## ibilarge

# INTERNATIONAL BUSINESS INSTITUTE

## APPLICATION INSTRUCTIONS (Non-Messiah) – 2020

You will apply for IBI through the link in STEP TWO below. Application materials should be completed by the submission date listed. The IBI office will maintain a careful record of all these materials and will be in touch with you on the progress of your application.

**CRITERIA FOR ACCEPTANCE:**

1. Students are generally eligible after the successful completion of 75 credit hours.
2. Successful completion of the following prerequisite courses:

-One year of economics, both micro and macro elements - One course in accounting or finance

-One course in management - One course in marketing

Note: these may be adjusted in consultation with the Managing Director of IBI.

1. Overall GPA of 2.75 or better.

**PROCESS AND REQUIRED DOCUMENTATION:**

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| **STEP ONE – Now!** | | |
| **🞏** | Create an account on  <https://intercultural.messiah.edu/> | Step 1- Complete new user registration/Non-Messiah login/register   * Choose I do not have login credentials to this site, click on submit * Choose I am at a US institution, click on submit * Create a new account, click on submit, retrieve your temp password * Retrieve temp password link and choose I have login credentials that I have received. Log in with temporary password. * Choose your security questions and finish the creation of your account. |
| **STEP TWO – Now!** | | |
| **🞏** | Submit:   1. Application Form (online) includes Essay submission 2. Signed Community Life Standards Form (online) 3. $1,000.00 Deposit (mail to IBI office)\* 4. Follow instructions for signature verification   *\*IBI Office, Attn: Mindy Lange, One College Avenue, Suite 3042, Mechanicsburg, PA 17055*  *(717)796-5364* | Start application process- click on <https://intercultural.messiah.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=15> Complete application form which includes an essay\* and the signed statement of Community Life Standards on the program site. Additionally, a deposit of $1,000.00 is due immediately to the IBI Office. This is needed for advance planning. 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.  \*There will be a section on the application asking for an essay submission. This essay should indicate 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. |
| **STEP THREE – Deadline November 10, 2019** | | |
| **🞏** | Submit:   1. Faculty Recommendation Link 2. Student Affairs Verification | Request electronic recommendations- Faculty reference and Student Affairs Verification need to both be requested. This will send a link to those two parties (non-Messiah students should use the manual entry option) |
| **STEP FOUR – mid- November** | | |
| **🞏** | Personal Interview | When all of the materials have been submitted electronically, you may be contacted by your IBI Campus Advisor for a personal interview to discuss your interest in IBI. Attire for the interview is corporate dress-up. |
| **Confirmation of your acceptance** will generally be made no later than December 1. Since we expect a high level of interest for the 2020 session, it would be wise to have your materials submitted as early as possible.  **Passport Information**- if you don’t have a current passport, you should initiate the application process. If you have a current passport but it is within a year of expiration, you should initiate the renewal process. More information can be found at <https://travel.state.gov/context/passports/en/passports.html> | | |