Fact Sheet 2017-2018
(Please, note changes in course load!)

Campuses:
Costa Rica: Walter Kissling Gam Campus
Nicaragua: Francisco de Sola Campus

Accreditations:
AACSB, SACS, EQUIS.

Contact People:
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School URL: 
www.incae.edu

Exchange Program: 
http://www.incae.edu/EN/maestrias/international-programs/

School addresses:
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

Study program:
INCAE’s Specialized MBA is a full-time 21-month program. Each academic year is divided into two semesters and semesters are divided into modules. All core courses are taken during the first year. During the second year, students take electives and specific courses for their specializations. INCAE and dual degree students can focus on the following areas: General Management, Marketing, Operations and Technology, Sustainable Development, Finance, or Entrepreneurship. In addition to all the elective work, students must carry out their Management Consulting Practice (MCP) or professional practicum. This assignment is planned months in advance and now takes place during the last module of the program (Feb to May), so no electives are offered during this term. The MCP experience is compulsory for all INCAE and dual degree students and is equivalent to three core courses. Exchange students coming to INCAE in the spring semester can NO LONGER participate in the MCP. They can only take electives during the first module (January-February).

Term dates: 
FALL 2017

Module Electives 1 August 14 – October 13, 2017
Module Electives 2 October 16 – December 15, 2017

Arrival Date: Not before August 12 and no later than August 14
**SPRING 2018**

**Module Electives 3**  
Jan 3 – February 9, 2018  
February 12 – February 16  
(Professional Talent Fair-INCAE and dual degree students only)

**MCP**  
February 19 – May 4  
(Management Consulting Practice – No courses offered)

**Capstone**  
May 7-11

**Graduation** – May 18, 2018

**Orientation:**  
INCAE is a small school, so we do not need a whole week for orientation. Roommates will help students get through the weekend, and a formal tour and session will be held on the first day of class.

**Full-time workload:**  
Students must take 4 electives per module (or 8 credit hours), regardless of their home school’s requirements. Please note that, although we have reduced the number of credits per course (from 3 to 2), the number of contact hours remains the same (24 hours of class time plus study time).

**Courses & Registration:**  
A complete course catalog will be sent to the candidate with instructions to register online.

**Language of instruction:**  
First-year core courses are taught in Spanish and English. Elective Second-year courses are taught in English or Spanish.

**Language courses:**  
English (on campus) and Spanish (on campus). Not all levels are offered at the same time. Tutors are available for a fee.

**Language requirement:**  
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, but not required.

**Methodology:**  
70% case study analysis and discussion, and 30% lecture. The specific method depends on the nature of the course. However, all courses are very demanding and students have to be prepared for every single session. Class participation can be 50% 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 weekends and/or holidays.

**Exams:**  
Exams are scheduled during the last week of every module; 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. Also, because some professors 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. Sorry! No housekeeping service in married housing costs. However, the service can be arranged.

**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, 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 on. 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:**

Dual Degree students must apply for a student visa at their nearest Costa Rica Consulate. Exchange students, depending on their nationality, may or may not need it to enter the country. Students should contact the nearest Costa Rica Consulate to make sure.
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 around US$300. 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, breaks, and MCP), and get away with not having a visa. However, some have encountered trouble when trying to reenter because they didn’t have a returning ticket every time. So, they ended up spending more in an “emergency ticket” they couldn’t even use. Therefore, we strongly advise you apply for the visa and have temporary resident status from the start.

**Estimated Expenses*:** Tuition is paid at the home institution. Expenses at INCAE include (costs in USD):

- **Electronic Materials** $340 per module*
- **Single Housing** $1000 per module*
- **Married Housing** $2,200 per module*
- **Married Housing w/children** $2,400 per module* (minimum)
- **Food** $10 per individual meal (a better deal for exchange students).
- **Electricity** $20 per month (approx.)
- **Water** $10 per month (approx.)
- **Laundry** $15 per load (no self-service; includes washing, drying and folding).
- **Linens** $100 per semester (includes laundry service). We recommend bringing your own.
- **Transportation** $150 per month (approx.)
- **Recreation** $200 per month (approx.)
- **Miscellaneous** $100 approx.

*TBC in March 2017. All costs subject to change without notice, especially outsourced services like meals and laundry.

**Payment:**

**Credit Card:** If you plan to pay with a credit card, we’ll provide a link to the shopping cart where you’ll find the different items you must pay for.

**Cash:** If you plan to pay with cash, we’ll provide a code so you can pay at the bank branch on campus.

**Wire transfer:** If you plan to pay via wire transfer, we’ll send you the account information.

**PLEASE,** let me know how you’re planning to pay BEFORE you arrive. Thanks!

**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)

Nomination deadlines: April 15 for fall and September 15 for spring
Application deadlines: May 15 for fall and October 15 for spring

Frequently Asked Questions

Do I need a student visa?
If you are a dual degree candidate, you need a student visa. You must contact the nearest Costa Rica Consulate to start the application process. If you are and exchange student staying for more than 90 days, a student visa will be required. Student visas are processed once the student arrives, and the immigration office takes about three months to issue it. The whole process might take a couple of months, but we need to comply with this requisite if students stay for more than 90 days at a time. The cost of the visa is approximately US$300. 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 later.

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 the term starts, 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. Single students have twin-size beds and married housing has a full-size bed.