INCAE Fact Sheet

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

Accreditations: AACSB, SACS, EQUIS.

Contact People:
- Dr. Alexandra Esquivel, Director of International Programs
- Gabriela Rodríguez, Student Affairs Coordinator

E-mails: Alexandra.Esquivel@incae.edu, Gabriela.Rodriguez@incae.edu

Phones and fax:
- (506) 437-2200, (506) 437-2373 (Alexandra’s direct number) and
- (506) 437-2388 (Gabriela’s direct number)
- FAX: (506) 433-9101

School URL: www.incae.edu

Exchange Program: www.incae.edu/ES/intercambios

School addresses:
- Postal: P.O. Box 960-4050
  - Alajuela, Costa Rica
  - Central America
- Physical: 1km Oeste de Viveros Prosesa
  - Barrio San Jose, Alajuela
  - Costa Rica, Central America

Study program: The INCAE MBA is a full-time two-year program. Each academic year is divided into two semesters and each semester, in turn, is divided into two modules of 8 weeks each. All core courses are taken during the first year. During the second year students take all their electives and concentrations. It is possible to 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 Program (MCP) or fieldwork, traditionally known as Trabajo de Campo. This assignment is planned months in advance and takes place during the second module of the first semester of second year (October to December of each year). Students work in teams of 4 to 7 students in a relevant company anywhere in the world under direct supervision of INCAE faculty. The MCP experience is obligatory and equivalent to three core courses. 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. Trabajo de Campo is compulsory for all INCAE and dual degree students. Exchange students coming to INCAE in the Fall semester must also participate.

Full-time workload: Students must take 5 courses per module (or 3 credit hours minimum).

Courses: A complete course offering is available at the website.

Language of instruction: First-year core courses are taught in Spanish. Second-year courses are taught in English and Spanish (50% each language). Courses in our new English section (MBA) are all taught in English.

Language courses: English (on campus) and Spanish (on campus as of October, 2005)

Language requirement: There is no specific minimum language proficiency requirement; however, 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 necessary to get around campus and town.

Methodology: 70% case study analysis and discussion and 30% lecture. The specific method depends on the nature of the course.

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
- A Excellent
- B+ Very good
- B Good
- B- Satisfactory
- C Unsatisfactory (failing)
- F Poor (equivalent to two failing grades)

(Note: student will receive notification of his/her grades; however, the official transcripts will be sent directly to the Registrar at his/her home institution).

Facilities: On campus housing (required), cafeteria, convenience store, medical services, swimming pool, gym, sauna, outdoor sporting areas, library, wireless internet access, group study rooms, parking, laundry services.

Services: Student Affairs Department aids students with every day 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: There is health insurance available on campus for about US$70 per semester. However, we strongly recommend that dual degree and exchange students get health insurance in their home countries prior to their departure toward INCAE. This insurance should cover any incidents that may take place while traveling to and from.

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 the writing and translation of all resumes and cover letters.

Visa requirements: Depending on the student’s nationality a visa may or may not be needed to enter the country. Once at INCAE, Student Affairs will assist the student in the formal request of a student visa for the completion of the study program.

Current School Rankings:
- #1 Business School in Latin America for three consecutive years (America Economia Magazine 2005 MBA ranking)
- #4 Business School in the world for international experience given to students (The Financial Times- 2004 ranking)
- #10 Business School in the world as rated by corporate recruiters (The World Street Journal)

Application requirements: Apply no later than 2 months prior to starting the term.
- Fill out on-line application form
- Statement of purpose
- Curriculum Vitae
- 1 recent passport-size photograph
- Transcripts showing a GPA of 3.0 or better
- Formal nomination from home institution.