



## INTERNATIONAL BUSINESS INSTITUTE

### APPLICATION INSTRUCTIONS – IBI 2010

Colleges affiliated with IBI have a campus advisor for IBI who is your primary source for information and contact with IBI. Holly Myers is the IBI Administrative Assistant and is responsible for processing student applicants. Please submit all of your application materials to your campus advisor, who in turn, will be responsible to forward the materials to Holly Myers. Holly Myers will maintain a careful record of all these materials and will be in touch with you and your advisor on the progress of your application. Students who do not have a campus advisor should contact Holly Myers directly:

**Holly Myers, Administrative Assistant**  
**International Business Institute**  
**P.O. Box 3042**  
**One College Avenue**  
**Grantham, PA 17027**  
**Phone: (717) 796-5364 Fax: (717) 691-6057 Email: [hmyers@messiah.edu](mailto:hmyers@messiah.edu)**

#### A. Criteria for acceptance:

1. Students are generally eligible after the successful completion of their junior year. Under certain circumstances, sophomores and graduating seniors will be considered for admission.
2. Successful completion of the following prerequisite courses:
  - a. One year of economics, both micro and macro elements
  - b. One course in accounting or finance
  - c. One course in management
  - d. One course in marketing

Note: these may be adjusted in consultation with your IBI campus advisor and the Managing Director of IBI.

3. Overall GPA of 2.75 or better

#### B. Process and required documentation:

The following documents should be secured from your IBI campus advisor, the IBI website at [www.ibi-program.org](http://www.ibi-program.org) or Holly Myers:

1. Preliminary Bulletin
2. Application Form and Application Instructions (this form)
3. Community Life Standards form to be signed
4. Reference forms for a faculty member and the Student Affairs Office on your campus

Arrange for their completion and return in a sealed envelope to your IBI campus advisor or mailed directly to the IBI office.

**IMPORTANT: Ask your IBI campus advisor to send the completed application form, the statement of Community Life Standards, and deposit of \$300.00 immediately to Holly Myers. We need this for our advance planning. Other materials may be sent later when your documents are complete. The deposit is payable to the International Business Institute and is refundable if the student is not accepted or if unable to participate for health reasons. This is the first phase of application.**

#### C. Completion and submission:

1. Arrange for an official transcript of your academic record to accompany your application.
2. Write a typed single page essay on why you wish to participate in the International Business Institute and how you believe this experience will contribute to your academic and personal growth and the achievement of your career goals. Please also indicate why it is important to you that the program involves a Christian context.
3. Deadline for application is November 15, 2009.

**D. Personal Interview** – When all of the materials have been turned in to your faculty advisor, make arrangements for a personal interview with him/her to discuss personally your interest in IBI.

**E. Financial Aid** - Since IBI does not have resources for financial aid, please consult with your campus financial aid office regarding any possible sources of financial assistance. You may also wish to check Scholarship Opportunities on the IBI website at [www.messiah.edu/departments/business/ibi/scholarship\\_opps.html](http://www.messiah.edu/departments/business/ibi/scholarship_opps.html)

**F. Confirmation of your acceptance** will generally be made not later than December 10. Since we expect a high level of interest for the 2010 session, it would be wise to have your materials submitted as early as possible.