

## **Fact Sheet 2013-2014**

<b>Campuses:</b>	Costa Rica: Walter Kissling Gam Campus Nicaragua: Francisco de Sola Campus
<b>Accreditations:</b>	AACSB, SACS, EQUIS.
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<b>School URL:</b>	<a href="http://www.incae.edu">www.incae.edu</a>
<b>Exchange Program:</b>	<a href="http://www.incae.edu/EN/maestrias/international-programs/">http://www.incae.edu/EN/maestrias/international-programs/</a>
<b>School addresses:</b>	Postal: P.O. Box 960-4050 Alajuela, Costa Rica Central America  Physical: Del Vivero Procesa, 2 km. Oeste Carretera a La Garita, Alajuela Costa Rica, Central America
<b>Study program:</b>	<p>The INCAE MBA is a full-time two-year program. Each academic year is divided into two semesters and semesters are divided into modules, a total of 10 modules. All core courses are taken during the first year. During the second year students take all their electives and concentrations. Regular students can focus on the following areas: General Management, Industry and Technology Management, Sustainable Development, Business Economics and Finance, and Marketing (Nicaragua campus only). In addition to all the elective work, INCAE students must carry out their Management Consulting Practice (MCP) or fieldwork, traditionally known as <b>Trabajo de Campo</b>. This assignment is planned months in advance and takes place during the second module of the first semester of second year (October to December). Students work in teams of 4 to 7 students in a relevant company anywhere in the world under direct supervision of INCAE faculty. <u>The MCP experience is compulsory for all INCAE students and equivalent to three core courses.</u> The results of this assignment are presented to the board of directors of the company and to a panel of faculty about a month later. <u>Exchange students coming to INCAE in the fall semester can also participate.</u> If candidates are fluent in Spanish and interested in Marketing, they could be eligible for a semester in our Nicaragua campus instead. Some electives are offered in English.</p>

<b>Term dates:</b>	<b>FALL 2013</b>
	Module 6 August 26 – October 25, 2013 Module 7 October 28 – December 20, 2013 <b>(MCP; no electives offered)</b>
	Arrival Date: Not before August 23 <sup>rd</sup> and no later than August 26 <sup>th</sup>
	<b>SPRING 2014</b>
	Module 8 Jan 6 – March 7 Module 9 March 10 – March 14 (includes Professional Talent Fair) Module 10 March 17 – May 16 (includes Exam Week) <b>(Easter week off – No other holidays observed)</b>
	Graduation – May 23 <sup>rd</sup> , 2014
<b>Orientation:</b>	INCAE is a small school, so we do not need a whole week for orientation. “Buddies” will help students get through the weekend, and a formal tour and session will be held the first day of class.
<b>Full-time workload:</b>	Students must take 3-5 second-year courses per module (or 9 credit hours minimum; the recommended load).
<b>Courses &amp; Registration:</b>	A complete course catalog will be sent to the candidate with instructions to register online.
<b>Language of instruction:</b>	First-year core courses are taught in Spanish and English. Elective Second-year courses are taught in English or Spanish (some courses in Spanish have simultaneous translation).
<b>Language courses:</b>	English (on campus) and Spanish (on campus). Not all levels are offered at the same time. Tutors are available for a fee.
<b>Language requirement:</b>	TOEFL score: 90 (iBT) or equivalent proficiency determined by partner school. Students must be able to actively participate in class discussions regardless of the language of instruction of the course. Depending on the requirements of their home institution, exchange students may take courses only in English or only in Spanish. Keep in mind that a working knowledge of Spanish is recommended to get around campus and town.
<b>Methodology:</b>	70% case study analysis and discussion, and 30% lecture. The specific method depends on the nature of the course. However, all courses are <b>very demanding</b> and students have to be prepared. Class participation can be 60% of the final grade in some cases. Students are expected to read and prepare all the material assigned individually and to check their e-mail regularly for last-minute instructions from professors, even during the weekend or holidays (Easter Week).
<b>Exams:</b>	Exams are scheduled during the last week of every module. Although, half courses offered at the beginning of the module might

have the final evaluation earlier. However, you are advised to plan to stay until the last day of the module. Please take this into account if you are graduating and need your grades earlier. Professors have two weeks to submit grades to the Registrar, and because they must use the grading curve, individual grades are not available until all students have been assigned a grade. Please book your return flight based on scheduled exam dates.

**Grading system:**

INCAE uses a highly competitive curve-grading system. The curve is applied in all first-year courses but it is optional in second-year courses. Letter grades are used as follows:

A+	Outstanding (4.0)
A	Excellent (3.75)
A-	Very Good (3.45)
B+	Very Good (2.98)
B	Good (2.80)
B-	Satisfactory (2.65)
C	Unsatisfactory (failing 2.0)
F	Poor (0.0) equivalent to two failing grades (Note: the student will receive notification of his/her grades; however, the official transcripts must be ordered and will be sent directly to the Registrar or Exchange Program Coordinator at the student's home institution).

**Housing:**

On-campus housing is provided and guaranteed. **Living on campus is mandatory for all students.** Single students must share a house with 7 students and a room with one of them. Housekeeping is included. There is also married housing available for couples with or without children.

**Facilities:**

We have a cafeteria, a convenience store, a bank office (**No ATM!**) a swimming pool, gym, sauna, outdoor sporting areas, library, wireless internet access (except in the houses), group study rooms, parking, and laundry service for a fee (about \$12 per load).

**Services:**

The Student Affairs Department aids students with everyday life, plus: visas, insurance, medical services, student clubs, and so forth. Student Affairs in coordination with International Programs will pair exchange students with a "buddy" who will guide them through their adaptation to life at INCAE.

**Health insurance:**

**All exchange students are required to have health insurance from their home country. It should cover any incidents while traveling to and from INCAE as well as repatriation.** We strongly recommend that students also have liability insurance as well as personal insurance covering theft, etc.

**Career Services:**

The MBA Career Services office at INCAE will assist exchange and dual degree students in their job search efforts while they are at INCAE. Students will have access to company presentations, job listings, interviews, career fairs, and will be able to upload their résumé to the INCAE labor pool Internet site. Each student is responsible for writing and translating their resumes and cover letters.

**Visa requirements:** Depending on the student's nationality a visa may or may not be needed to enter the country. Students should contact the nearest Costa Rica Consulate. Once at INCAE, we will assist the student in the formal request for a visa to stay in the country for more than 90 days. The cost of this visa is US\$280. A copy of the passport and two photographs are required. Most exchange students do not stay for more than 90 days at a time (holidays during spring and MCP during fall), so the visa is not required for now. However, Immigration authorities are working on future changes, which will be announced before they are implemented.

**Estimated Expenses\*:** Tuition is paid at the home institution. Expenses for a single student at INCAE include:

- Materials \$69 per course
- Photocopies \$35 per month approx.
- Single Housing \$918.00 per module (8 weeks)
- Married Housing \$1,821.57 per module
- Married Housing w/children \$2,094.79 per module
- Food \$732 for meal plan that includes 80% of all meals (lunch and dinner Monday-Saturday) or \$8.50 per individual meal (a better deal for exchange students).
- Electricity \$20 per month (approx.)
- Water \$8 per month (approx.)
- Laundry \$12 per load (no self-service; includes washing, drying and folding).
- Linens \$100 per semester (includes laundry service). We recommend bringing your own.
- Transportation \$100 per month (approx.)
- Recreation \$200 per month (approx.)
- Miscellaneous \$100 approx.

**\*All costs subject to change without notice, especially outsourced services like meals and laundry.**

**Application requirements:** Statement of purpose  
Updated Curriculum Vitae  
1 recent passport-size photograph (or digital)  
Transcripts showing a GPA of 3.0 or better  
Formal nomination from home institution  
Photocopy of Passport  
Proof of Insurance  
(Note: Everything can be sent electronically)

**Application deadlines:** Apply no later than **April 15** for fall, and **October 15** for spring

## **Frequently Asked Questions**

### **Do I need a student visa?**

Yes. If you are staying for more than 90 days, a student visa is required. Student visas are processed once the student arrives, and the immigration office takes about three months to issue it. By the time the visa is ready, exchange students might be going back home, but we need to comply with this requisite if students stay for more than 90 days at a time. You can always leave the country and re-enter for another 90 days. The cost is approximately \$280. Students need 2 additional passport-size photographs.

### **How do I go about applying for housing?**

You do not need to apply. If you're single, you'll be assigned a room in a house for single students. If you're married and your family is coming with you, let us know in advance, so we can reserve a house for married couples with or without children. There's no housekeeping service for married student housing.

### **Will there be a telephone in my residence?**

Yes. However, you cannot make off-campus calls. You can receive local and international calls, but in order to make them, you must purchase a calling card in the little store on campus or use your cell phone.

### **Can I use my cell phone in Costa Rica?**

Yes, but only with International Roaming or pre-paid service. You'll get a local number from service carriers (available at the airport). You can buy more minutes anywhere the service is available (convenience stores, for example). If the airport booth is closed when you arrive, we can take you to an agency to get the service

### **When should I arrive for orientation?**

Because INCAE is a small school, we don't need a lot of time for orientation. Usually, orientation takes place during the first week of class. Therefore, we ask students to arrive the weekend before classes start, so they are able to move into their bungalows immediately. If you arrive too early, chances are you will have to find a place to stay.

### **Will there be someone to meet me when I arrive?**

If you are coming straight to campus, we can arrange airport pick-up with one of our drivers for a fee. In case there's a problem or if you miss our driver, please take an orange cab at the airport. It's safe and reliable and they know where INCAE is. They charge around \$30.

### **Do I have to bring towels and bed linens?**

We'd rather you bring your own. However, if you don't want to carry them, bed linens and towels will be provided for a fee. Housing would change and wash them once a week. Remember that you have to take care of and pay for the laundry service separately if you bring your own.