

Adolfo Ibáñez School of Management  
1 221 Brickell Avenue, Suite 300, Miami, FL 33131  
305-416-6015 (Telephone) 305-416-6014 (Fax)

## APPLICATION PACK – The Multinational MBA

### Application Information:

This application is for admission into the Multinational MBA Program offered by the Adolfo Ibáñez School of Management. This course requires students to earn 43.2 quarter credits for graduation. The program is to be completed over a fourteen-month period.

Classes will be offered for a one-week period (from Monday through Saturday (9:00 – 18:30) every other month for the duration of the program. Classes will be offered at the School in Miami for the first seven sessions of the program according to the following schedule:

Period	Time
Class Session 1	9:00 – 10:40
Break	10:40 – 11:00
Class Session 2	11:00 – 12:40
Break	12:40 – 13:30
Class Session 3	13:30 – 15:10
Break	15:10 – 15:30
Class Session 4	15:30 – 17:10
Break	17:10 – 17:30
Class Session 5	17:30 – 18:20

The final module of the program, MCI 8000 Module 8: China: Economy, Culture and Business will be conducted at a location in China. Student attendance in MCI 8000 is mandatory. The Academic Schedule is printed in full in the Catalog.

There is an application fee of \$150.00. The application fee is nonrefundable and is used to process your application and lock your tuition in place. The application fee should be paid by sending a check/money order directly to the school. If you have any questions, please call the Admission office 305-416-6015.

The total tuition for the full program is \$49,500.00 . Tuition includes the cost of reading materials, and all costs for airfare and hotel expenses associated with attendance in Module 8. Tuition does not include the costs of commuting and living expenses incurred by students while attending the program in Miami. Students remain responsible for these expenses.

Tuition and fees will be assessed in six installments. The first payment of \$10,000 is to be paid at the time the student enrolls in the program. The remaining five payments shall be made in installments of \$7900.00 according to the Payment Schedule outlined in the Catalog.

The School utilizes a rolling admissions process, and therefore there are no application deadlines. However, the School will, at least initially, start a class of candidates in November of each year. Students will be admitted on an on-going basis and, if accepted, will be assigned to the next available starting period on the School's academic calendar.

### Application Instructions:

The School shall only admit students who are capable of successfully completing the MMBA program. The School shall not enroll any person of compulsory school age, or one currently attending a school at the secondary level. In order to qualify for admission to the program, students must:

- Complete an application package which includes an essay, recommendations, and other information;

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- Possess a baccalaureate degree or equivalent credential conferred by an institution of postsecondary education. Acceptable postsecondary institutions of education include those institutions i) accredited by an accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or ii) recognized by the Education Department or Ministry of the country where the institution is in operation.;
- Be bilingual in both Spanish and English.  
Students must demonstrate proficiency in their non-native language as follows:
  - Non-native speakers of English are required to provide proof of English proficiency by achieving a score of 550 or better on the Test of English as a Foreign Language (“TOEFL”) or 213 or higher on the computer-based TOEFL. Scores must be sent directly to Adolfo Ibáñez School of Management by the Educational Testing Service (ETS);
  - Non-native speakers of Spanish must provide proof of Spanish proficiency prior to admission; Acceptable methods of demonstrating Spanish proficiency include:
    - Graduation from a Spanish-speaking secondary or postsecondary institution; or
    - Achieving at least an Intermediate Low Rating on the Oral Proficiency Interview (to assess the student’s Spanish proficiency) conducted by the American Council for Foreign Language Testing. Results should be forwarded to the School;
- Possess no less than eight years of experience in any business field or discipline and a professional career track record demonstrating some experience in a managerial or consulting position including at least: four years of management experience, or a record of professional advancement, or other demonstrable experience as a decision-maker within a company.

The ACFLT Oral Proficiency Interview should be scheduled and completed four weeks before submission of the application package. Taking the OPI after that date may delay the School’s consideration of your application. The School will accept any score above the minimal proficiency level indicated above on either the TOEFL or the Oral Proficiency Interview received by the student within three years of the application submission date. Students are responsible for all fees associated with fulfilling any language proficiency requirement.

The School’s admission standards will be applied consistently to all students considered for admission. The School admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

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### Admissions Process

The School utilizes rolling admissions process, and therefore there are no application deadlines. However, the School will, at least initially, start a class of candidates in November of each year. Students will be admitted on an on-going basis and, if accepted, will be assigned to the next available starting period on the School's academic calendar.

To be considered for admission to the School, applicants must meet the Admissions Criteria outlined above and complete the admission process requirements listed below.

1. Submit a complete application to the Office of Admissions with the required supporting documentation including:
  - a. Two copies of an official undergraduate transcript verifying completion of a baccalaureate degree or equivalent;
  - b. Proof of proficiency in English or Spanish, as described above;
  - c. A narrative in the application documenting the applicant's eight years of work experience
2. Accompany the application with a \$150.00 nonrefundable fee; and
3. Participate in an admissions interview with the Admissions Director. During this interview, the Admissions Director shall inform the student as to the nature of the training provided and ensure that each applicant understands the program's responsibilities and demands.

The Admissions Director will promptly acknowledge receipt of all application materials, notify the applicant of any deficiencies (e.g., missing transcripts), and forward all relevant documents to the Admissions Committee for consideration.

**Please see the Catalog available at the School's website: [www.adolfoibanez.com](http://www.adolfoibanez.com) for further information on the Admissions Process.**

## APPLICATION PACK – The Multinational MBA

**Please provide the following information:**  
**General Information**

### 1. Personal Information

a. Last Name

b. First Name

c. Middle Name

d. Passport Number or SS Number

e. Nationality

f. Place and date of birth

City                      Country                      Day                      Month                      Year

g. Marital Status

Single                      Married    Widow                      Divorced                      Other

h. Sex                      F                      M

i. Current Address

City                      State                      Zip code                      Country

j. Permanent Address

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City                      State                      Zip code                      Country

k. Work Address

City                      State                      Zip code                      Country

l. Work Phone                      Home Phone                      Cell Phone                      Fax

m. E-mail

### 2. Family Information

\*Optional

	Name	Work Address	Title	Phone Number
Spouse				
Mother				
Father				

Dependants

Name	Date of Birth	Relation

### 3. Educational History

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High School

High School	City	From	To	Degree

Colleges and Universities Attended

List all colleges and universities attended in chronological order.

Dates	City	College or University	Location	Degree

Languages:

Language	Written			Spoken			Listen		
	Bad	Good	Excellent	Bad	Good	Excellent	Bad	Good	Excellent

#### 4. Honors and Awards

List any post-high school honors or awards (scholastic, college extracurricular or community you have received and the basis for your selection.

Honor	Year	Basis for selection

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### 5. Professional Information

Please beginning with your current or latest job

Company	City	From	To	Title

Current Position:

Company:

Title:

Responsibilities:

Dates:

Salary (US\$):

Promotion history:

## APPLICATION PACK – The Multinational MBA

**ESSAYS:**

1. Answer all of the questions below in separate sheets.
2. Each answer can have a maximum of 500 words.
3. We recommend that you think your answer thoroughly and review them when done.
4. Please Type or Print.
5. There are no correct or incorrect answers.
6. Please staple this page to your answers.

**ESSAYS:**

1. Up until now, what have been the three greatest achievements of your life?
2. What were the deciding factors on realizing that the MMBA will be useful for your career goals?  
What are your career goals for the next 5 years?
3. (Optional) Is there any further information that you wish to provide to the Admissions Committee?  
Please be concise.

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## APPLICATION PACK – The Multinational MBA

### Honor Pledge

Adolfo Ibañez School of Management requires that the work contained in your application (including essays) is completely accurate and exclusively your own.

OFFERS OF ADMISSION ARE SUBJECT TO BEING RESCINDED SHOULD ANY MISREPRESENTATION AND/OR OMISSION OCCUR.

I hereby certify that I have provided accurate information in this application. I further certify that the application and all essays are exclusively my own work and that no recommendations, transcripts or supporting materials have been falsified. I am aware that any misrepresentation or omission of facts in my application will justify the denial of admission or the cancellation of admission.

I understand that materials received by the school in connection with this application become the property of the School. As such, all materials are subject to verification by the Admissions Committee and are not returnable.

Print Name

Signature

Date

Exceptions:

Comments:

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## APPLICATION PACK – The Multinational MBA

### Recommendation Letter 1

To Whom It May Concern:

The above person is applying for admission to the Adolfo Ibáñez School of Management. In our consideration of applicants we are particularly interested in the candid comments of individuals familiar with their professional accomplishments. We have listed 5 questions which are designed to address the applicant's strengths and weaknesses.

However, we do not want to limit your response to this form. Feel free to use your own letterhead, but please answer all questions.

We encourage you to retain a copy of this recommendation, as completed forms cannot be returned.

Please Print or Type

Name of Person Completing this Recommendation Position/Title

Organization

1. What is your relationship to, and how long have you known the applicant? Is this person still employed by your organization? (Yes/No) If "No," when did he/she depart? (e.g., May 2000)
2. Provide a short list of adjectives which describe the applicant's strengths.
3. Provide an example of a real situation relevant in evaluating this application, where the candidate showed his/her commitment, initiative, sense of responsibility, leadership or any other qualities that might be important in the business world.

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4. How would you evaluate the candidate in the following criteria?

	Below average	Average	Good (top25%)	Excellent (top15%)	Superior (top 5%)	Exceptional (top 2%)	N.A.
Ethics							
Intelligence							
Leadership potential							
Discipline							
Communication							
Motivation and Initiative							
Creativity							
Maturity							
Administrative Ability							
Team work							

5. Do you think the candidate has the emotional stability to commit to an intense masters program? Explain.

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### Recommendation Letter 2

To Whom It May Concern:

The above person is applying for admission to the Adolfo Ibáñez School of Management. In our consideration of applicants we are particularly interested in the candid comments of individuals familiar with their professional accomplishments. We have listed 5 questions which are designed to address the applicant's strengths and weaknesses.

However, we do not want to limit your response to this form. Feel free to use your own letterhead, but please answer all questions.

We encourage you to retain a copy of this recommendation, as completed forms cannot be returned.

Please Print or Type

Name of Person Completing this Recommendation Position/Title

Organization

5. What is your relationship to, and how long have you known the applicant? Is this person still employed by your organization? (Yes/No) If "No," when did he/she depart? (e.g., May 2000)
  
6. Provide a short list of adjectives, which describe the applicant's strengths.
  
7. Provide an example of a real situation relevant in evaluating this application, where the candidate showed his/her commitment, initiative, sense of responsibility, leadership or any other qualities that might be important in the business world.

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## APPLICATION PACK – The Multinational MBA

8. How would you grade the candidate?

	Below average	Average	Good (top25%)	Excellent (top15%)	Superior (top 5%)	Exceptional (top 2%)	N.A.
Ethics							
Intelligence							
Leadership potential							
Discipline							
Communication							
Motivation and Initiative							
Creativity							
Maturity							
Administrative Ability							
Team work							

5. Do you think the candidate has the emotional stability to commit to an intense master's degree program? Explain.

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### Company engagement letter

With this letter I \_\_\_\_\_ with the authority given to me by \_\_\_\_\_ confirm that Mr./Ms. \_\_\_\_\_ will have all the support necessary by the company I represent, to assist and complete all the courses for the MMBA in accordance with the class schedule for the year \_\_\_\_\_

Signature

Date

Name

Title

Company

Address

Phone number

E-mail

Adolfo Ibáñez School of Management  
1221 Brickell Avenue, Suite 300, Miami, FL 33131  
Telephone — (305) 377-8740 · Fax — (305) 377-8741

## ENROLLMENT AGREEMENT

Attached for your reference is a copy of the Enrollment Agreement to be completed by each student upon acceptance to the Adolfo Ibáñez School of Management. This document contains valuable information regarding the length of the program, the total credits required, tuition and fees, refund policy, cancellation policy, and schedule for this program. Upon signature by both parties, this document will constitute the binding agreement between the Adolfo Ibáñez School of Management and the student.

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**ENROLLMENT AGREEMENT**

When signed by student and accepted by the School, this is a legally binding contract.

Student Name:	SSN#:
Address:	City, State, Zip:
Phone:	Email:
Date of Birth:	

Adolfo Ibáñez School of Management and student hereby enter into the following agreement under which the student will pay tuition and fees as indicated below as will adhere to the school's rules and regulations as set forth in the school catalog, student handbook, and other policies and procedures.

The school will instruct the student in the Multinational Master in Business Administration Degree program according to the terms listed below.

Credits Required for Completion: 43.2 quarter credits  
 Time Required: Program to be completed in approximately 14 months.  
 Schedule: 9:00 – 18:30 M-S, every other month (Academic Calendar Printed in Catalog)  
 Location: Classes for the first seven modules of the program are to be conducted at the Adolfo Ibáñez School of Management premises. The last module in the program, MCI 8000, is a mandatory one-week International Seminar that will be conducted in China. Attendance at the International Seminar is a mandatory program requirement.

Start Date: \_\_\_\_\_  
 Expected Graduation Date: \_\_\_\_\_  
 Credential Issued Upon Satisfactory Completion: Masters Degree in Business Administration

**Terms of Payment**

1. Upon submission of an application, students will be required to pay a non-refundable application fee of \$150.00.
2. Upon acceptance to the Adolfo Ibáñez School of Management, students will be required to make tuition payments according to the schedule outlined on page 2 of this Agreement. Costs of all required books and fees are included in the tuition payment. The cost of attending the MCI 8000, China: Economy, Culture, Business, including tuition, airfare, and hotel fees is included in the final installment payment for that Module. Tuition payments for the first seven modules do not include any living and commuting expenses incurred by the students for attending classes in Miami.
3. Students are responsible for all fees associated with fulfilling any required language proficiency requirement.
4. Tuition and fees for students in continuous enrollment are not subject to change.

## ENROLLMENT AGREEMENT

Costs:

Tuition & Fee Payment Installment	Payment Due	Amount of Tuition & Fee Payment Due
<b>Non-Refundable Application Fee</b>		<b>\$150.00</b>
1	Due Upon Enrollment*	\$10,000.00
2	Due Prior to Module 1*	\$7,900.00
3	Due Prior to Module 2*	\$7,900.00
4	Due Prior to Module 3*	\$7,900.00
5	Due Prior to Module 5*	\$7,900.00
6	Due Prior to Module 7**	\$7,900.00
<b>Total Tuition &amp; Fee Paid</b>		<b>\$49,650.00</b>

\* This payment includes approximately \$200.00 per/module allotment for books and selected reading materials.

\*\* This payment includes the \$200 payment for required reading materials for Modules 7 and 8, as well as the \$1000.00 cost of hotel, \$1700.00 plane fare for student's attendance at the mandatory seminar, MCI 8000: China: Economy, Culture, Business.

Financial Obligations

I understand that I am personally responsible for all tuition, fees, and other charges arising from and during my enrollment at the Adolfo Ibáñez School of Management. I understand that it is my personal obligation to pay all tuition, fees, and other charges when due. I understand that I am obligated to pay all living expenses and commuting expenses incurred for the first seven modules incurred during the weeks classes are offered in Miami. I understand that the airfare and hotel fees for MCI8000, Module 8, the seminar conducted in China, are included in the tuition payment for Module 8. If I do not pay the full amount of any scheduled payment when that payment is due, I may not be permitted to continue my studies. If I am not able to continue my studies, I understand that I am responsible for any outstanding tuition, fees or other charges due in accordance with the School's Refund Policy.

I understand that the School does not provide any financial aid or offer any loans to students.

Placement Services

No guarantee of placement shall be made or implied. The School may disclose information relating to market and job availability, if verified through statistical research; however, the institution shall not promise or imply any specific market or job availability amounts.

Termination or Cancellation

I understand that I may cancel this Enrollment Agreement in writing, within three business days of signing the agreement, and will be entitled to a full refund of any money paid, with the exception of the non-refundable application fee of \$150.00. I will send/ deliver my written request of cancellation to the Admissions Director, Adolfo Ibáñez School of Management, 1221 Brickell Avenue, Suite 300, Miami, Florida 33131.

Refund Policy

I understand that should I withdraw from the program prior to completion of the degree, I may receive a refund of tuition paid according to the following refund policy.

Withdrawal Date

The School shall use the student's last date of attendance as the withdrawal date to determine when the student is no longer enrolled at the school. In all cases, the last date of attendance is the official withdrawal date for refund calculations. Any outstanding tuition or fee charges owed to the School must be paid at the time of withdrawal.

Course Cancellation

The School reserves the right to cancel a course at any time. If the School cancels a course, the student will have the choice of either registering for the next course date or receiving a refund in accordance with the Refund Schedule outlined on page 4.

## ENROLLMENT AGREEMENT

### Refund Schedule

The School shall refund tuition payments to students that withdraw from the program based on the length of time the student remains enrolled in the program. Should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person, or by certified mail.
2. All monies will be refunded if the school does not accept the applicant, or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial payment
3. Cancellation after the three (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the non-refundable application fee.
4. Withdrawal after attendance has begun, but prior to 40% completion of the program will result in a pro rata refund computed on the number of hours completed as of the student's withdrawal date to the total program hours.
5. Withdrawal after completing 40% of the program will result in no refund.
6. Refunds will be made within 30 days of withdrawal, or receipt of the student's written notice of cancellation.
7. A student can be dismissed at the discretion of the Associate Dean, for insufficient progress, non-payment of fees, or failure to comply with school rules.

After a student has withdrawn from the program and a refund, if appropriate, has been issued, the student will no longer be obligated to the School for any further tuition payments. Please note, if a student has paid the total tuition for the program (\$49,500.00) in advance of the Tuition Payment schedule outlined on page 46, the student's refund shall be calculated as follows. The student shall receive a refund based on the student's withdrawal date above AND a 100% refund of all tuition paid by the student to the School in advance of the Tuition Payment Schedule deadlines.

### Equal Opportunity

Adolfo Ibáñez School of Management is committed to the principle of equal opportunity. It is the policy of the School not to discriminate on the basis of race, creed, sex, ancestry, color, religion, national origin, sexual orientation or disability with regard to its students, employees, or applicants for admission or employment. Such discrimination is also prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the Chief Academic Officer.

Acknowledgments The student must initial the following statements:

- \_\_\_\_\_ I understand that the Adolfo Ibáñez School of Management reserves the right to make changes in program content, materials, or schedules as it deems necessary. The School further reserves the right to discontinue my training for unsatisfactory progress or attendance, non-payment of tuition or fees, or failure to comply with the School's policies and procedures.
- \_\_\_\_\_ I understand that my tuition charges are for the right to attend classes in which I am enrolled and are in no way contingent upon my satisfactory academic progress, personal satisfaction, or attainment of employment upon graduation.
- \_\_\_\_\_ I have received and read a copy of the Adolfo Ibáñez School of Management Catalog and the Enrollment Agreement
- \_\_\_\_\_ I have read and understand the Catalog and this Enrollment Agreement and I acknowledge receipt of an exact copy of the same. I understand that this agreement contains all the terms of my enrollment and acknowledge that no verbal statements have been made contrary to what is contained in this agreement.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the School's cancellation and refund policies have been clearly explained to me.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
Date