

STUDY ABROAD ITINERARY

Non-european countries





To note :

All the information contained in this document is non-binding and subject to change at any time.



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BEFORE
DURING
AFTER
YOU
IN

BEFORE DEPARTURE



STEP 1

CHECK YOUR PASSPORT VALIDITY

A valid passport is **REQUIRED** and **must be valid** until **at least 6 months after the return date**.

(The validity depends on each universities and countries)

Renew it **NOW** if it is not the case !



STEP 2

INFORM YOURSELF

Go back to the **partner's page on the Intranet**, focusing mainly on the sections on **practical life**: visa, accommodation, fees, additional information, etc... As well as the **indicative dates of the start and end of your semester**.

This will avoid having bad surprises on the eve of departure!

Information complémentaire

Achat de livres obligatoire dont le coût peut être élevé (environ 100\$ par module). Vous devrez faire la demande d'un bulletin de notes (transcript) à la fin de votre semestre. Les frais inhérents à cette démarche sont à votre charge. Dossier de candidature inclut une preuve de ressource financière à hauteur de 7600 \$ US. Pour plus d'informations concernant cette destination (sécurité, santé, etc.) veuillez lire attentivement les conseils indiqués sur le site du Ministère des Affaires étrangères et du Développement international: <https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/etats-unis/#>

Logement

Stetson University possède de nombreuses résidences universitaires dont le prix varie de 3800 à 5000 \$ US selon le type de chambre (double, simple, appartement) et son confort. La totalité du loyer pour le semestre est à régler en une fois avant le début du semestre. Plus d'infos sur le logement : <http://www.stetson.edu/administration/residential-life/>

Assurance

Vous devrez obligatoirement souscrire à une assurance couvrant vos frais médicaux et hospitalisation aux États Unis ainsi que le rapatriement si nécessaire. Prévoir aussi une assurance responsabilité civile. Pour plus d'information : <http://www.stetson.edu/administration/health-service/insurance-information/international-students.php>

Frais de vie

Environ \$7600 US (6600€) par semestre logement inclus.

Visa

Les étudiants en échange devront faire une demande de visa J-1 après réception du DS-2019 de la part de l'université d'accueil. Pour ce faire, il vous faudra d'abord vous rendre sur le site internet suivant : <https://fr.usembassy.gov/fr/visas-fr/visas-de-sejour-temporaire/> et prendre rendez-vous au consulat pour un entretien. Les pièces suivantes vous seront demandées : passeport, DS-2019, DS-160 rempli en ligne, photo d'identité, justificatifs, preuve paiement SEVIS (frais de 220\$). Enfin, votre passeport vous sera renvoyé par courrier avec votre visa. *** Coût du visa J-1 : 380 \$ (160\$ de frais de visa + 220\$ de frais SEVIS) ***

[Intranet](#)

REMEMBER TO CROSS ALL THE INFORMATION WITH THE OFFICIAL INFORMATION

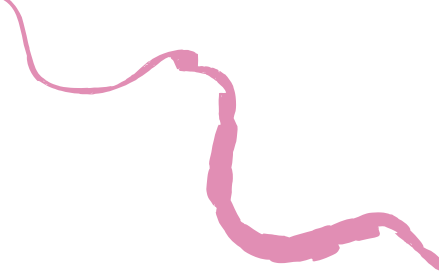
Other sources of info:

- Facebook groups of French-speaking or English-speaking expatriates in the country of destination.
- Youtube Vlog etc
- Embassy websites.
- University websites.
- School Facebook group (See “Return to France” section).
- Contact foreign students from the universities where you are going to study.





COMMITMENT LETTER



A **commitment letter** will be sent to you by email within 3 weeks after the selections.

MANDATORY:

Read it in its entirety, **sign it electronically and return it by email.**

To sign it once read and approved :

1. Click on Reply
2. Copy and paste the entire letter into your message
3. Enter your first and last name in the signature field
4. Click on Send

Your commitment letter must be returned signed **within 7 days of receipt.**

The letter is **mandatory** for the rest of the process of your international mobility.



STEP 4

NOMINATION

The nomination is made by BSB. The nomination is the announcement of your selection to the partner. Then, the partner reviews your application and in 99% of the cases accepts it, but it is the partner who has the final word on the acceptance of your application.

You do not have to do anything at this stage. However, some documents may be required for the nomination (*copy of passport, contact information, etc...*).

You will not all be nominated at the same time. It depends on the country and the institution. Here is an **indicative** calendar. There are always exceptions among partners in the same country.

Nominations may take up to 2 months and dates may change without notice. You will receive an email once your nomination is done:

FALL Semester

February	March	April	May
   	      	            	     

SPRING Semester

August	September	October	November
     	  	                 	

STEP 5

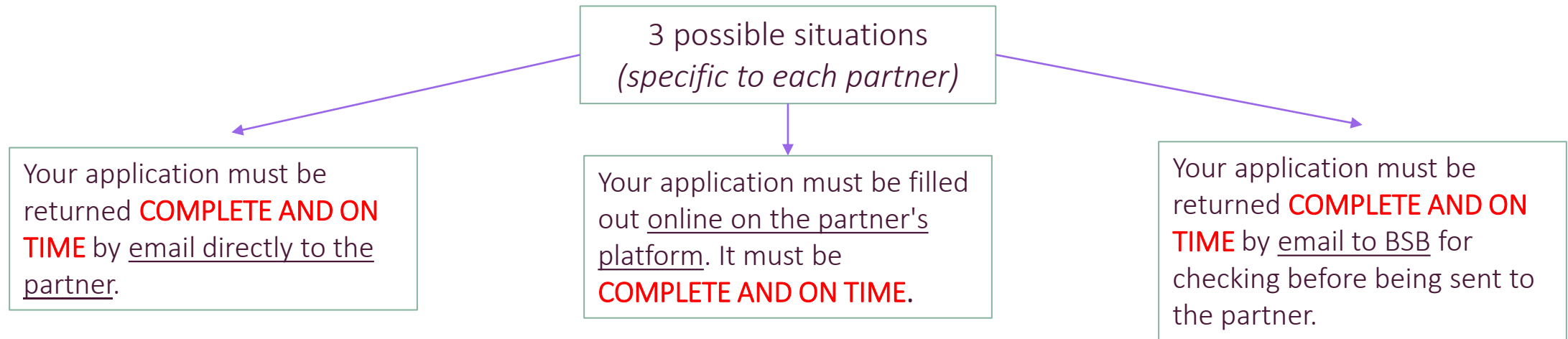
SUBMIT YOUR APPLICATION

It will be **your responsibility** to submit your application on time **by yourself** with BSB's help.

The **deadline**, as well as the **application process**, will be communicated by the partner after the nomination.

The deadline varies from **1 week to 1 month** to finalize your application **after the nomination**.

Two watchwords to avoid "administrative stress" = **RIGOR** and **ANTICIPATION**



N.B.: Always put us on CC to your emails to the partner and inform us of your progress.

Which documents are required ?

Mandatory documents for each partner	Optional documents (specific to each partner)
<ul style="list-style-type: none">- Application form (sent by the partner)- BSB transcript of records in English*- Language score (TOEIC certificate, IELTS, etc...)**.- Passport number- ID picture***.	<ul style="list-style-type: none">- Enrolment certificate*- Recommendation letter****- Financial statement from your bank*****- Medical certificate- Proof of vaccination- International insurance certificate

*Will be sent to you on your ZeenDoc.

**Certificate to be requested from the BSB Language Department if not received

***A headshot on a white background, not an Instagram photo!

****Ask one of your professors. Must be in English.

*******ANTICIPATE!** It takes a long time to get a financial statement from your bank and in English.

Fill out the application form

The **application form** will be sent with the list of **documents required** by the partner institution.

Be careful with the information requested! **Do not make any mistakes**. Here are some important points:

Study abroad semester :

	S5 (Bachelor)	S3 (MGE)*	S4 (MGE)*	S5 (MGE)	S6 (MGE)
Year of study at the partner institution	Bachelor 3rd year	Bachelor 4th year	Bachelor 4th year	Master 1st year	Master 1st year
Level of study	Undergraduate	Undergraduate	Undergraduate	Graduate	Graduate
Major	Business Administration				
GPA/Grades	GPA/Grades are mentionned on your BSB transcript				

*Please note that some students leaving for **S3 and S4 MGE** are considered as **Master 1/ Graduate** (same system as in France). We **will confirm your level of study** when we send you the registration procedure.

STEP 6

CHOOSE YOUR LIST OF COURSES

The **list of courses** for which you can register (subject to availability) will be **sent to you by the partner** or can be consulted directly on the partner's website.

The courses to be chosen should be in the following areas: **Business Administration, Management, Marketing, Finance, etc...** An opening course (language, history, etc...) may be selected in certain cases (refer to the commitment letter).

There are **3 different ways**
of choosing a course
(specific to each partner)

Courses must be selected and validated **when you submit your application.**

Courses must be selected and validated **after you submit your application, at a later date set by the partner.**

Courses must be **pre-selected and pre-validated when you submit your application** but the **definitive validation** and the registration are set at a **later date** by the partner.

IMPORTANT: The number of courses/local credits to be taken is defined by BSB according to the local system, to meet the ECTS equivalence requirement for your graduation. **The number of local credits to be validated is written on your commitment letter.**

For example: you must complete 20 local credits. The courses given at your institution are 1 course=3 credits. You must therefore take 7 courses (3x7=21).

Courses validation process

1. Receive **the list of courses offered** by the partner.
2. Select the number of courses that correspond to the **number of local credits required**.
3. **Fill in your choice of courses** for validation by the BSB International Relations Manager:

On Teams, a team will be created and will be named " OUTGOING – FALL ou SPRING ?? ". In this team, an Excel file will be made available to the students, in which you will have to fill in your choice of course and wait for the validation by the person in charge (last box in green).

Example below:

Last Name	First Name	e-mail	Host University	Program at BSB and starting semester	Department/Faculty to which the course belongs (if specified)	Local credits to total (see your commitment letter)	Course choice to complete: Period, Title, credits, syllabus link	Comments/validation by Béragère PERRET
*****	*****	****.*****@bsb-education.com	Universidad de monterrey, Mexico	MGE S4 ayant réalisé une année de césure	Business	30	Cours 1 : Consumer Behavior (6 crédits) Cours 2 : Sustainability, Ethics, and Social Responsibility (6 crédits) Cours 3 : Sales management (6 Crédits) Cours 4 : International Negotiation Model (6 crédits) Cours 5 : Leadership in organizations (6 crédits)	17 décembre : choix validé

Marie FRANCHEL: Area Manager for Asia, Africa, Oceania, Middle East, Kazakhstan and Russia

Béragère PERRET: Head of North America and Latin America

4. **Wait for the validation** of the International Relations Manager and make a correction if necessary.
5. Once the list has been validated, **follow the partner's procedure to register** for the chosen courses

REMINDER: Do not leave it to the last minute and **RESPECT** the partner's **DEADLINE**.

STEP 7

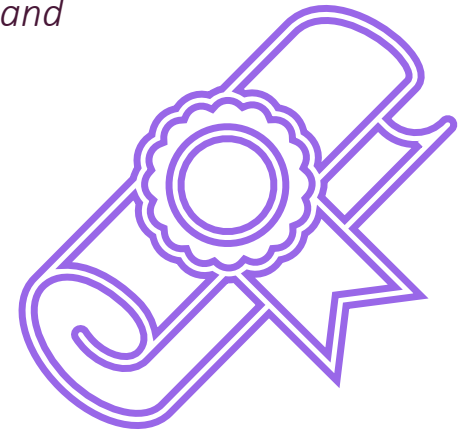
ACCEPTANCE LETTER

Once the application is finalized, **the partner will send your acceptance letter** within an average of one month. The acceptance letter is the confirmation of your enrollment, which includes the exact dates of your semester.

This document is precious, do not lose it!

Upon receipt of the acceptance letter, you can :

- **Check that your personal details are correct** (*name, surname, enrolment program, etc...*)
- **Apply for your visa** (*the letter is systematically requested by embassies and consulates*)
- Subscribe to your **international insurance** (*if needed*)
- Book your **flight tickets**
- Book your **accommodation**
- Apply for an international mobility **grant** (*if eligible*)



STEP 8

VISAS

The steps for your visa are strictly personal and are your responsibility.

As of January 10, 2023, here are the destinations requiring a visa before arrival in the country for French nationals:

(for international students, it is your responsibility to find out about the required formalities)

MANDATORY VISA



For the countries mentioned opposite, several **visa procedures** exist and each one is specific to each country:

- Visa online
- Visa with physical appointment at the Embassy in Paris
- Visa managed by the host institution
- Etc...

1. Consult the **partner page for more information** (*type of visa, procedure, cost, etc.*)
2. Consult the formalities on the website of the Ministry of Foreign Affairs ([France Diplomatie](#))
3. Consult the formalities on **the website of the Embassy or Consulate** of the country concerned.

For the countries not mentioned opposite, **several formalities** for entering the territory are **compulsory** depending on the country, even if no visa is required before departure:

- Entry form into the territory to be completed before departure (*e.g. eTA for Canada*)
- Entry as a tourist without a visa then change of immigration status (*visa on the spot*)
- Visa exemption but registration at the Immigration Office of the country once there
- Etc...

1. Consult the **partner page for more information** (*formalities, procedure, cost, etc.*)
2. Consult the formalities on the website of the Ministry of Foreign Affairs ([France Diplomatie](#))
3. Consult the formalities on the **website of the Embassy or Consulate** of the country concerned.

STEP 9

COVID-19 MODALITIES

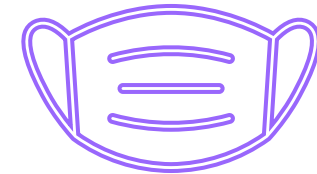
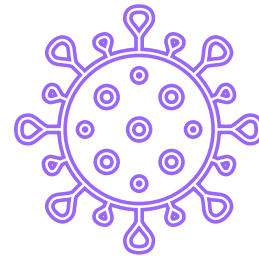
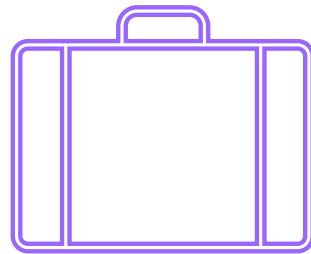
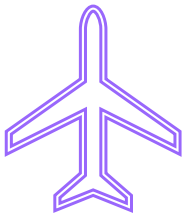
In this period of health crisis, it is important that you are **up to date with the "COVID formalities" required by each country**, at the risk of not being able to go there...

Quarantine, vaccination schedule, PCR test, country anti-covid application, etc.

Consult the [France Diplomatie](#) website to find out about the **health measures** of each country and the **boarding formalities at the airport**. This information is **evolving**.

It is therefore important to **regularly consult** the site and follow the **news**.

An **individual update** will be made with all students **42 days before the start of the semester** concerning the evolution of the health crisis in the host country.



STEP 10

GET READY TO TAKE OFF : flight tickets, accommodation, insurances



We strongly recommend that you book your round-trip airfare **once you receive your acceptance letter and not before.**

It is even ideal to book your plane tickets once your **visa has been approved.**

In the context of a health crisis where the situation can change from one moment to the next, we strongly advise you to **take flexible/refundable tickets.**



Two scenarios for housing:

- The partner offers the possibility **to be housed in a student residence on campus.** The request for housing is made either at registration or at a later date communicated by the partner. It is up to you to make the necessary arrangements by **following the partner's procedure.**
- No possibility of housing in a student residence: **it's up to you.** Tips for finding accommodation: student groups on social networks, share a flat with BSB students, Airbnb, etc...



International insurance is mandatory for your semester:

- Your insurance covers the **same rights for the duration of the semester in the host country** (*your responsibility to check if your insurer covers it.*)
- Or you can subscribe to an international insurance. BSB has a partnership with the **Chapka insurance.** Discount code is BSB10 : *-10% on the Cap Student package.*

A second insurance **specific to the host institution** may also be required. These are two different things. Please refer to the partner factsheet to find out if it applies to you.

For details on accommodation and insurances, please see the [partners factsheets](#)

STEP 11

SCHOLARSHIPS

IMPORTANT > Grants are a financial aid but do not cover the full cost of your semester.

AQUISIS



Grant from the **Bourgogne Franche Comté Regional Council** awarded on social criteria.

Information [HERE](#)

Dijon campus students only.

BRMIE



Grant from the **Auvergne Rhône Alpes Regional Council**.

Information [HERE](#)

Cannot be cumulated with the Erasmus + scholarship
Lyon campus students only.

ROTARY Grants



Grant issued by the **Rotary Dijon Dukes of Burgundy**, on file and after interview.

Other Grants



Other **regional scholarships** (*cannot be combined with AQUISIS and BRMIE*) or individual approaches (*sponsorship, etc.*)

TO REMEMBER :

- The scholarship file is submitted after registration and **after receipt of the acceptance letter but before leaving.**
/!\ PLEASE NOTE: the BRMIE MUST be requested AND validated BEFORE departure!!!
- A communication by **e-mail** will be sent with the procedure and the modalities at the opening of the filing of files.
- **BSB is in no way responsible for the eligibility criteria and the award result** of the Aquisis and Rotary scholarships. BSB is only a relay with the institutions delivering these scholarships.
- Each student is **responsible and autonomous** for the constitution of his file and the timely submission of it.
- **BSB scholarship students are not eligible for the AMI** (*Aide à la Mobilité Internationale*) scholarship issued by the State because this scholarship is reserved only for students registered with public establishments.



DURING YOUR SEMESTER



STEP 1

LEARNING AGREEMENT

Once you are settled in your host university, you will have to **complete and sign the Learning Agreement**.
The Learning Agreement is **an official study contract** which mentions the courses taken in the partner institution.
This document is essential for the transfer of your credits once you return to BSB.

LEARNING AGREEMENT
ACADEMIC YEAR 2022/2023

BSB
BURGUNDY SCHOOL OF BUSINESS

Student's name:
☐ BACH S5 ☐ BACH DD ☐ MGE S3 ☐ MGE S4 ☐ MGE S5 ☐ MGE S6 ☐ MGE DD
Host Institution:
Campus:

Course code	Course title	Number of credits (ECTS or local credits)
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

If necessary, please provide an extra sheet

Student's signature: Date:

We confirm that this programme of study is approved

HOME INSTITUTION	HOST INSTITUTION
Name and Signature:	Name and Signature:
Date:	Date:

CHANGES TO THE LEARNING AGREEMENT
(to be completed only in case of changes)

Course code	Course title	Deleted course	Added course	Number of credits
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

If necessary, please provide an extra sheet

Student's signature: Date:

We confirm that the changes below have been approved

HOME INSTITUTION	HOST INSTITUTION
Name and Signature:	Name and Signature:
Date:	Date:

The document **will be available** to you in the Teams group « OUTGOING – FALL ou SPRING ?? ».

The courses registered on the Learning Agreement will have to be **the courses that you will actually take at the partner's institution**.

The **signatories** are **yourself, the partner and the BSB International Relations Manager**.

This agreement must be returned to BSB **within 3 weeks after the beginning of your course**.

STEP 2

MID-TERM INTERVIEW

Halfway through the semester, the International Relations Manager **will call you** to review your current semester. This is an opportunity to discuss the following points: **adapting to the country, the course of study, daily life, any difficulties encountered, etc...**

IMPORTANT : If you have any difficulty with classes or daily life, don't wait for mid-term and let us know immediately!



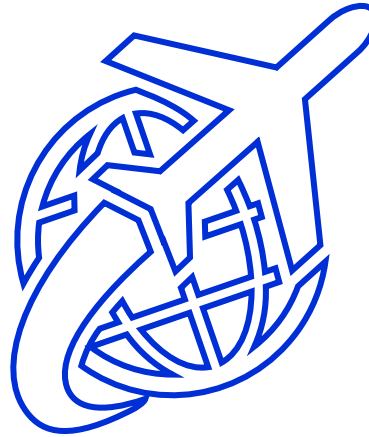
STEP 3

PREPAR YOUR RETOUR

Check the exit formalities if there are any.
All the information on the formalities of entry and exit of the territory are on [France Diplomatie](#).

Inform us once you have returned home.

Ask the partner for you **transcript of records**.
(if applicable)



Keep an eye on the BSB emails to make sure you don't miss the campaigns for your next semester *(except S6 MGE)*.
For any questions regarding your course of study: contact the **Registration Office**.

Take care of your grant administrative procedures at the end of the mobility in order to receive the last payment (if applicable).

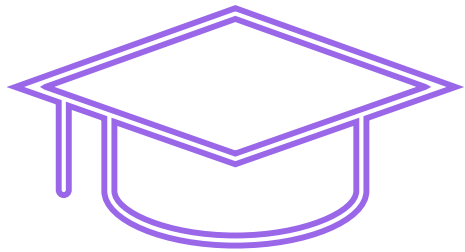
Share some pictures on **Outgoing Students** !!

BACK TO FRANCE



STEP 1

TRANSCRIPT / CREDITS TRANSFER



- The transcript of records **will be sent to you** either directly by the partner or by BSB within 3 months after the end of your semester.
- **Send us your transcript** for validation if it was sent to you directly by the partner.
- A **validation jury** for the semester abroad is organized each semester by each program director **to validate your grades and transfer the credits obtained in the partner institution.**
- If you fail, this jury will decide if you have to retake your exam at BSB. In this case, **the Registration Office will contact you** to inform you of all the details.

STEP 2

GIVE YOUR FEEDBACK

We are interested in your experience! Share your experience, evaluate the learning and help us identify areas for improvement.

We will ask you to complete a feedback questionnaire.

You will receive the link and the modalities by email **within 3 months after the end of your semester.**

You are now all set to go on a new adventure !!



Who do I ask ?



Outgoing mobility administrative assistant

(all administrative questions: formalities, visas, scholarships, etc.)

Orane STERI

orane.steri@bsb-education.com – Chat with me on [Teams](#) !



International Relations Manager - Americas Zone

(questions on the courses and on the academic project only)

Bérangère PERRET

berangere.perret@bsb-education.com – Chat with me on [Teams](#) !



International Relations Manager - Asia, Africa, Oceania Zone

(questions on the courses and on the academic project only)

Marie FRANCHEL

marie.franchel@bsb-education.com - Chat with me on [Teams](#) !

International Relations Office - Official TEAMS Group

Any questions about a country before applying?

You want to check the selection round dates?

You are looking for tips before starting your exchange program?

Come join our **TEAMS Group** where BSB and international students will be glad to share their experience with you !

Use the code to join us or scan the QR code



x8s3ixg



A group of five diverse young adults are sitting on concrete steps outdoors. From left to right: a young man with glasses wearing a tan jacket over a grey shirt; a young woman with a headband wearing a green jacket over a black top; a young man with a goatee wearing a bright pink cord jacket over a white hoodie; a young woman with blonde hair wearing a black jacket over a striped shirt; and a young woman with braids wearing a light purple jacket. They are all looking in different directions, some towards the camera and others away. The background shows a modern building with large windows and a blue sky with white clouds.

**We believe
in you *TH***