2012
	3. MBA Center arranges interview and applicants will be selected to exchange in terms of Selection Criteria.	Late Mar, 2012	Early Jul, 2012
<b>■ Second Stage</b> – Get Approval from Partner Institutions	1. MBA Center arranges the pre-training session(s) to the selected applicants.	Apr, 2012	Jul, 2012
	2. Selected applicants complete applications upon partner institutions' requests.	Please refer to the respective deadline of partner institutions (Details see Appendix 2)	
	3. Partner Institutions receive "Nomination Letter" from SISU MBA Center and your application documents; deliver "Acceptance Letters" to the selected applicants after review.	Apr – May, 2012	Jul – Sep, 2012
<b>■ Third Stage</b> – Get Approval from Embassy / Consulates of Host Country	1. After receiving Acceptance Letters from partner institutions, applicants can apply for visa, start to prepare insurance, air ticket and contact the host institution to select courses, arrange accommodations, etc. At the same time, apply to suspend study from SISU.	May – Aug, 2012	Oct – Dec, 2012
	2. Visit SISU Graduate Dept website for temporary schooling suspension	Jun, 2012	Dec, 2012

	3. Prepare to departure	Aug – Sep, 2012	Dec, 2012– Jan, 2013
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## 7. CHECKLIST OF APPLICATION DOCUMENTS

In the first application stage, you are required to submit the following application documents to SISU MBA Center:

- International Exchange Program Application Form; (see Appendix 1)
- Resume;
- Essay to Short Questions (each answer is limited to 250 words.)
  - 1) Why do you join the International Exchange Program? What are your expectations from the Program?
  - 2) How will our partner institutions benefit from you if you are selected?
  - 3) How will your fellow students in SISU MBA benefit from you if you are selected? What is your action plan?
- Confirmation Letter from employers (Only for part time MBA students)

## 8. SELECTION CRITERIA

Applicants will usually be selected based on following selection criteria in the first application stage:

Item	Weight	Remark
Essay to Short Questions	30%	NA
Academic Results	30%	NA
Personal Presentation (Topic: Why do you think you are an appropriate candidate for the exchange program) and Interview	10%	10-minute presentation in English and 5-minute interview.
English Proficiency	10%	NA
Extracurricular Activities	10%	NA
Others: Contribution to SISUMBA, working experience, achievement, etc....	10%	NA
<b>Total</b>	<b>100%</b>	

\*\* Applicants must send completed application documents to SISU MBA Center before the deadline. The Center will organize the interview.

\*\* International Exchange Administration Committee of SISU MBA Center will rank applicants according to the selection criteria. Applicants will be selected to the International Exchange Program according to the ranking. Applicants who have any questions to the result should inquire with MBA Center within one week after the result publication.

In the second and third stage, selection criteria vary according to the host institutions' requirements and Embassy /Consulates of host countries.

## Preparing for Study Abroad

Congratulations! You are now selected to be an exchange student from SISU MBA Program. Now please start to prepare the application materials to the host institutions, travel documents and fulfill the required relevant procedures of SISU.

### 1. APPLICATION TO PARTNER INSTITUTIONS

Once you are selected to be an outgoing exchange students, SISU MBA Center will a Nomination Letter to the host institutions. In the meanwhile, you start to prepare application documents to the host institutions. Requirements vary according to the institutions, generally, include:

- Application forms of partner institutions;
- Your resumes;
- Academic transcripts in SISU MBA Program;
- Copy of passport and passport photos;
- English test result. TOEFL (<http://www.ets.org/toefl/>) or IELTS (<http://www.ielts.org/>) are most common language test accepted by the host institutions or embassy of destination country to appraise applicants' language ability. For detailed requirements, please refer to the website of host institutions.  
**Please note:** You need to register as earlier as possible for TOEFL and IELTS test once you decide to apply for the International Exchange Program.

**\*IMPORTANT:** Nomination to a host institution DOES NOT guarantee acceptance to said institution. Once a student has been nominated, they will then apply for exchange to the host institution. The host institution will review the application and send acceptances to successful candidates. Do not make any travel plans until you receive notification from the host institution confirming that you have been accepted.

### 2. COURSE SELECTION AND CREDIT APPROVAL

After receiving Acceptance Letter from the host institutions, you can start to communicate with their international coordinator directly to get information of courses, class schedule, accommodation arrangements and other exchange affairs.

Once you have those course information, you should take the initiative to meet with staff of Academic Affairs Office of SISU MBA Center to get advisories on course translation and grade equivalency. The Academic Affairs Office monitors the overall quality of partner institutions offerings on an ongoing basis and conduct periodic reviews of specific programs and oversees the relevant abroad program, they are going to discuss your course choices, determine academic eligibility, and begin the course approval process.

When choosing courses at a host institution, you should not limit yourself to looking only for courses that match exactly courses at SISU MBA. If your credits have already met SISU MBA graduation requirements, you will take advantage of the opportunities to study the courses that are offered uniquely and complement SISU MBA curriculum.



### 3. HOUSING

We would suggest you to live in the dormitory or apartment recommended by the host institutions, it is a safe and convenient way to stay abroad. Please contact the international coordinator of host institutions as soon as you receive the Acceptance Letter.

### 4. TRAVEL DOCUMENTS AND INFORMATION

#### ■ Passport

You must have a passport that will be valid during the entire period of study abroad. Shanghai citizens can apply for passport at Shanghai Immigration & Emigration Department (Tel: 021-68541199), you can also find information here: <http://www.police.sh.cn/>

For those HuKou is not at Shanghai now, you need to lodge with your local Police Station.

#### ■ Visa/Entry Documents

Please inquire with the embassy/consulates of host country for the visa application policy, and prepare the documents accordingly. Below is the consulates information in Shanghai.

Consulate	Address	Tel. (021)	Website
Korea	长宁区万山路60号	62955000*9	<a href="http://shanghai.mofat.go.kr/cn/consul/visa_1">http://shanghai.mofat.go.kr/cn/consul/visa_1</a>
Belgium	武夷路127号	64376579	<a href="http://www.diplomatie.be/shanghai/">http://www.diplomatie.be/shanghai/</a>
Finland	南京西路1168号中信泰富广场25楼2501-2505室	52929900	<a href="http://www.finland.cn/">http://www.finland.cn/</a>
Spain	黄浦区中山东一路12号301 / 303 / 305房间	63213543	<a href="http://www.maec.es/subwebs/Consulados/Pekin/zh/home/Paginas/home.aspx">http://www.maec.es/subwebs/Consulados/Pekin/zh/home/Paginas/home.aspx</a>
France	南京西路1468号中欣大厦12楼	62897414	<a href="http://www.consulfrance-shanghai.org/%e4%b8%bb%e9%a1%b5.html?lang=zh">http://www.consulfrance-shanghai.org/%e4%b8%bb%e9%a1%b5.html?lang=zh</a>
Sweden	淮海中路381号中环广场1530-1541	63916767	<a href="http://www.swedenabroad.com/Start_2_0224.aspx">http://www.swedenabroad.com/Start_2_0224.aspx</a>
New Zealand	长乐路989号世纪商贸广场1605-1607A	54075858	<a href="http://www.immigration.govt.nz/branch/ShanghaiBranchHome/">http://www.immigration.govt.nz/branch/ShanghaiBranchHome/</a>

#### ■ Flight Arrangement

As a student, you may be eligible for discounts on airfare. The cost of purchasing a ticket can be affected by the season in which you wish to fly, the airline you choose, the length of stay, the flexibility of the ticket regarding date changes and validity. Try to get suggestions from travel agency or airline companies. Remember to send arrival notice to the international coordinator of host institutions once you book the tickets.

## 5. INSURANCE

Usually, Health Insurance and/or Personal Accident Insurance are required when you study abroad, which you may purchase at Insurance Company. Please refer to the specified requirements of the host institutions and host country before you purchase.

Please note: You need to submit the copy of insurance certificate to SISU MBA Center once purchase.

## 6. FINANCING STUDY ABROAD

### ■ Tuition Fee Policy

As an outgoing exchange student, you will be exempt the tuition fee from the host institution given it is a reciprocal arrangement; however, you need to pay SISU MBA Program's entire tuition before departure.

**Please note:** You should pay extra fee for textbooks when you study abroad.

### ■ Other Expenses

You will need to consider other expenses. The following line items are included in a typical cost estimate:

- 1) local and international travel to and from the host institution,
- 2) books, stationery, etc.,
- 3) student activity, etc,
- 4) travel documentation, visas, etc.,
- 5) accommodation and living expenses,
- 6) health coverage, personal accident insurance relevant to the exchange institution and country during the exchange period, and
- 7) personal travel and expenses within or outside the host country.

The estimates of general living expenses in different countries will be roughly listed on each host institution's fact sheet, please check with the international coordinator of SISU MBA Center.

**Please note:** Prepare foreign currency for your exchange period. It will also be helpful for you to arrive with some of your host country's currency in various denominations already in your pocket. This will save you the trouble of having to exchange your money immediately and will let you pay for local transportation and other incidentals. Consult your banks in China prior to your departure whether you can use your credit cards/bank cards to withdraw money in host country and the transaction charges.

## 7. LEAVE OF ABSENCE

You should apply for leaves to the SISU MBA Program with the Acceptance Letter and other related materials delivered by the host institution. The program administrator of SISU MBA Center will help for the application procedures of suspension from SISU. You must return to China on time when the exchange period is over, and re-register as soon as arrive.

**Please note:** It is your responsibility to take an initiative to contact the program administrator for re-registration, make sure you can be reached in the period of leave. Transcripts and other certificates from the host institutions are requested for re-registration.

## 8. HEALTH CARE

Before departure, you should have a complete physical checkup, have your eyes checked, and take care of any dental problems that might flare up while away from home for a semester. For obvious reasons, it is best to do as much preventive health maintenance as possible before leaving for an unfamiliar environment.

## 9. CHECKLIST OF PREPARATION

### ■ For the Host institution

- \_\_\_ Return program admission documents or materials by posted deadlines.
- \_\_\_ Apply for housing by appointed deadlines.
- \_\_\_ Apply for courses by appointed deadlines, get approvals from the SISU MBA Center before application.
- \_\_\_ Confirm your accommodation arrangement with the international coordinator of the host institution. Arrange for temporary accommodations if you will arrive before housing is available.
- \_\_\_ Inform your arrival information.

### ■ For the SISU MBA Center

- \_\_\_ Meet with the staff of the Academic Affairs Office of SISU MBA Center for courses and credit approval. Understand the academic requirements of the SISU MBA Program.
- \_\_\_ Make sure all outstanding tuition fees are paid.
- \_\_\_ Apply for leaves from the SISU MBA Program, complete the relevant application procedure.
- \_\_\_ Submit a copy of Acceptance Letter, Insurance Certificate, Flight Arrangement to the Center.
- \_\_\_ Keep phone numbers and mailing addresses updated. Leave emergency contact person's information. Get in touch with the SISU MBA Center by email or call to confirm your safe arrival.

### ■ For Departure

- \_\_\_ Have a valid passport and apply for a visa. Make a copy of your passport and visa page, and bring together with you.
- \_\_\_ Purchase health insurance, personal accident insurance, etc. that will be valid while abroad throughout the duration of your stay. Take insurance card with you.
- \_\_\_ Make flight arrangement, be aware of weight limits on luggage.
- \_\_\_ Arrange to have some local currency to bring with you. Bring appropriate credit cards, bank cards, and travelers checks.
- \_\_\_ Arrange for power of attorney for the person handling your academic or personal affairs in your absence. Make copies of your travel documents, insurance certificate, credit cards, etc. with him/her.
- \_\_\_ Arrange for an international calling card and/or apply for international roaming, make plans to purchase a cell phone abroad.
- \_\_\_ Have a body check before departure. Inform your health & safety issues to your family.
- \_\_\_ Pack all the documents for immigration and study. Includes, but is not limited to Acceptance Letter, Physical Examination Record (if applicable), flight tickets, passport, address of the host institution

and housing, insurance certificate, several passport-size photographs.

- \_\_\_\_\_ Do researches to understand environment, culture, people, custom and religious of the host country.
- \_\_\_\_\_ Check the weather of the host city. Bring appropriate clothing, like some casual wear for daily classes and formal dresses for special events.
- \_\_\_\_\_ Bring laptop, USB, adaptor plug and converter, camera, mobile phone, umbrella, glasses, stationery, Chinese traditional gifts which are not expensive, medicine you need to take regularly.

## Studying at Host Institution

### 1. ARRIVAL

Once you arrive at the host country, please check in first. Inform your arrival to your family, SISU MBA Center and host institution as soon as settling down.

Register in the host institution according to the notice informed by the international coordinator.

### 2. SAFETY AND HEALTH WHILE ABROAD

We believe that, under normal circumstances, there is no greater risk in studying abroad. However, No one can guarantee or assure the safety or eliminate all risks from study abroad environments. It is always important to think about your own safety and health while abroad. You should:

- Read and carefully consider all materials issued or recommended by the host institution that relate to safety, health, legal, environmental, political, cultural, and religious of host country. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- A contact information card for emergency shall be always brought.
- Be careful and watchful over your possessions. Never carry large amounts of cases.
- Behave in a manner that is respectful of the rights and wellbeing of others
- See a doctor in time if unwell, don't be hesitate to seek helps from the host institution.
- Comply with the regulations of host institution, obey host-country laws.

### 3. COURSE SELECTION AND CLASS ATTENDANCE

Please attend the classes you selected with the permission of both SISU MBA Program and the host institution. Respect class conduct rules, attend all classes and be on time, participate actively in class discussion and study. Respect faculty and peers, behave ethically. Always keep it in mind that you represent Chinese students and the SISU MBA Program.

### 4. CULTURE ADJUSTMENT

You may experience culture shock even you have some preparations before you arrival. Recognizing its existence, respecting other culture, express your ideas politely will be helpful to enable you adapt to the new circumstances. Please feel free to get helps from the international coordinators of the host institution once you have any difficulty.

### 5. MAXIMIZING YOUR OVERSEAS EXPERIENCE

Seeking an international experience is not limited to academic study in classroom and recreational travel. Other options include volunteering, teaching Chinese, making friends, visiting companies, doing international projects with the permission of host countries and institutions.

## Returning Home

### 1. PREPARING TO LEAVE

Before you leave your host country, please:

- Make sure you notify everyone of your departure in plenty of time, including classmates, SISU MBA Center and your host institution.
- Pay all bills (accommodation, etc.)
- Make sure you have already returned the books, materials to library, friends or the host institution.
- Remember to return your room key, check the condition of your room and ask about any housing deposit charges (if applicable).
- Turn-in all required course work.
- Bring back all course materials you are likely to need these for the transfer of credits.
- Leave a forwarding address with people you will need to keep in touch with.
- Make arrangement for travel and for extra baggage well in advance of the date you intend to leave.

### 2. ARRIVING IN SHANGHAI

- Contact the SISU MBA Center immediately, re-register for the new semester, and continue your MBA study.
- Complete and return a post-exchange questionnaire to the SISU MBA Center.
- Submit reports of International Exchange Program to gain credits.
- Attend the information session for new outgoing exchange students, share your exchange feeling and experience with them.
- Get transcripts and/or certificates from the host institution.

## **Policies & Administration**

### **1. SUSPENDING POLICY**

You are required to ask for leaves and suspend your study from SISU before departure to study abroad. Please contact SISU MBA Center for the procedure.

### **2. WITHDRAWAL**

Once your application has been signed, it is understood by our partner institutions that you are serious about undertaking a study period abroad and that you have thought the matter through carefully. A change of heart at any time during the process can mean a great deal of disruption for SISU and your host institution. Before taking the decision to withdraw, please do have a chat in confidence with a member of SISU MBA Center.

If you choose to withdraw before beginning the exchange programs, you must inform SISU MBA Center, in **WRITING** as soon as the decision has been made. And you must contact SISU MBA Center and host institution in **WRITING** immediately once you decide to withdraw during the exchange study period.

**\*IMPORTANT** for students who pay additional tuition fee to host institutions:

In order to withdraw or have a program terminated without financial penalty, you must withdraw in accordance with formal withdrawal procedures and by the appropriate deadlines of the host institution. If you do not complete the program and fails to withdraw by formal deadlines, you will not be eligible for tuition and fee refunds from the host institution.

## Appendix 1

### International Exchange Program Application Form

#### SECTION A – PERSONAL INFORMATION

Name in Chinese: \_\_\_\_\_

Name in Pin Yin: \_\_\_\_\_

China I.D. No.: \_\_\_\_\_

Student I.D. No. \_\_\_\_\_

Class:       Full-time Class     Part-time Class 1     Part-time Class 2

Date of Birth: \_\_\_\_\_      Gender: \_\_\_\_\_

Mobile / Tel.: \_\_\_\_\_      Email: \_\_\_\_\_

Contact Address \_\_\_\_\_

Photo  
(3.5cm x 4.5cm)

#### SECTION B – EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Mobile / Tel.: \_\_\_\_\_

#### SECTION C – EXCHANGE DETAILS

Please consider carefully when you are selecting the host institutions that fit your study plan. Please note that any changes are not allowed once the form is submitted. Exchange period is one academic semester.

Please clarify your choice of host institutions. (Applicants may choose up to two, 1 being the preferred host institution.)

1. \_\_\_\_\_ Starting Date:  Fall     Spring/Winter

2. \_\_\_\_\_ Starting Date:  Fall     Spring/Winter

#### SECTION D – ENGLISH PROFICIENCY TESTS (if available)

Test	Date of Test	Score
TOEFL	_____	_____
IELTS	_____	_____
Others (please specify)	_____	_____



**SECTION E – SHORT QUESTIONS**

1. Why do you choose the exchange program(s)? What are your expectations from the exchange program(s)?

2. How will our partner institutions benefit from you if you're selected?

3. How will your fellow students in SISUMBA benefit from you if you're selected? What will be your actions?

## **SECTION F – STATEMENT AND DECLARATION**

1. I understand the all sections of this application form must be completed. All documents mentioned in Section G should be submitted in support of my application. I fully understand that MBA Center reserves the right to decline my application if any section of this application form is incomplete or false and the supporting documents are not submitted with this application before the application deadline.
2. I understand that my participation in the exchange program is conditional upon:
  - (1) my application being reviewed and approved by SISUMBA and Shanghai International Studies University;
  - (2) my suspension of study in Shanghai International Studies University
  - (3) my gaining admission to the host institution;
  - (4) my obtaining the necessary leave of absence from my MBA Program and my employers;
  - (5) my tuition fee for SISUMBA being paid in its entirety;
  - (6) my returning to SISUMBA to complete my studies and/or graduate at SISUMBA at the end of the exchange period;
  - (7) my visa application approval by the embassy/consulate of host country;
3. I declare that:
  - (1) the information given on this application form and supporting documents is true;
  - (2) I apply the exchange program voluntarily;

- (3) I will and can afford the living cost during the exchange period in host institution;
- (4) I will obey the laws of host country;
- (5) I will obey the rules and regulations of host institution.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

-----**Please return the completed application form with photo and supporting documents to MBA Center before the deadline.**

*\*Application Form filled by typing is preferred but all signatures must be done by hand-writing.*

### **SECTION G –CHECKLIST OF APPLICATION DOCUMENTS**

- 1. International Exchange Program Application Form
- 2. C.V. include the following:
  - 1) Working experience and achievement
  - 2) Activities
  - 3) Education background
- 3. Short Questions (Each answer is limited to 250 words. Please submit separate pages if space in this form is not enough.)
  - 1) Why do you choose the exchange program(s)? What are your expectations from the exchange program(s)?
  - 2) How will our partner institutions benefit from you if you're selected?
  - 3) How will your fellow students in SISUMBA benefit from you if you're selected? What will be your actions?

Confirmation Letter from employer (Only for part time MBA students, submit after students get approval from SISU MBA.

**Appendix 2**
**Application Deadline for Partner School**

Region	Country / City	Partner Institution	Application Deadline	Exchange Quota/Y
Asia	Korea, Seoul	Ewha Womans University	May 1-31 for Fall Nov 1-30 for Spring	4
	India, Bangalore	Xavier Institute of Management & Entrepreneurship	TBD	6
Europe	Belgium, Antwerp	Antwerp Management School	May 1 for Fall Oct 1 for Spring	4
	Finland, Jyväskylä	JAMK University of Applied Sciences	May 15 for Fall Oct 31 for Spring	2
	France, Rouen	Rouen Business School	Apr 15 for Fall Oct 15 for Winter	4
	Spain, Madrid	ESIC Business and Marketing School	Jun 1 for Fall Sept 1 for Spring	2
	Sweden, Halmstad	Halmstad University	Apr 15 for Fall Oct 15 for Spring	4
	Hungary, Budapest	Central European University	TBD	4
America	USA, Boston, San Francisco, Dubai, London, Shanghai	Hult International Business School	TBD	1
Oceania	New Zealand, Hamilton	The University of Waikato **	May 1 for Fall Dec 1 for Spring	2



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