

# Exchange Guide 2009-2010

for

## *Graziadio School of Business and Management* Exchange/Double-Degree Student Admissions

Revised – April 7, 2009



Beckman Management Center

*Pepperdine University's Graziadio School of Business and Management is affiliated with top universities and business schools around the world through academic exchange partnerships. Students from partner universities who have been selected to participate in the exchange are eligible to apply to the Graziadio School. Please consult with the International Office at your institution to determine your eligibility for this student exchange program.*

**Comprehensive Exchange Student Information:** <http://bschool.pepperdine.edu/programs/global/es>

**Academic Programs Information:** <http://bschool.pepperdine.edu/programs/fulltime>

### ***ELIGIBILITY FOR ADMISSION***

1. The applicant is a registered graduate-level student in business at a recognized partner institution.
2. The applicant has educational background/experience deemed satisfactory by the Graziadio School Admissions Office. Applications will be reviewed by the Admissions Office to determine admissibility.
3. The language of instruction for all Pepperdine programs is English; therefore, demonstration of English language capability is required. The minimum TOEFL score is 550 on the paper test, 213 on the computer test and 80 on the iBT test. The IELTS exam is also accepted.
4. The GMAT test is also an important admission document. The average GMAT score for students admitted to the MBA program has been 640.
5. The applicant ensures that they have obtained permission from their home institution to register at Pepperdine University as an exchange or double degree student.

### ***APPLICATION PROCEDURES AND DEADLINES***

Once selected by the home institution to participate in the student exchange program, prospective students must complete and submit an application form and accompanying documents. After the application has been accepted, you will receive an I-20 form for use in securing a student visa to the United States. Please keep in mind that it can take a minimum of three months to complete the visa process.

1. Download the application form from the Exchange Student web site --  
<http://www.bschool.pepperdine.edu/programs/global/es/exchangeapply.html>
2. Applications should be submitted to the Global Programs office as soon as possible at:

Pepperdine University  
Graziadio School of Business and Management  
Attn: Alisa Lopez, Global Programs -Drescher  
24255 Pacific Coast Highway, #4100  
Malibu, CA 90263 USA  
Tel. (310) 506-4476  
Fax (310) 506-7577

3. The deadline dates for application submission are:

**Trimester:**

**Application Deadline:**

Fall, 2009 (Aug.-Dec.)*	-	April 1, 2009
Spring, 2010 (Jan.-Apr.)	-	October 1, 2009
Summer, 2010 (May-Aug.)	-	March 1, 2010
Fall, 2010 (Aug.-Dec.)*	-	April 1, 2010

\*Note: Double Degree students may only begin in the Fall trimester.

4. The completed application form should be submitted together with the following documents:

<b>One-Term Exchange Application Requirements:</b>	<b>Double Degree Application Requirements:</b>
1) Completed application form	1) Completed application form
2) Written essay (answer the essay question in the application)	2) Three essays in the application (the last essay question is required but you may select two of the other questions)
3) Original official transcript (grades report) from partner university (undergraduate transcripts are required if your graduate transcript shows less than 2 semesters of grades )	3) Two letters of recommendation
4) Copy of original TOEFL or IELTS score report	4) Copy of original TOEFL or IELTS score report
5) International Student Data form (ISD)	5) Original official transcript (grades report) from partner university and from undergraduate institution
6) Letter from your university verifying that you have been selected to apply to Pepperdine through the exchange. (other letters of recommendation are not required)	6) International Student Data form (ISD)
7) The application fee is <u>not</u> required.	7) Letter from your university verifying that you have been selected to apply to Pepperdine for the double degree.
	8) Original official GMAT score or PAEP score
	9) The application fee is <u>not</u> required.
	<i>As degree-seeking students, double degree applicants are subject to the formal admissions process set forth by Pepperdine University.</i>

5. Exchange and double degree students are not generally eligible for tuition-based awards, such as scholarships and graduate assistantships, because tuition is already covered by your home university.

***INTENT TO ENROLL FORM***



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

***ACADEMIC CALENDAR***

Please see <http://bschool.pepperdine.edu/students/fulltime/intended>

***REGISTRATION AND COURSE ENROLLMENT***

1. The Director of Academic Administration will advise each exchange student about course selections and assist with course enrollment. Exchange students applying for the Spring Trimester are strongly encouraged to pre-register for courses because the university will be closed for Winter break until the first day of classes in January.

2. Enrollment for exchange students will be for no more than 2 trimesters. Enrollment for double degree students will be one calendar year (3 trimesters) and must begin in the Fall term.
3. Exchange students must enroll in a minimum of 10 units per trimester, but 12 units is the recommended course load for exchange students. Double degree students must enroll in a full load of courses. A full load of courses (16 units) for the term is conducted over a 15-week period. This includes two 7-week course sessions, plus various integration and application activities. A classroom session is generally four hours in duration, once per week.
4. Exchange students may select courses of their choice from the MBA course offerings. Double Degree students must follow the specific curriculum designed for their degree from the Graziadio School. Waiver exams are available to double degree students to pass out of a required course by earning a passing grade on the waiver exams. Waiver exams are not applicable to 1 or 2 term exchange students.
5. Each exchange/double degree student is expected to comply with all requirements of the courses in which he or she enrolls, such as attending class, taking examinations, and participating in class projects and discussions. Exchange/double degree students will be subject to the same academic regulations of the University as regular students.

#### ***ACADEMIC CONCENTRATIONS (Double Degree Students)***

As degree-seeking students, Double Degree students must complete mandatory course requirements. In most cases, these course requirements do not offer the possibility for double degree students to earn an academic concentration. Students will earn an MBA degree without a concentration or specialization.

#### ***EMPLOYMENT OPPORTUNITIES (On Campus)***

International students, including exchange and double degree students, are eligible to work on-campus during the term of their stay. (Please see the two sections below regarding internships and employment.) Students can apply for on-campus employment after they arrive at the campus and they can work up to 20 hours per week. For additional information about on-campus employment, please see <http://seaver.pepperdine.edu/newstudents/employment/letter.htm>

#### ***INTERNSHIPS (Curricular Practical Training “CPT”)***

Current government laws in the United States **do not allow** international students to participate in an internship unless it is a requirement of the student’s degree program in the United States. The exchange program does not require an internship, however the Double Degree curriculum does require an internship. Volunteer work (work for no pay) is also considered an internship and is not allowed unless it is a required part of the student’s academic degree program.

#### ***POST-GRADUATION EMPLOYMENT (Optional Practical Training “OPT”)***

An international student who holds an F-1 (student) visa and who has completed an academic year of coursework may be eligible to work in his/her concentration (business), full-time, in the United States to gain practical work experience. Students interested in pursuing this option must meet with the Pepperdine Office of International Student Services soon after their arrival at Pepperdine to begin the registration process for OPT.

## **COSTS & FEES**

Exchange/double-degree students are responsible to pay their home-university tuition and not the tuition of Pepperdine University. The exchange agreement pertains to the cost of tuition.

Students are responsible for non-tuition costs and fees to be paid upon arrival at Pepperdine University. An estimate of the 2009-2010 academic year non-tuition costs and fees is below:

	<u>Approximate Costs</u> (costs are subject to change)
Books and Supplies	\$1,000/term
SPLASH Program	\$499.00 (Mandatory for double degree students)
Communication Workshop (room & board)	\$650.00 (Mandatory for double degree students)
Malibu Graduate Business Fee	\$40 per term (Mandatory for exchange & double degree students)

## **ARRIVAL**

It is recommended that *Exchange students* arrive a week before classes begin in order to have time to get settled.

**Note:** *Administrative offices (including the on-campus Housing Office) are not open on weekends or holidays unless otherwise specified.*

## **ORIENTATION**

A welcome orientation will be held for arriving exchange and double degree students at the beginning of each trimester. Students will be informed of the date of the Orientation prior to arrival. Additional information is available at <http://bschool.pepperdine.edu/students/fulltime/orientation/>.

### **SPLASH ORIENTATION (Double Degree Students)**

The SPLASH Program is a weeklong orientation event for incoming international students held prior to the Fall trimester each year. The purpose of the program is to introduce students to the campus, the community, and to American culture. During the program, students will be assisted in locating housing and getting settled. **The SPLASH program is mandatory for all double degree students** and it is optional for exchange students. The cost of the program is \$499.00 and includes meals and accommodations for the week of the program. Additional information is available at <http://bschool.pepperdine.edu/students/fulltime/orientation/splash.html>

### **COMMUNICATION WORKSHOP (Double Degree Students)**

The Communication Workshop is a two-day, off-site, live-in workshop incorporating case study and designed to promote understanding of communication patterns. Students failing to complete the communication workshop will not be permitted to continue in their courses. **The Communication Workshop is mandatory for all degree-seeking students** and is a part of the required Organizational Behavior course. The cost of the program which includes meals and lodging is \$650.00. Additional information is available at <http://bschool.pepperdine.edu/students/fulltime/orientation/workshop.html>

## **BEGINNING OF CLASSES**

All exchange and double degree students must be present for the first day of classes of the trimester. It is mandatory for all students to be present for the beginning of classes and for the remainder of the trimester.

For the Fall Trimester, students must be present for either the SPLASH or Exchange student orientations and for the First Week Integration activities at the beginning of the first week of classes.

### **FINANCIAL ASSISTANCE**

Exchange/double degree students are not eligible for financial assistance from Pepperdine University or the United States government. The government requires exchange/double degree students to have completed an International Student Data (ISD) form to ensure that they have adequate financial support while attending Pepperdine. This form is included at the end of the application form and must be submitted with the application form.

### **HEALTH INSURANCE**

*All exchange/double degree students must be covered by a health insurance plan that is valid in the United States.* Exchange/double degree students are eligible for the student health insurance plan provided through Pepperdine University for enrolled students. Additional information is available at <http://bschool.pepperdine.edu/programs/fulltime/intlstudents/#health>.

### **IMMUNIZATIONS**

Certain immunizations are required of students planning to begin studies at Pepperdine University. Please see <http://bschool.pepperdine.edu/programs/global/is/#immunize> for additional information. Please provide documentation of your immunizations upon your arrival at Pepperdine. For your convenience, the required immunizations will also be available to you through the Pepperdine University Health Center.

### **VISA**

Upon acceptance, Pepperdine will send an I-20 form to the student which is needed to apply for a student visa. Exchange/double degree students will be responsible for making their own arrangements to obtain a visa. It is important for students to begin the visa process early and allot a generous amount of time because this process can be lengthy. Additional information is available at <http://bschool.pepperdine.edu/programs/fulltime/intlstudents/#visa>.

### **HOUSING ACCOMMODATIONS**

1. Important information is available at <http://bschool.pepperdine.edu/programs/fulltime/handbook/#housing>
2. Given the geography of the Los Angeles area, it is strongly recommended that students apply for on-campus housing. The location of the Pepperdine campus does not lend itself to public transportation.
3. On-Campus Accommodations:
  - a. The graduate student apartments on-campus are furnished two- or four- bedroom one-bathroom units with kitchen and living room area in each unit. All utilities are included in the cost, except for long distance telephone calls. ***Please be advised that the consumption of alcoholic beverages is strictly forbidden on campus and in the on-campus apartments.***
  - b. Meals are not included in the cost of on-campus housing. For meals, students can utilize the cafeterias located on the campus, the kitchen facilities in their dorm apartments or the local restaurants in Malibu.
  - c. On-campus housing applications and deposits should be sent immediately following submission of the Intent to Enroll form and receipt of the Student ID Number, as reservations are taken on a first come, first served basis.
  - d. On-campus housing opens to students the day before the program begins. Extra charges may apply if students move into the housing early. Please see the web address above for move-in dates.

4. Off-Campus Accommodations:

- a. Off campus apartments are usually unfurnished and are not close to the campus.
- b. A car is necessary for students living off campus. Students are responsible for arranging their own transportation.
- c. Off-campus housing can cost as little as \$1,000.00 per month for a shared apartment. (This is usually two people in a two-bedroom apartment.) One-bedroom apartments can range from \$1,200 to \$1,600 per month.

***TRANSCRIPT OF GRADES***

An official academic transcript reporting the courses completed at Pepperdine University will be issued to the student at the end of the period of study. An official transcript report of the student's grades will also be sent to the home institution of the exchange/double degree student for record.

***STUDENT FACILITIES***

Exchange/double degree students will be issued a student identification number and e-mail address. Exchange/double degree students will have access to all on-campus educational, sports, and recreational facilities enjoyed by the regular students of Pepperdine University.

***INQUIRIES***

For further inquiries, please contact:

*Partner University Contact:*

**Alisa Sunal Lopez, International Director**  
Global Programs Office  
Telephone: (310) 506-4069  
Facsimile: (310) 506-7577  
E-mail: [alisa.lopez@pepperdine.edu](mailto:alisa.lopez@pepperdine.edu)  
Web: <http://bschool.pepperdine.edu/globalprograms>

*Incoming Student Contact:*

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Full-Time MBA International Programs  
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*Mailing Address:*

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