

Admission Guide for the Joint Program Master of International Agribusiness Management – MIAM

Welcome

Thank you for your interest in our joint INCAE/CATIE program "*Master of International Agribusiness Management*" (MIAM).

This guide was developed to assist in your pursuit of admission to this innovative and exciting program.

Step 1: Starting the Process

The first step towards admission is requesting a password for the online admission process. Please visit <http://www.incae.edu/ES/maestrias/admisiones/solicitud-de-contrasena.php> where you need to complete a short questionnaire in order to receive a user name and a password. These will be automatically sent to your e-mail address once you have provided the requested information.

Now you are set for initiating your online admission process.

Step 2: Filling-in the Online Admission Form

The two major parts of the online admission form must be completed in full.

The first part focuses on **background information** about you, which will provide us with knowledge about you and your professional background.

The second part contains questions to be answered in **essay form**. The following suggestions are offered to help you formulate your answers:

- ◆ *Think of 8 to 10 times in your work life where you have learned something important or made a significant contribution.*
- ◆ *Think of 8 to 10 strong points you would like to highlight in your work life.*
- ◆ *Choose the strength you want to highlight in each question. Use each question strategically to show your professional strengths.*
- ◆ *Each answer must be structured using objective criteria such as figures, percentages, and concrete facts.*
- ◆ *Do not forget that your work experience has the most weight in your application. We are interested in learning what you think, but your achievements are even more important.*
- ◆ *Please keep in mind that the Admission Committee members are down-to-earth, number-oriented people.*
- ◆ *Your application will compete with very good applications from the entire region, so you want to make yours stand out. Make it interesting.*
- ◆ *You must provide concrete but not laconic answers.*

Step 3: Getting Your TOEFL

Since a major part of the program is in English, you are requested to submit a certificate of your TOEFL score acquisition. You are required to have a minimum score of 470 paper-based (150 computer-based or 52 internet-based). In well justified cases, a minimum score of 450 paper-based (133 computer-based or 45-46 internet-based) can be accepted.

Step 4: Accompanying Documents Required

On the day you take your admission test, make sure that you have the following documents on hand:

- ◆ Photocopy of authenticated university diploma
- ◆ Original grades certificates
- ◆ Written proof of at least 2 years of relevant professional experience
- ◆ TOEFL certificate
- ◆ Updated CV
- ◆ Medical certificate
- ◆ Financial declaration
- ◆ Three letters of recommendation using INCAE's format
- ◆ Photocopy of passport
- ◆ Four passport pictures (formal attire).

Step 5: Getting Ready for Your Test

The INCAE office in your country will facilitate the test needed for admission. The test measures **intellectual abilities**, such as verbal, math, and cognitive skills, as well as proficiency in oral and written English.

Please contact the INCAE country representative (for contact addresses, see pages 6-8) who will provide you with the date of the test and a **study guide**. Prior to the test you are requested to pay **US\$ 110** at the INCAE office to cover admission process expenses. Please **submit the documents** described in Step 4 no later than the day of the test and make sure that your **online application** has been completed.

(In Guatemala, San Salvador, and San Pedro Sula, please ask for an appointment at the business pre-selection office in each city. In the case of Tegucigalpa, ask for an appointment at the central office of INCAE.)

Step 6: Completing the Process

Once you have passed the test, the final step is an interview. For this purpose, we request you to make arrangements with the local INCAE office. In addition to the INCAE country representative, INCAE and CATIE representatives from Costa Rica may also be involved in the interview.

Based on the results of the test and the interview, and taking into consideration the information and documentation generated through the online admission process, the admission committee takes the final decision regarding your application and will inform you accordingly.

Please do not hesitate to contact the local INCAE office if you have any further questions.

We wish you success in your admission process!

INCAE/CATIE MIAM PROGRAM

July 12, 2010 – December 8, 2011

COST STRUCTURE

Enrollment fee	US\$ 1,120
Academic costs (Tuition and teaching materials)	US\$ 33,686
Student living expenses*	

	Single	Married 1 room	Married 2 rooms
	US\$ 7,884	US\$ 10,004	US\$ 12,374
Total cost	US\$ 42,690	US\$ 44,810	US\$ 47,180

PAYMENT INFORMATION

Reservation of place

- You are requested to pay the enrollment fee at the INCAE office in your country upon receiving the official notice of admission to MIAM.
- Your payment secures your place and you will receive materials for the preparatory course.

Payment dates

First year	Second year
June 21, 2010	May 16, 2011
August 30, 2010	July 18, 2011
October 18, 2010	August 15, 2011
January 10, 2011	
March 7, 2011	

*LIVING EXPENSES cover:

- 70% of single student's meals (lunches and dinners from Monday through Saturday)
- On-Campus lodging

ENROLLMENT FEE REFUND POLICY: 100% with at least a 60-day notice prior to starting the program. 50% with at least a 30-day notice. No refund with a notice of fewer than 30 days.

NOTE: The information above can change without prior notice

INCAE Country Offices

GUATEMALA

Guatemala City

13 calle 3-40 Zona 10, Edificio Atlantis,
Nivel 7 Oficina 703
PBX: +502 2-367-2002
Fax: +502 2-367-2001

guatemala@incae.edu

**Country representative: Mario Aguilar
Lambour**

EL SALVADOR

San Salvador

Condominio Torremolinos, Local 8
79 Ave.Norte y 3ra.Calle Pte., Colonia Escalón
Tel.: +503 2263-2620, 2263-2623, 2263-8093
Fax: +503 2263-2621

elsalvador@incae.edu

Country representative: Gracia Barrientos

HONDURAS

Tegucigalpa

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Edificio Mall El Dorado
Boulevard Morazán, Tegucigalpa, M.D.C.
Tels.: +504 236-7184, +504 236-7176, +504
236-7180, +504 552-2674
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San Pedro Sula

Tel.: +504 552-2674

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Country representative: Carmen Pineda

NICARAGUA

Managua

Campus Francisco de Sola
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nicaragua@incae.edu

Country representative: Karla Schiebel

ECUADOR

Quito

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301

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Country representative: Efraín Bastidas

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Free Lance: Gladys de Corral

Guayaquil

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Country representative: Efraín Bastidas

PERÚ

Lima

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peru@incae.edu

Contact: Magali Valakivi

COSTA RICA

Del Vivero Procesa # 1, 2 Km al Oeste
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costarica@incae.edu
Country representative: Yenory Salazar

VENEZUELA

Caracas
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Empresarial Macaracuay, Piso 8, Oficina 08
Urbanización Macaracuay
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PANAMÁ

Panama City
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Country representative: Humberto Mulino

REPRESENTANTE COLOMBIA

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Telf.: +506 437-2200, 437-2366
colombia@incae.edu
Contact: Sylvia Poll

REPRESENTANTE ARGENTINA

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REPRESENTANTE CHILE

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REPRESENTANTE BRASIL

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t.hisamura@estudiooexterior.com
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REPRESENTANTE BOLIVIA

Edificio La Papelera 5to. Piso
Calle Loayza 178, La Paz, Bolivia
Tel. +591 705-13021
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ALEMANIA

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REPRESENTANTE PARAGUAY

Asunción
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ESTADOS UNIDOS

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INDIA

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Country representative: Dr. Alfonso Rocha

EL CARIBE

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Trinidad y Tobago

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REPUBLICA DOMINICANA

Santo Domingo

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