

GLOBAL PROGRAMS

24255 Pacific Coast Highway

Drescher Campus

Malibu, CA 90263-4100



Information for Partner Institutions

Inbound Exchange Students

2020-2021 Fact Sheet

Global Programs Staff



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Online Resources

Exchange Student Website: <https://bschool.pepperdine.edu/global-programs/es/>

Pepperdine Graziadio Business School Main Website: <https://bschool.pepperdine.edu/>

Pepperdine University Main Website: <http://www.pepperdine.edu/>

Pepperdine Graziadio Business School on YouTube: <https://www.youtube.com/watch?v=n-ICEuKpZzc>

Applications Deadline Calendar

The deadline dates for nomination & application submissions are:

Academic Year 2020-2021

Fall Trimester 2020 (Aug 31 to Dec 11)	Nomination Opens: November 1, 2020	Nomination Deadline: March 16, 2021 Applications Priority Deadline: April 15, 2021 Applications Deadline: May 15, 2021
Spring Trimester 2021 (Jan 04 to Apr 16)	Nomination Opens: August 2, 2020	Nomination Deadline: September 15, 2020 Application Deadline: October 1, 2020
Summer Trimester 2021 (May 03 to Aug 13)	Nomination Opens: October 3, 2020	Nomination Deadline: January 15, 2021 Application Deadline: February 1, 2021

Academic Year 2021-2022

Fall Trimester 2021 (Aug 30 to Dec 10)	Nomination Opens: November 1, 2021	Nomination Deadline: March 15, 2022 Applications Priority Deadline: April 15, 2022 Applications Deadline: May 15, 2022
Spring Trimester 2022 (Jan 03 to Apr 15)	Nomination Opens: August 2, 2021	Nomination Deadline: September 15, 2021 Application Deadline: October 1, 2021
Summer Trimester 2022 (May 02 to Aug 12)	Nomination Opens: October 3, 2021	Nomination Deadline: January 15, 2022 Application Deadline: February 1, 2022

Application Process - Exchange & Double Degrees

1. Go through the proper procedure to be nominated by the home institution to participate in the student exchange program.
2. Once Pepperdine University is informed of your nomination by your home institution, our Director of Global Programs will send out instructions to the applicant and provide detailed steps on how to complete the application.
3. Required documents for entry to our program include:
 - i. Application
 - ii. Transcript (in English)
 - a. An undergraduate transcript is required if your graduate transcript shows less than 2 semesters of grades
 - iii. Equivalent minimum of 3.0 GPA

- iv. Essay
- v. TOEFL/IELTS (if the student is fluent in English, a letter of statement from the home university as confirmation)
- vi. Nomination Form from Pepperdine University
- vii. Transcript Evaluation (**Double degree students**)

DOCUMENTS SHOULD NOT BE SENT BY MAIL TO PEPPERDINE

- 4. Upon submission of the application, the Admissions Office at Pepperdine University will review the application package. Once fully reviewed, a decision letter will be emailed and a member of the Global Programs office will connect with students to coordinate their arrival to the United States.

Upon Acceptance

Congratulations! You've been accepted. Now what? There are several documents required that will allow you to attend Pepperdine University. At this point, a staff member from the Global Programs office will be in touch with you to make sure you submit all required documents for a smooth transition into our program.

Intent to Enroll Form

Upon receipt of the acceptance letter, exchange students **must** submit an *Intent to Enroll form* within 30 days to guarantee a space in the upcoming term. The Intent to Enroll form will be sent to admitted students together with the acceptance letter.

Please note that **Double degree students** need to pay a non-refundable \$1000.00 orientation fee.

Visa

Upon acceptance, international students must complete the *International Student Data (ISD)* form (see link below). Upon submission of a completed ISD, Pepperdine will send a Form I-20 immigration document to each admitted student exchange.

The Form I-20 is a required document for the student visa application. International students are responsible for making their own arrangements to obtain a visa. It is important to begin the visa process early and allocate a generous amount of time because this process can be lengthy.

Visa: <https://bschool.pepperdine.edu/admission/international-students/>

OISS: <https://www.pepperdine.edu/international-students/>

Students are allowed to travel 30 days prior to their term start date as presented on their I-20. After the program ends, students have a grace period of 60 days to travel within the United States.

Academic Calendar

It is recommended that Exchange students arrive a week early in order to have time to get settled in Los Angeles. Exchange students are required to come to New Student Orientation. The Global Programs staff will send out an email informing students of the student orientation date. **Double Degree students may have a different orientation date than one-trimester exchange.** Please refer to the calendar below for all important dates. The calendar is updated by mid-May of the upcoming academic year.

Calendar: <http://community.pepperdine.edu/graziadio/fulltime/incoming/intended>

Courses/Enrollment/Grading Scale

The academic term, called a trimester, is 14 weeks in length. Each trimester is divided into 2 seven-week sessions called Session A and Session B. Each trimester includes two 7-week course sessions, plus various integration and application activities. A classroom session is generally 4 hours in duration, once per week.

The typical course load for exchange students is 12 to 16 units per trimester. Exchange students will not be permitted to enroll in fewer than 10 units or more than 18 units per trimester. Exchange students are encouraged to enroll in advanced elective courses which are generally 7 weeks or 14 weeks in length.

2 unit classes are equivalent to 7-week classes whereas 4 units are 14 weeks.

Double degree students are required to complete a full mandatory curriculum of 48 units over 3 trimesters.

Exchange students will be contacted by email prior to arrival for personal assistance in course enrollment.

Academic Catalog and Course Guide: <http://catalog.bschool.pepperdine.edu/>

The standard grading scale used for graduate programs in the United States is the following:

A = Superior; B = Average or Satisfactory; C = Lowest passing grade; D = Failure

For more information, refer the Pepperdine Graziadio Business School Academic Catalog.

First Class Session | Mandatory

Please note that the first day of class is mandatory. Many professors have policies in place where missing the first day can warrant a drop from the class. If you experience scheduling conflicts that prevent you from attending the first day of class, we advise you to email the professor to inform them of your circumstances. The decision ultimately lies with the faculty member.

Academic Concentrations

Exchange students not in the Double degree program are ineligible to receive concentrations through our partnership. Unfortunately, we cannot guarantee classes and do not offer certificates for concentrations in our exchange program.

For Double degree programs, for a full trimester, courses are offered in a wide variety of business disciplines from business law and accounting to marketing and management. Specific areas of academic focus are offered in Entrepreneurship, Finance, Marketing, and Leadership & Managing Organizational Change. Regularly enrolled students may earn a certificate in Social, Environmental, Ethical and Responsible (SEER) business practice. The guiding focus of all courses offered at the Graziadio School is ethical business practice.

Academic Concentrations:

<https://bschool.pepperdine.edu/mba-programs/full-time-mba/concentrations/>

Tuition & Fees

Exchange students are responsible to pay their home-university tuition. Through the exchange program, no tuition will be payable to Pepperdine University, however, students are responsible for non-tuition costs and fees payable to the Student Accounts Office. Students in the Double degree program will be responsible for paying the application fees and any orientation fees as required by our program.

Payments can be made in cash, by wire transfer, by money order, or by e-check through a bank account in the United States.

Approximate Academic Costs for 2020-2021 School Year (costs in US Dollars and are subject to change)

Books and Supplies	\$1,000/trimester
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Application Fee	\$250.00 (Mandatory for Double Degree only)
Communication Workshop (room & board)	\$1,000.00 (Mandatory for Double Degree only)
Malibu Graduate Business Society Activity Fee	\$40 per trimester (Mandatory for all students – funds for student clubs and student government)

Student Accounts: <http://community.pepperdine.edu/graziadio/studentaccounts/>

Orientation

A **mandatory** Exchange Student Orientation will be held at the beginning of each trimester. Attendance at orientation is mandatory. Information about orientation can be found here:

<https://community.pepperdine.edu/graziadio/academics/full-time-programs/incoming/orientation/>

Health Insurance

All students are encouraged to be covered by a health insurance plan and should do their research before arriving in the United States. Pepperdine does not offer health insurance but we can direct you to resources where you can find private insurance plans to cover your needs in the event of an emergency. We require updated immunization records for our students.

Housing

Both on-campus and off-campus housing options are available for exchange students. On-campus housing is limited. If you opt for off-campus housing, surrounding cities such as Santa Monica, Calabasas, Agoura Hills, Venice will offer the closest destination to the campus. It is recommended to start early to secure housing. A deposit of \$500 is required for all students interested in housing. Additionally we partner with VeryApt to help students in their search for housing.

Housing: <https://community.pepperdine.edu/housing/graziadio/>

VeryApt: <https://www.veryapt.com/guides/housing/134-pepperdine-graziadio/>

Transportation

Exchange and Double Degree students will attend classes at Pepperdine University's main campus in Malibu, California. A free shuttle service is available on campus to access the areas of campus. Due to the location

of the campus, public transportation is extremely limited and it is difficult to walk or bicycle to the surrounding community. It is recommended that students have a car.

Transcript of Grades

An official academic transcript reporting the courses completed at Pepperdine University and final grades earned will be issued to the student's home university eight to ten weeks after the conclusion of the trimester.

Student Facilities & Services

Exchange students will be issued a student identification number, a Pepperdine student identification card, and an e-mail address after receipt of an official letter of acceptance from the university. Exchange students will have access to all on-campus educational, sports, and recreational facilities enjoyed by the regular students of Pepperdine University.

Athletics: <http://www.pepperdinesports.com>

Arts: <http://arts.pepperdine.edu>

Libraries: <http://library.pepperdine.edu>

Events & Forums: <https://bschool.pepperdine.edu/events/>

On-Campus Religious Services: <https://www.pepperdine.edu/spiritual-life/christian-university/>

Graziadio Student Organizations: <https://bschool.pepperdine.edu/student-life/life-at-pepperdine/clubs/>

Exchange Student Website: <https://bschool.pepperdine.edu/global-programs/es/>

Thank You!

We look forward to seeing you at Pepperdine University! Please do not hesitate to reach out with any questions you may have. The best email to contact us at is: pgbsglobalprograms@pepperdine.edu

Please let us know if you have any questions. Have a wonderful day!