

# How to submit your study abroad report

## For SBM Exchange Program

You are required to submit the study abroad report within one month after program completion via the **Online Study Abroad Report Form**:

[https://ust.az1.qualtrics.com/jfe/form/SV\\_acafsjHnCW3Ehv](https://ust.az1.qualtrics.com/jfe/form/SV_acafsjHnCW3Ehv) which consists of 5 parts:

- Part I – Upload your study abroad report in PDF format [See guidelines below]
- Part II – Photo sharing
  - Write 1-2 phrases to describe the photos and why they are important to you.
  - File formats: JPEG, GIF, PNG (Size: Min 500KB / Max 5MB)
- Part III – Evaluation
- Part IV – My Top 3s (Optional)
- Part V – Declaration

### Guidelines on preparing study abroad report

Your study abroad report should be **4-8 typed pages** and include the following:

<b>Monthly Activity Log</b>	Write a log of one paragraph for each month highlighting some of your interesting exchange experiences, activities, impressions & places of interest.
<b>General Exchange Information</b>	<p>Write details which would help future students prepare for their exchange on the suggested following topics. Be sure to include any helpful tips or difficulties and solutions you have encountered.</p> <ol style="list-style-type: none"> <li>1) Visa Procedures</li> <li>2) Orientation Activities</li> <li>3) International Services &amp; Activities</li> <li>4) Accommodations</li> <li>5) Courses Registration</li> <li>6) Teaching &amp; Assessment Methods</li> <li>7) Sports &amp; Recreation Facilities</li> <li>8) Finance &amp; Banking (including currency / expenses)</li> <li>9) Social Clubs &amp; Networking Opportunities</li> <li>10) Health &amp; Safety</li> <li>11) Food</li> <li>12) Transportation</li> <li>13) Climate</li> <li>14) Communication</li> <li>15) Cautionary measures</li> <li>16) Other notes (if applicable)</li> </ol>
<b>Items to Bring</b>	Create a checklist of Items to Bring.
<b>Useful Links and Contacts</b>	Include websites and contacts which you have found useful.
<b>Best Practices of Host University (Optional)</b>	If you have encountered/observed any good practices while on exchange from your host university in any area (i.e. exchange, career, enrichment programs, etc.) feel free to let us know for improvement.

\* See sample study abroad report below

# How to submit your study abroad report

## *For SBM Exchange Program*

### **What NOT to include:**

- Student ID
- Personal contacts (e.g. email address, mobile, etc.)
- Swear words
- Inappropriate contents

### **Important notes:**

As this is about your experience overseas, please note that each report is an individual effort. Any students found copying other reports will be penalized.

# EXCHANGE REPORT

ABC University, USA

XYZ School of Business



**Adam Cheung**

*Major, Year (Optional)*

**Spring 2016**

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# PART I – MONTHLY ACTIVITY LOG

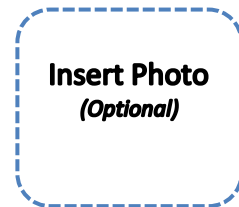
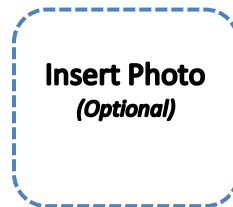
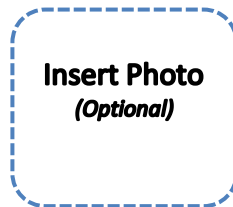
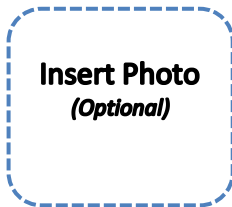
## January 2016

When I first arrived at ABC University, it was a very exciting moment. The campus itself was large with a lot of open areas. I remember the first time I met another international student.....



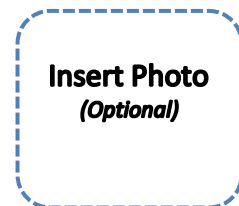
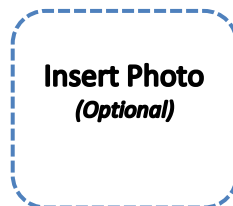
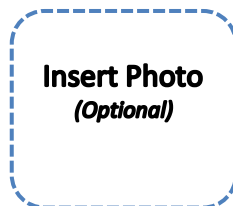
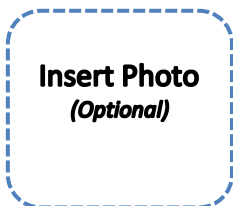
## February 2016

When I first arrived at ABC University, it was a very exciting moment. The campus itself was large with a lot of open areas. I remember the first time I met another international student.....



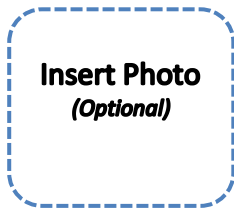
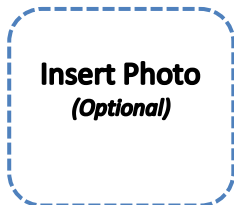
## March 2016

When I first arrived at ABC University, it was a very exciting moment. The campus itself was large with a lot of open areas. I remember the first time I met another international student.....



## April 2016

When I first arrived at ABC University, it was a very exciting moment. The campus itself was large with a lot of open areas. I remember the first time I met another international student.....



## May 2016

When I first arrived at ABC University, it was a very exciting moment. The campus itself was large with a lot of open areas. I remember the first time I met another international student.....

## **PART II – General Exchange Information**

### **Visa Procedures**

ABC University provided the documentary support for visa procedures. We had to submit.....

### **Orientation Activities**

ABC University had many exchange student activities which we could participate in for a cost. Some of these activities includes....

### **International Services & Activities**

ABC University provides international services and many cultural activities for exchange students to participate in...

### **Accommodations**

Exchange students were housed either in campus dorms or off-campus rental housing. ABC University provides assistance....

### **Course Registration**

ABC University pre-registers students in their courses before arrival. Students must get pre-approval for any course they wish to take...

### **Teaching & Assessment Methods**

Teachers at ABC University all have PhD's and come from various international backgrounds...

### **Sports & Recreation Facilities**

There are many sports and recreation facilities at ABC University. Of particular interest are their climbing walls...

### **Finance and Banking**

The expenses will depend on how much a student travels during exchange. For the whole semester, I spent... The main currency used in USA is US dollar. I do/do not recommend a bank account because... the most convenient method of taking out money is...

## **Social Clubs and Networking Opportunities**

I joined many student clubs such as the basketball team, tennis team, and photography club while on exchange.....

## **Health and Safety**

ABC University has health and dental clinics located conveniently on-campus. Students with ID cards can see the doctor...

## **Food**

I mostly bought my food at the on-campus cafeteria which mostly serves western foods....

## **Transportation**

To get around ABC University, there is a school shuttle. Off-campus, we normally take the metro....

## **Climate**

The climate is very hot and humid with occasional winds. Students are recommended to bring a light jacket...

## **Communication**

It is fairly easy to communicate by using emails at the computers in the campus labs. Students can also buy second hand mobiles....

## **Cautionary Measures**

As it may rain, it is often a good idea to bring an umbrella out and also a light windbreaker...

## **Other Notes**

Students should also be aware that.....



## Part III – Items to Bring

Checklist	
<input checked="" type="checkbox"/>	Sweater
<input checked="" type="checkbox"/>	Jacket
<input checked="" type="checkbox"/>	Blankets
<input checked="" type="checkbox"/>	Bed Sheets
<input checked="" type="checkbox"/>	Pillows
<input checked="" type="checkbox"/>	Notebook
<input checked="" type="checkbox"/>	USB
<input checked="" type="checkbox"/>	Camera
<input checked="" type="checkbox"/>	Charger
<input checked="" type="checkbox"/>	Hand Cream
<input checked="" type="checkbox"/>	Clothes for Winter
<input checked="" type="checkbox"/>	Medicine
<input checked="" type="checkbox"/>	Others:

## PART IV – Useful Links and Contacts

### **Course Catalog**

<http://www...>

### **ABC University Exchange Program Website**

<http://www....>

### **Transportation/Map Information**

<http://www....>

### **Emergency Contact**

Tel: +1 205 778-xxxx (24 hours campus security)

## PART V – Best Practices of Host University *(Optional)*

While on exchange, ABC University had a very useful international student center and their practice is to.....

If more information is needed, get my contact from SBM Exchange Team by emailing at [bmugexch@ust.hk](mailto:bmugexch@ust.hk).

**[END]**