

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_5zKzkS3gI5PckWp 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:

Monthly Activity Log	Write a log of one paragraph for each month highlighting some of your interesting exchange experiences, activities, impressions & places of interest.
General Exchange Information	<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"> 1) Visa Procedures 2) Orientation Activities 3) International Services & Activities 4) Accommodations 5) Courses Registration 6) Teaching & Assessment Methods 7) Sports & Recreation Facilities 8) Finance & Banking (including currency / expenses) 9) Social Clubs & Networking Opportunities 10) Health & Safety 11) Food 12) Transportation 13) Climate 14) Communication 15) Cautionary measures 16) Other notes (if applicable)
Items to Bring	Create a checklist of Items to Bring.
Useful Links and Contacts	Include websites and contacts which you have found useful.
Best Practices of Host University (Optional)	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

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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

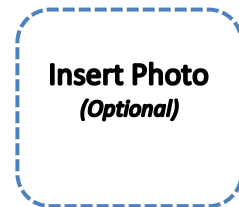
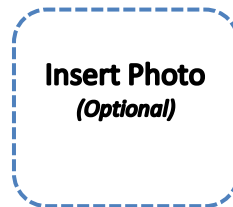
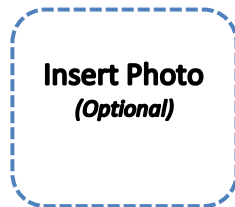
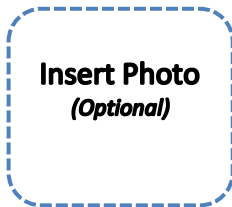
January 2016

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.....



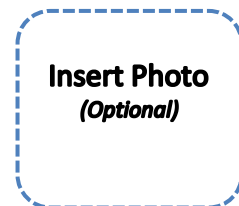
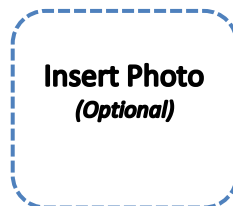
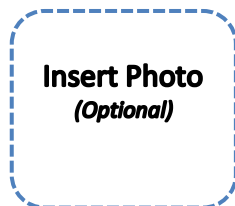
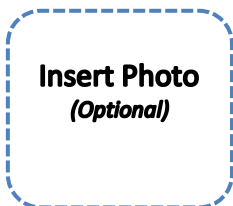
February 2016

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.....



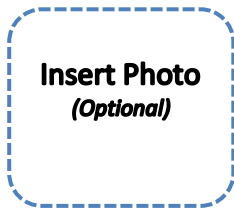
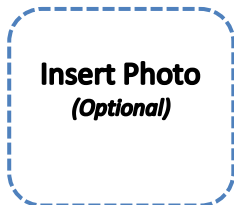
March 2016

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.

[END]