



Information for Partner Institutions

Incoming MBA Exchange Students

2018-2019 Fact Sheet

Global Programs Staff



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Online Resources

Exchange Student Website: <http://bschool.pepperdine.edu/globalprograms/es>

Pepperdine Graziadio Business School Main Website: <http://bschool.pepperdine.edu>

Pepperdine University Main Website: <http://www.pepperdine.edu>

Pepperdine Graziadio Business School on YouTube: <http://www.youtube.com/watch?v=n-ICEuKpZZc>

Blogs, Podcasts & RSS Feeds: <http://bschool.pepperdine.edu/rss>

Applications Deadline Calendar

The deadline dates for nomination & application submissions are:

Spring Trimester 2019 (Jan-Apr.)	Opens: August 3, 2018	Nomination Deadline: September 15, 2018 Application Deadline: October 1, 2018
Summer Trimester 2019 (May-Aug)	Opens: October 3, 2018	Nomination Deadline: January 15, 2019 Application Deadline: February 1, 2019
Fall Trimester 2019 (Aug to Dec)	Opens: November 1, 2018	Nomination Deadline: March 15, 2019 Applications Priority Deadline: April 1, 2019 Applications Deadline: May 15, 2019

Application Process - Exchange & Dual Degrees

1. Go through the proper procedure to be nominated by home institution to participate in the student exchange program.
2. Once Pepperdine University is informed of your nomination by your home institution, our Director of Global Programs will send out instructions to the applicant and provide detailed steps on how to complete the application.
3. Required documents for entry to our program includes:
 - i. Application
 - ii. Transcript (in English)
 - a. Undergraduate transcript are required if your graduate transcript shows less than 2 semester of grades
 - iii. Essay
 - iv. TOEFL/IELTS (if student is fluent in English, a letter of statement from the home university as confirmation)
 - v. Nomination Form from Pepperdine University
 - vi. Transcript Evaluation (**dual degree students**)

DOCUMENTS SHOULD NOT BE SENT BY MAIL TO PEPPERDINE

4. Upon submission of the application, Admissions Office at Pepperdine University will review. Once fully reviewed, a decision letter will be emailed and a member of the Global Programs office will connect with students to coordinate their arrival to the United States.

Upon Acceptance

Congratulations! You've been accepted. Now what? There are several documents required that will allow you to attend Pepperdine University. At this point, a staff member from the Global Programs office will be in touch with you to make sure you submit all required documents for a smooth transition into our program.

Intent to Enroll Form

Upon receipt of the acceptance letter, exchange students **must** submit an *Intent to Enroll form* within 30 days to guarantee a space in the upcoming term. The Intent to Enroll form will be sent to admitted students together with the acceptance letter.

Please note that **dual degree students** need to pay a non-refundable \$1000.00 orientation fee.

Visa

Upon acceptance, international students must complete the *International Student Data (ISD)* form (see link below). Upon submission of a completed ISD, Pepperdine will send a Form I-20 immigration document to each admitted exchange student.

The Form I-20 is a required document for the student visa application. International students are responsible for making their own arrangements to obtain a visa. It is important to begin the visa process early and allot a generous amount of time because this process can be lengthy.

Visa: <http://bschool.pepperdine.edu/programs/full-time-mba/internationalstudents/#visa>

OISS: <https://www.pepperdine.edu/admission/international-students/new-students/graduate/>

Academic Calendar

It is recommended that Exchange students arrive a week early in order to have time to get settled. Exchange students are only required to come to the Exchange Student Orientation, although regular student orientation dates are displayed on the calendar below. The Global Programs staff will send out an email informing students of the exchange student orientation date. Please refer to the calendar below for all important dates:

Calendar: <http://community.pepperdine.edu/graziadio/fulltime/incoming/intended>

Courses/Enrollment/Grading Scale

The academic term, called a trimester, is 14 weeks in length. Each trimester is divided into 2 seven-week sessions called Session A and Session B. Each trimester includes two 7-week course sessions, plus various integration and application activities. A classroom session is generally 4 hours in duration, once per week.

The typical course load for exchange students is 12 to 16 units per trimester. Exchange students will not be permitted to enroll in fewer than 10 units or more than 18 units per trimester. Exchange students are encouraged to enroll in advanced elective courses which are generally 7 weeks or 14 weeks in length.

2 unit classes is equivalent to 7 week classes whereas 4 units are 14 weeks.

Double degree students are required to complete a full mandatory curriculum of 48 units over 3 trimesters.

Exchange students will be contacted by email prior to arrival for personal assistance in course enrollment.

Academic Catalog and Course Guide: <http://catalog.bschool.pepperdine.edu/>

The standard grading scale used for graduate programs in the United States is the following:

A = Superior; B = Average or Satisfactory; C = Lowest passing grade; D = Failure

For more information, refer the Pepperdine Graziadio Business School Academic Catalog.

Academic Concentrations

Exchange students not in the dual degree program are ineligible to receive concentrations through our partnership. Unfortunately, we cannot guarantee classes and do not offer certificates for concentrations in our exchange program.

For dual degree programs, for a full trimester, courses are offered in a wide variety of business disciplines from business law and accounting to marketing and management. Specific areas of academic focus are offered in Entrepreneurship, Finance, Marketing, and Leadership & Managing Organizational Change. Regularly enrolled students may earn a certificate in Social, Environmental, Ethical and Responsible (SEER) business practice. The guiding focus of all courses offered at the Graziadio School is ethical business practice.

Academic Concentrations:

<https://bschool.pepperdine.edu/mba-programs/full-time-mba/concentrations/>

Tuition & Fees

Exchange students are responsible to pay their home-university tuition. Through the exchange program, no tuition will be payable to Pepperdine University, however, students are responsible for non-tuition costs and fees payable to the Student Accounts Office.

Payments can be made in cash, by wire transfer, by money order, or by e-check through a bank account in the United States.

Approximate Academic Costs for 2018-2019 School Year (costs in US Dollars and are subject to change)	
Books and Supplies	\$1,000/trimester
Communication Workshop (room & board)	\$1,000.00 (Mandatory for Double Degree only)
Malibu Graduate Business Society Activity Fee	\$40 per trimester (Mandatory for all students – funds for student clubs and student government)

Student Accounts: <http://community.pepperdine.edu/graziadio/studentaccounts/>

Orientation

A **mandatory** Exchange Student Orientation will be held at the beginning of each trimester. All orientations will be held on the Friday prior to the start of classes.

Health Insurance

All students must be covered by a health insurance plan that is valid in the United States. The minimum insurance coverage required is 50,000 USD. Exchange students are eligible for the student health insurance plan provided through Pepperdine University.

Health Insurance:

<http://bschool.pepperdine.edu/programs/full-time-mba/internationalstudents/#health>

Housing

Both on-campus and off-campus housing options are available for exchange students. On-campus housing is limited. If you opt for off-campus housing, surrounding cities such as Santa Monica, Calabasas, Agoura Hills, Venice will offer the closest destination to the campus. It is recommended to start early to secure housing.

Housing: <https://community.pepperdine.edu/housing/graziadio/>

Transportation

Exchange and Double Degree students will attend classes at Pepperdine University's main campus in Malibu, California. A free shuttle service is available on campus to access the areas of campus. Due to the location of the campus, public transportation is extremely limited and it is difficult to walk or bicycle to the surrounding community. It is recommended that students have a car.

Transcript of Grades

An official academic transcript reporting the courses completed at Pepperdine University and final grades earned will be issued to the student's home university eight to ten weeks after the conclusion of the trimester.

Student Facilities & Services

Exchange students will be issued a student identification number, a Pepperdine student identification card, and an e-mail address after receipt of an official letter of acceptance from the university. Exchange students will have access to all on-campus educational, sports, and recreational facilities enjoyed by the regular students of Pepperdine University.

Athletics: <http://www.pepperdinesports.com>

Arts: <http://arts.pepperdine.edu>

Libraries: <http://library.pepperdine.edu>

Events & Forums: <https://bschool.pepperdine.edu/events/>

On-Campus Religious Services: <http://www.pepperdine.edu/about/pepperdine/christiantradition>

Gradziadio Student Organizations: <http://bschool.pepperdine.edu/experience/pepperdinelife/clubs/>

Additional Information

Additional and more comprehensive information is available at:

Exchange Student Website: <http://bschool.pepperdine.edu/globalprograms/es>

Thank You!

We look forward to seeing you at Pepperdine University! Please do not hesitate to reach out with any questions you may have. The best email to contact us at is: pgbglobalprograms@pepperdine.edu

Please let us know if you have any questions. Have a wonderful day!