## ibilarge

# INTERNATIONAL BUSINESS INSTITUTE

## APPLICATION INSTRUCTIONS (Messiah) – 2020

You will apply for IBI through the link in Step One below. Your 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:
3. One year of economics, both micro and macro elements
4. One course in accounting or finance
5. One course in management
6. 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!**  |
| **🞏** | Submit:1. Application Form (online) includes Essay submission
2. Signed Community Life Standards Form (online)
3. $1,000.00 Deposit (drop off at IBI office or mail)
 | Start application process- click on <https://intercultural.messiah.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=15> Complete application form, 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 (F122). 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 TWO – Deadline November 10, 2019** |
| **🞏** | Submit:1. Faculty Recommendation Link
2. Student Affairs Verification Permission
 | 1. Request electronic recommendation for Faculty reference (this will send a link to recipient) and grant permission for Student Affairs Verification (internal for IBI office).
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| **STEP THREE – mid- November** |
| **🞏** | Personal Interview | When all of the materials have been submitted electronically, you will be contacted 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/content/passports/en/passports.html> |

**Financial Aid** - Since IBI does not have resources for financial aid, please consult with the financial aid office regarding any possible sources of financial assistance. You may also wish to check Scholarship Opportunities and Funding Suggestions on the IBI website at [www.ibi-program.org](http://www.ibi-program.org) **NOTE: A study abroad fee of $2,000.00 will be assessed in addition to the IBI program fee.**