

# FOSTER SCHOOL OF BUSINESS

UNIVERSITY OF WASHINGTON



## UNIVERSITY OF WASHINGTON FOSTER SCHOOL OF BUSINESS

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UNDERGRADUATE EXCHANGE PROGRAM

2016-17 HANDBOOK



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# WELCOME!



Thank you for choosing the University of Washington Michael G. Foster School of Business for your undergraduate exchange experience. We look forward to welcoming you to our campus!\*

This handbook is designed to provide you a thorough overview of the Foster School exchange student acceptance and arrival process; however, it is not an exhaustive explanation of the Undergraduate Business Program at the Foster School.

Please do not hesitate to contact me if you have any questions. I look forward to meeting you when you arrive in Seattle.

Kind regards,



Ms. Theresa Maloney

Undergraduate Global Programs Manager  
Global Business Center, Foster School of Business  
University of Washington  
Mackenzie Hall 137, Box 353200  
Seattle, WA 98195 USA  
[tmaloney@uw.edu](mailto:tmaloney@uw.edu) | 206.221.2205

\*Please note that visiting undergraduate exchange students must be nominated by their home institution.

For additional information about the UW Undergraduate Business Program at the Foster School refer to:  
<http://foster.uw.edu/academics/degree-programs/undergraduate-programs/>

# WHO'S WHO

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## STAFF ON CAMPUS WHO MAY BE IN CONTACT WITH YOU

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### **THERESA MALONEY**

Departmental Program Manager for Incoming Exchange Students  
Global Business Center | Foster School of Business

+1.206.221.2205  
tmaloney@uw.edu  
[Mackenzie Hall 137](#)

Theresa is your primary point of contact for you as a departmental exchange student at the Foster School. Please do not hesitate to contact Theresa with any questions or concerns before your arrival, during your stay, or after you depart.

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### **KATHLEEN HATCH ALLEN**

Assistant Director for Undergraduate Global Programs  
Global Business Center | Foster School of Business

+1.206.543.3960  
khatch@uw.edu  
[Mackenzie Hall 137](#)

Kathleen is a staff member in the Global Business Center. If you have an urgent concern and cannot connect with Theresa, Kathleen can answer any questions you might have.

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### **KATHLEEN RASCON**

Academic Counselor for Incoming Exchange Students  
Undergraduate Programs Office | Foster School of Business

+1.206.221.5192  
khorenst@uw.edu  
[Dempsey 202](#)

Kathleen is the Academic Counselor who can answer questions about class registration classes while studying at the UW. Detailed information about the class registration process can be found in this handbook on page 14 under 'Inbound Exchange Student Process' | Phase 3: CLASS REGISTRATION

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### **COURTNEY DE VRIES + CELINE WALDMANN**

Inbound & Departmental Exchange  
International Programs & Exchanges | UW Campus Wide

+1.206.221.4404  
[cdv7@uw.edu](#)  
[celinew4@uw.edu](#)  
[Schmitz Hall 459](#)

Courtney and Celine both work in the central study abroad office and assist all international exchange students at UW (both campus wide and departmental). It is important to note that some emails sent by Courtney and Celine may contain information regarding campus-wide UW exchanges that **may not be applicable to you** as a departmental exchange student at the Foster School.

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## INTERNATIONAL STUDENT SERVICES

International Admissions Counselor

+1.206.221.7857

International Undergraduate Admissions | UW Campus Wide

uwiss@uw.edu

An Admissions Counselor who processes your official acceptance letter and visa paperwork. It is unlikely that you will need to contact them directly; however they are a great resource for questions about your admissions documents.

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## FIUTS OFFICE

The Foundation for International Understanding Through Students

+1.206.543.0735

[www.fiuts.org](http://www.fiuts.org) | UW Campus Wide

info@fiuts.org

Student Union Building 206

FIUTS is an organization completely devoted to international students at UW. FIUTS organizes a quarterly orientation that we recommend you attend. Prior to your arrival at UW, you will receive a series of emails from FIUTS with information about Seattle and life at the University of Washington. Because this information is targeted towards a variety of different international student groups, it is important to note that some of the information sent out by this office **may not be applicable to you** as a departmental exchange student at the Foster School.

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## INTERNATIONAL STUDENT SERVICES (ISS)

[www.iss.washington.edu](http://www.iss.washington.edu) | UW Campus Wide

+1.206.221.7857

uwiss@uw.edu

Schmitz Hall 456

International Student Services provides assistance to all international students at UW. As a departmental exchange student at the Foster School, and a J-1 visa holder, you will visit ISS to 'check-in' upon your arrival. Among other things, ISS can assist you with information about traveling internationally (ex. Canada) on a J-1 visa.

# BEAUTIFUL SEATTLE

The University of Washington is located in Seattle, Washington, USA. Seattle lies in the Northwest corner of the continental United States on a narrow strip of land between the salt waters of Puget Sound and the fresh waters of Lake Washington. Beyond the waters lie two rugged mountain ranges, the Olympics to the west and the Cascades to the east. It is a city built on hills and around water, in a mild marine climate that encourages prolific vegetation and abundant natural resources.

This interactive map can help you get acquainted with campus, and the greater Seattle area: <http://www.washington.edu/maps/>



*Lake Washington, Seattle*



*Seattle Skyline, from West Seattle*

## I HEAR IT RAINS A LOT IN SEATTLE...

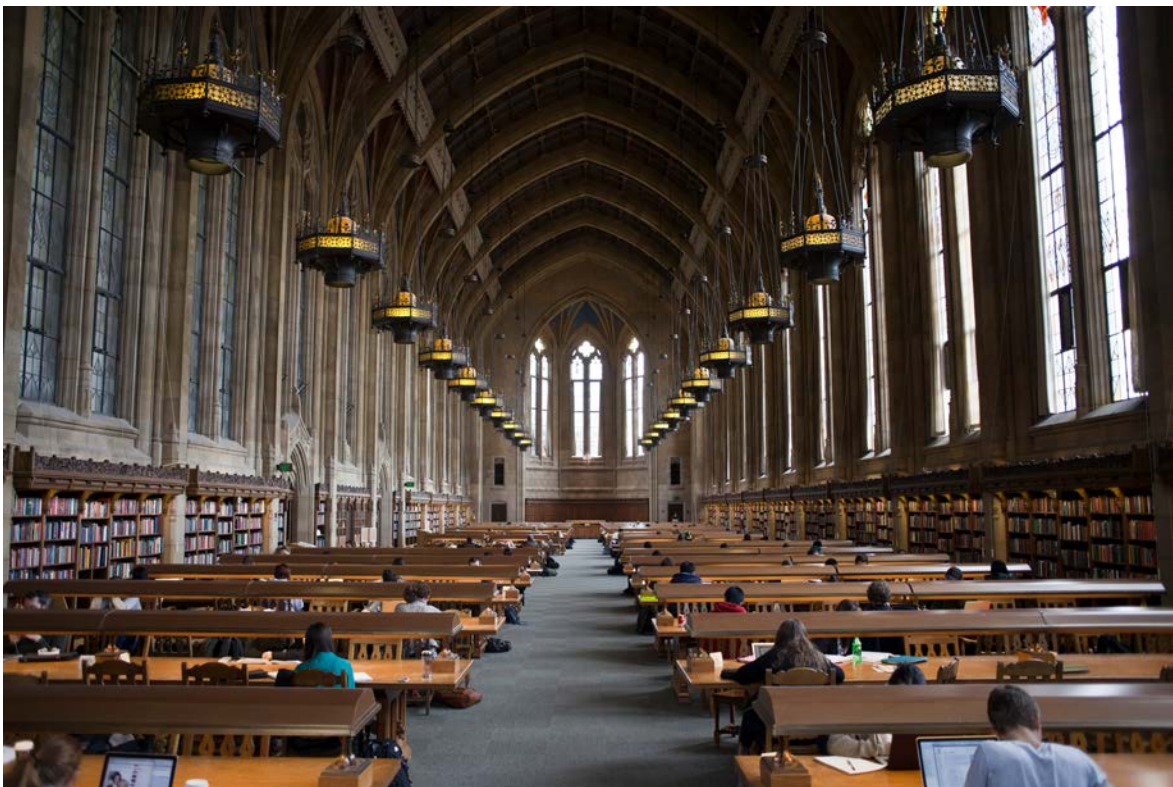
It is true that the weather in Seattle can be unpredictable; however our reputation for continual rain is misleading. Summers are warm and relatively dry; winters are typically wet and gray, but mild enough to allow for year-round outdoor activities. You are encouraged to bring a waterproof coat, umbrella, and comfortable, waterproof walking shoes.

	Average High Temperatures		Average Low Temperatures	
January	46° F	8° C	36° F	2° C
April	58° F	15° C	42° F	6° C
July	75° F	24° C	55° F	13° C
October	60° F	16° C	46° F	8° C

Visit this link to view a list of resources that will introduce you to Seattle life, culture, and climate: <http://admit.washington.edu/GetYourFeetWet/Seattle>

# UNIVERSITY OF WASHINGTON

The University of Washington is one of the world's preeminent public universities. Our impact on individuals, on our region, and on the world is profound — whether we are launching young people into a boundless future or confronting the grand challenges of our time through undaunted research and scholarship. Ranked number 10 in the world by Shanghai Jiao Tong University rankings and educating more than 54,000 students annually, University of Washington students and faculty work together to turn ideas into impact and in the process transform lives and our world.



*Suzzallo Library, University of Washington*

The University of Washington [Academic calendar](#) lists significant events such as beginning and end dates for each quarter, final exam week, holidays and observances.

Visit this link to learn more about the University of Washington: <http://www.washington.edu/>

# FOSTER SCHOOL OF BUSINESS



*PACCAR Hall, home to the Foster School of Business*

## MISSION

We are a collaborative learning community of faculty, staff, students, alumni and business leaders dedicated to the creation, application and sharing of management knowledge.

## VISION

The Michael G. Foster School of Business has a long-term vision to be the best public business school in the U.S.

## RANKINGS

In 2016, U.S. News & World Report ranked the Foster School of Business Undergraduate Program 1st in the Northwest of the United States, 22<sup>nd</sup> among all national business schools, and institutions and 12th among public institutions. [Learn more...](#)



## CULTURE OF THE BUSINESS SCHOOL CLASSROOM

Class formats include lecture and discussion, in-class presentations, and case studies. Grading is based on papers, group projects, case studies, and class participation. Exam formats may vary. Typically exams are held during the final week of the quarter.

The faculty and your fellow students have high expectations of professionalism, performance and participation inside and outside the classroom. You will be expected to participate in class, and you might even be called on to share your opinion. We encourage an attitude of collegial and congenial competition among students. As a community, we have a strong commitment to achieving excellence through teamwork and cooperation. We believe greater success comes with the help of peers than at the expense of peers. You will also find an atmosphere that is relaxed, informal, and laid back. Some professors allow students to eat in class, and socializing at club activities is a common occurrence.

## ATTIRE

Most events and the general classroom atmosphere at the Foster School are casual, so you can dress in whatever you are most comfortable wearing. Events such as networking events and corporate presentations, however, require business or business casual dress.

## ACADEMIC ADVISING & SUPPORT

We are here to help. Please do not hesitate to contact the program manager or academic counselor for Foster School incoming exchange students



**Theresa Maloney**

Program Manager

+1.206.221.2205

[tmaloney@uw.edu](mailto:tmaloney@uw.edu)



**Kathleen Rascon**

Academic Counselor

+1.206.221.5192

[khorenst@uw.edu](mailto:khorenst@uw.edu)

## FOSTER SCHOOL GLOBAL SOCIAL AMBASSADOR (BUDDY) PROGRAM



*Foster School and Exchange Students on an in-city excursion*

As an exchange student, you will be paired with a Foster School Global Social Ambassador (Buddy).

A Global Social Ambassador is a Foster School student who is here to help orient you to the UW, Foster School, and Seattle. The goal of this program is to introduce exchange students to the American lifestyle and UW culture that you might not experience independently.

You can choose to engage as much or as little as you wish with your buddy. You will be electronically introduced to your buddy once you have been officially accepted to the University of Washington. Your buddy can meet you at the airport, and help you with everything from finding your classes to recommending the best grocery store for snacks.

### OPPORTUNITIES TO GET INVOLVED

The student experience at Foster is vibrant and diverse. We encourage you to get involved! Check out the [28 undergraduate student clubs and organizations](#), or participate in a [Case Competition](#).

Each quarter the Global Social Ambassador team plans unique cultural events that you are invited to participate in. Join the Foster School Exchange Facebook group to stay updated on these fun programs!

[Learn more about getting involved...](#)

## FACILITIES

The Foster School of Business is located on North Campus, and is composed of 4 buildings:

- > [PACCAR Hall](#)
- > [Dempsey Hall](#)
- > [Mackenzie Hall](#)
- > [Bank of America Executive Education Center](#)

This [virtual tour](#) highlights the state of the art facilities that house the Foster School.

Additional information about our resources:

[Foster Business Library](#)

[Computer Labs](#)

## CODE OF CONDUCT / ACADEMIC INTEGRITY

As an exchange student to the Foster School of Business you become a member of a learning community committed to the highest academic standards. Be aware you must abide by the standards of conduct below.

HONESTY: I will be truthful with myself and others.

RESPECT: I will show consideration for others and their ideas and work.

INTEGRITY: I will be a leader of character. I will be fair in all relations with others.

It is important to remember that American views of academic integrity (honest academic conduct) may be different from those in your home country. In basic terms, you are guilty of academic misconduct (cheating) whenever you present something that you did not do as your own work. You are also guilty of cheating if you help someone else to present their work in a similar way.

Learn more about [UW's Student Conduct Code](#).



*Cherry Blossoms at the UW Quad*

# INBOUND EXCHANGE STUDENT PROCESS

## TIMELINE

Please note that this timeline is approximate.

If you will be starting...	Summer Quarter 2016 (June-August)	Autumn Quarter 2016 (September- December)	Winter Quarter 2017 (January - March)	Spring Quarter 2017 (April - June)
Application Deadline	February 1 <sup>st</sup>	March 1st	August 1 <sup>st</sup>	August 1 <sup>st</sup>
Acceptance Documents Issued (DS-2019, etc.)	Mid-May	Mid-June	Mid-October	Mid-January
Course Registration will begin	May	July	November	February
FIUTS Orientation (recommended)	June 17	September 14 -23	TBD	March 24
Foster School Orientation (required)	June 20	September 28	January 3	March 27
Instruction Begins	June 20	September 28	January 3	March 27
Last day of Instruction	August 19	December 9	March 10	June 2
Final Examination Week	Typically the last day of class	December 10-16	March 11-17	June 3-9

## PHASE 1: APPLICATION

- > You must be nominated by your home institution.
- > After nomination you must submit the following application documents to [tmaloney@uw.edu](mailto:tmaloney@uw.edu) as **PDF documents** via email:
  - o [Foster School Exchange Information Form](#)
  - o Statement of financial responsibility, signed and dated [Statement of Financial Responsibility](#)
  - o Bank letter or statement indicating fund balance; verifying sufficient funds listed in Statement of Responsibility above
  - o All college transcripts, translated into English
  - o TOEFL (IBT): 83 or IELTS: 7 score report (Not required for passport holders of English speaking countries)
  - o Scanned copy of your passport
- > After we receive your application documents we will enter you into our online system. You will receive an auto-generated email with instructions to log into your account associated with this online system. This email includes instructions to log-in, verify the accuracy of your personal information, and fill out a questionnaire.

- > Once you have completed these steps, your application will be processed by the UW Office of Admissions. They will generate your official acceptance documents and visa paperwork. Please be patient, this is a lengthy process (see timeline above).
- > As soon as your acceptance document packet is prepared, you will receive an email notice. The acceptance packet includes:
  - o Acceptance Letter
  - o DS-2019 (to secure J-1 Visa)
  - o Enrollment Confirmation Acknowledgement
- > The hard copy of your acceptance document packet will be sent via Fed-Ex to your home university exchange coordinator. You will need to bring the hard copy of your DS-2019 with you to your visa appointment at the US Embassy or Consulate.
- > At this point you are considered officially accepted to the University of Washington, and there are several things you will need to do before you begin your term in Seattle.

## PHASE 2: BEFORE YOU ARRIVE

- > Establish your UW NetID
  - o Your acceptance document packet contains instructions to set up your UW NetID. Your NetID is a personalized 'user name' that you can use to log-in to UW online services. It also serves as your UW email address. All email accounts at the University of Washington are structured as follows: (UW Net ID)@uw.edu.
- > Log in to your online application and complete your profile by inputting:
  - o Your UW NetID
  - o Your UW Student Number (found in your acceptance packet)
- > Apply for a J-1 Visa
  - o Apply for a J-1 visa at the nearest US Embassy or Consulate
  - o Additional information about the J-1 visa:
    - <https://iss.washington.edu/travel/visas>
    - <http://j1visa.state.gov/programs/college-and-university-student/>
- > Make travel arrangements to Seattle
  - o As a student on a J-1 visa, you are allowed to enter the US 30 days or fewer before the program start date listed on your DS-2019. This [date calculator](#) is a useful tool in calculating 30 days.
- > Apply for [on-campus housing](#) or [find off-campus housing](#)  
*All questions regarding on-campus housing should be directed to: [hfsinfo@hfs.washington.edu](mailto:hfsinfo@hfs.washington.edu)*

A few things about housing to be aware of:

- o You must use your UWNet ID (see above) to apply for on-campus housing.

- The Foster School is located on North Campus. The UW campus is quite large, and you may want to factor in location when selecting your housing.
  - If you plan to stay in on-campus housing, you will need to confirm your move-in date and may need to find alternative accommodations when you first arrive. Here is a list of [Hotels](#) near campus.
  - The FIUTS office can arrange a [short-term home stay](#) for 3-7 days when you first arrive. This is a great opportunity to meet a local family and have a place to stay while you confirm your permanent accommodations. An airport pick-up service is included with a short-term home stay.
- > Fulfill the [Measles Immunization Requirement](#)
    - Visit [Med+Proctor](#)
    - Create account in [Med+Proctor](#) using your UW email address (@uw.edu)
    - Complete [Med+Proctor](#) profile
    - Download & complete immunization form
    - Obtain medical provider's signature on immunization form
    - Upload form to [Med+Proctor](#)
  - > Complete the required [International Student Services \(ISS\) Online Information Session](#)
  - > International students at UW are required by federal and state laws to maintain health insurance while studying in the United States. Review health insurance requirements and decide to either purchase [ISHIP insurance](#), or [submit a waiver](#).
  - > Log into MyUW (<http://myuw.washington.edu>) using your UWNNet ID and password. Get acquainted with the information available on this website.
  - > You will be electronically introduced to your Foster School Global Social Ambassador (Buddy)

### PHASE 3: CLASS REGISTRATION

- > [After](#) you receive your acceptance documents, you will be sent an electronic survey to fill out. In this survey you will indicate which courses you would like to register for.
- > There are two tools that will be useful to you in determining which courses you would like to take. The [Time Schedule](#) lists which courses will be offered during a specific time period. The [Course Catalog](#) provides descriptions of all courses.
- > Review the [Time Schedule](#) for the period that you will be on campus and make a list of 6-8 courses that interest you.
  - To satisfy your student visa status, you must be enrolled in at least 12 credits per quarter with a maximum of 18 credits.
  - Most Foster School incoming exchange students take three or four undergraduate (100-400-level) business courses with each course carrying four credits.

- Some courses are more difficult for exchange students to register for because of demand and space constraints. This includes: Finance and Accounting courses, and our Management 430 Capstone course.
- Exchange students are responsible for ensuring that the credits they receive will transfer back to their home institution.
- It is highly recommended that exchange students from Audencia, PUCC, Peking NCCU and Kobe register for I BUS 491, a one credit seminar part of the [Certificate of International Studies in Business \(CISB\)](#) program for the section corresponding with their native language. All other Foster School exchange students are also encouraged to participate in this seminar if they would like to.
- The UW has a very large course catalog. You can take courses outside of the Foster School of Business if you would like to. If you need assistance navigating the course catalog, please reach out to in inbound exchange manager.
- **Please note that you will not be allowed to register for classes until you fulfill the measles immunization requirement, and complete the International Student Services (ISS) Online Information Session.**

#### PHASE 4: UPON ARRIVAL

- > You will go through immigration and customs inspections at the first point of entry into the United States. Be prepared to provide the following documents at the port of entry to the U.S. Customs and Border Protection (CBP). **NOTE:** CBP inspection takes place before you collect your luggage, so you must have these documents on your person. *Do not put your travel documents in your checked luggage.*
  - Passport
  - Visa stamp (if applicable)
  - DS-2019 (J-1)
  - SEVIS fee receipt
  - Supporting financial documentation
- > The [Seattle Tacoma \(Sea-Tac\) International Airport](#) is approximately 35 minutes south of the University of Washington by private car. There are a variety of transportation methods available to get you to campus.
  - [Private Taxi](#)
  - Shared Shuttle (such as [Shuttle Express](#))
  - [Link Light Rail](#), or other [Public Transit](#)
  - FIUTS Pick Up Service (Only for Students participating in the [Homestay Program](#))
- > Check-In with International Student Services (ISS) and turn in photocopies of immigration documents:
  - Signed DS-2019
  - I-94 card or Admission Stamp
  - J-1 Visa
  - Passport biographical page

- Passport expiration date page
- Statement of Compliance with the Insurance Requirements of the Exchange Visitor Program
  - You must make the photocopies in advance; ISS and FIUTS cannot make the photocopies of your documents. Copy machines are located in all campus library locations, and there are commercial copy centers near Schmitz Hall.
  - For exchange students arriving **autumn quarter**, check-in will take place at the FIUTS Orientation Greeting Tables, located in the Husky Union Building (HUB) lobby from 10:00 AM - 1:00 PM, September 12 - 16, 2016.
  - For exchange students arriving during all other quarters, check-in will take place at Schmitz Hall 459, 10:00 AM – 4:00 PM, Monday-Friday

*Remember to ask any questions you have about your J-1 visa, travel to Canada, etc.*

- > Several fees will appear on your <http://myuw.washington.edu> account. As an exchange student you are responsible to pay the following fees upon arrival:
  - U-PASS \$76 / quarter
  - International student fee \$45 / quarter
  - ISHIP health insurance (or submit a waiver by 1 PM the 3<sup>rd</sup> week of class)
- > Acquire a Husky card. The card is used for several important functions:
  - Student ID card – can also be used for discounts at local merchants
  - Library Card – to check out materials at any on-campus library
  - Debit Card – deposit funds on the card to pay for printouts, coffee, etc.
  - Bus Pass – The card serves as your bus pass through the U-PASS system
  - Access to Burke Museum or Henry Art Gallery
  - Access to IMA (workout and gymnasium facilities that offer a variety of fitness classes)
- > Attend recommended FIUTS Orientation
  - This orientation for international students (undergraduate and graduate) is held each academic quarter and is sponsored by the Foundation for International Understanding through Students (FIUTS) with assistance from the International Student Services Office (ISS).
- > Attend required Foster School Exchange orientation
  - This *required* orientation for incoming exchange students to the Foster School of Business is held each quarter, and is an opportunity to learn specifically about the Business School. This is also an excellent opportunity to meet your assigned global social ambassador, as well as the other exchange students who will be studying at the



Foster School. You will receive an email with the time, date, and location of this orientation.

- > Purchase textbooks and course packs required for your classes
  - At the University of Washington, you must purchase your own textbooks and coursepacks for your classes. Coursepacks consist of supplemental reading material the professor may assign, such as case studies and articles.
  - You can purchase your books from any source you like, however the University Bookstore is a convenient option.
  - At the end of the quarter, you can sell your books back to the bookstore. Click here to learn more about this process.

## PHASE 5: TRANSCRIPTS

- > It takes several weeks for your grades to be finalized. Upon your return home, the Foster School Incoming Exchange Manager will send your official transcripts via Fed-Ex to your home institution.



*Husky Football Stadium*

# RESOURCES + USEFUL LINKS

I HAVE QUESTIONS, WHO DO I CONTACT?

I have questions about...	Contact...
Immigration Documents	+1.206.221.7857 uwiss@uw.edu
UW NETID and myUW.com <a href="http://uwnetid.washington.edu/newid">uwnetid.washington.edu/newid</a>	UW IT +1.206.221.5000
On-Campus Housing and Food Service <a href="http://www.hfs.washington.edu">www.hfs.washington.edu</a>	+1.206.543.4059 hfsinfo@hfs.washington.edu
Measles Immunity Requirement <a href="http://admit.uw.edu/measlesrequirement">http://admit.uw.edu/measlesrequirement</a>	+1.206.616.4672 measles@uw.edu
Health Insurance Requirement <a href="http://www.washington.edu/ship/international-student-insurance-health-plan/">www.washington.edu/ship/international-student-insurance-health-plan/</a>	+1.206.543.6202 stdins@uw.edu
International Student Services (ISS) Online Information Session <a href="https://catalyst.uw.edu/webq/survey/torre/79003">https://catalyst.uw.edu/webq/survey/torre/79003</a>	+1.206.221.7857 uwiss@uw.edu
Registering for Foster School Classes	Kathleen Rascon +1.206.221.5192 khorenst@uw.edu
Events for International Students <a href="http://www.fiuts.org/">http://www.fiuts.org/</a>	+1.206.543.0735 info@fiuts.org
Events for Foster Exchange students	Theresa Maloney +1.206.221.2205 tmaloney@uw.edu
Orientation  <a href="http://www.fiuts.org/students/orientation">http://www.fiuts.org/students/orientation</a>	<b>Foster:</b> +1.206.221.2205 tmaloney@uw.edu  <b>FIUTS:</b> +1.206.543.0735 info@fiuts.org
A signature verifying I am enrolled at Foster	Theresa Maloney +1.206.221.2205 tmaloney@uw.edu
Where to pay my fees (Student Fiscal Services) Pay <u>Online</u> Pay in Person at <u>Schmitz Hall 129</u> (cash, check, or money order only). Credit, debit and UW Husky cards are <b>not</b> accepted in the Student Fiscal Services Office.)	+1.206-543-4694

## BANKING & CHECKING ACCOUNTS

You are welcome to open a bank account while in Seattle. Many banks offer free checking accounts and/or UW student discounts and ATM (debit) cards. Banking services do vary, but generally most banks are open Monday-Saturday with ATM access 24 hours a day at various locations in Seattle. You may want to ask a student in the Foster School for a bank recommendation, but most banks have branch offices close to the UW campus. Picture identification (passport) is required and most banks request a local address when opening an account. Banks near campus include:

### **Bank of America**

4701 University Way, 206-358-1959

### **US Bank**

UW Husky Union Building 105, (206) 543-2407

### **Wells Fargo Bank**

4100 University Way NE, 206-547-2811

### **Key Bank**

1300 North 45th Street, 206-585-9410

## WIRELESS PHONES

There is a wide variety of options for wireless phone service in Seattle. Many companies offer pre-paid or pay as you go options, which may be a convenient option for a short term stay. The main wireless companies in the US are:

### **AT&T**

### **Sprint**

### **T-Mobile**

### **Verizon**

## ABBREVIATIONS & ACRONYMS

Listed below are some of the acronyms used around the University of Washington campus.

B-School	Business School
Dawgs	Nickname for UW student body
EMBA	Executive MBA
FIUTS	Foundation
Foster	The Foster School
GEMBA	Global Executive MBA
GBC	Global Business Center
HUB	Husky Union Building (student center)
IMA	UW workout and gymnasium facilities that offer a variety of fitness classes
ISS	International Student Services
Puget Sound	Body of water and the region of the Northwest that includes Seattle
The Ave	Nickname for University Way, the main shopping street close to campus
U-District	The residential and shopping area surrounding the University of Washington
U-PASS	Bus Pass
U-Village	A Shopping area near campus with restaurants and a grocery store
UPO	Undergraduate Program Office