



## **Fact Sheet Spring 2023**

**IMPORTANT!:** At this point, fully vaccinated students who submit the QR code do not have to quarantine upon arrival on campus. **Students are now allowed to go out**, but upon return, they must follow the on-campus protocols at all times. If they get sick, they'll have to quarantine for 10 days and pay for the PCR test. They will also be charged separately for a single room during the quarantine period. Keep in mind these measures can change at any time.

|                          |   |
|--------------------------|---|
| <b>Campus:</b>           | Costa Rica: Walter Kissling Gam Campus  |
| <b>Accreditations:</b>   | AACSB, SACS, EQUIS, AMBA  |
| <b>Contact People:</b>   | Alexandra Esquivel, Director of International Programs  |
| <b>E-mail addresses:</b> | <a href="mailto:Alexandra.Esquivel@incae.edu">Alexandra.Esquivel@incae.edu</a>  |
| <b>Phones and fax:</b>   | (506) 2437-2200, (506) 2437-2373 (direct line)<br>FAX: (506) 2433-9101  |
| <b>School URL:</b>       | <a href="http://www.incae.edu">www.incae.edu</a>  |
| <b>Global MBA URL:</b>   | <a href="https://www.incae.edu/es/global-mba.html">https://www.incae.edu/es/global-mba.html</a>   |
| <b>School address:</b>   | Del Vivero Procesa, 2 km. Oeste<br>Carretera a La Garita, Alajuela<br>Costa Rica, Central America   |
| <b>Study program:</b>    | <p>INCAE has two full-time MBA programs, the MBA in Spanish and the Global MBA in English. They are both 14-month programs. Exchange students will join the Global MBA class. All courses will be taught in English.</p> <p><b>DUAL DEGREE STUDENTS:</b> In addition to all the elective work, they must carry out their <b>Management Consulting Practice (MCP)</b> or professional practicum. This project takes place during the last module of the program. <u>The MCP experience is compulsory for all INCAE and dual degree students taking their second year at INCAE and is equivalent to three core courses. Exchange students do not participate.</u></p> |
| <b>Deadlines:</b>        | <b>Nomination Fall: April 15 - Nomination Spring: Sept 15</b><br><b>Application Fall: May 15 – Application Spring: October 15</b>   |

**Dates of available terms (please note that dates might be subject to change):**

**Spring 2023**

**Module 1: January 9 – February 18**

**Module 2: February 20 – March 31**

**Module 3: April 10 – May 27**

**Orientation:**

INCAE is a small school, so we do not need a whole week for orientation. After the quarantine period, roommates will help students get settled, and a formal tour and introductory session will be held according to the students' schedules.



**Full-time workload:**

**Students must take a minimum of 3 electives per module (or 6 credit hours, except for the two-week January term), regardless of their home school's requirements. The maximum load is 10 credits per module. INCAE courses are worth two credits, equivalent to 24 hours of class time plus study time for a total of 96 hours per course; a few courses are one-credit, so they have 13 hours of class contact and a total of 53 hours of study time. See table below).**

**Definition of the academic period and contact time unit in MBA programs.**

The academic periods that comprise the MBA programs are called modules.

The contact time unit used by INCAE is the academic weight, which is defined in the following way: 1 academic weight is equivalent to a total of 24 hours of contact in class, 24 hours of group study and 48 hours of individual study totaling 96 hours of dedication by the student.

Each course with a value of one academic weight consists of 18 sessions. Each session has duration of 1 hour and 20 minutes. The instruction takes place face to face, with some introductory virtual components.

| Academic weight | Credits | Sessions | Contact hours | Hours of team work dedication | Hours of individual study |
|-----------------|---------|----------|---------------|-------------------------------|---------------------------|
| 1               | 2       | 18       | 24            | 24                            | 48                        |
| 0.5             | 1       | 10       | 13            | 13                            | 27                        |



**Courses & Registration:**

A complete course catalog will be sent to the student with instructions to register online, but here's a list for reference (subject to change!):

**SPRING 2023**

| Module | Courses                                | Credits | Start date | End date |
|--------|--|---------|------------|----------|
| 1      | Leadership                             | 2       | 9-Jan      | 18-Feb   |
|        | Introduction to Bus Adm/Value Creation | 2       |            |          |
|        | Data Analytics 1                       | 2       |            |          |
|        | Financial Accounting                   | 2       |            |          |
| 2      | Digital Transformation                 | 2       | 20-Feb     | 31-Mar   |
|        | Data Analytics 2                       | 2       |            |          |
|        | Technology & Innovation                | 2       |            |          |
|        | CS for Business                        | 2       |            |          |
| 3      | Marketing Management                   | 2       | 10-Apr     | 27-May   |
|        | Operations Management                  | 2       |            |          |
|        | Financial Management                   | 2       |            |          |
|        | Industrial Organization                | 2       |            |          |

Easter break: April 1-9

**Language of instruction:** All courses in the Global program are taught in English.

**Language courses:** English (on campus) and Spanish (on campus). Not all levels are offered at the same time. Tutors are available for a fee.

**Language requirement:** TOEFL score: 90 (iBT) or equivalent proficiency determined by partner school. Students must be able to actively participate in class discussions regardless of the language of instruction of the course.

**Methodology:** 70% case study analysis and discussion, and 30% lecture. The specific method depends on the nature of the course. However, all courses are **very demanding** and students have to be prepared for every single session. Class participation can be 50% of the final grade in some cases. Students are expected to read and prepare all the material assigned individually and to check their e-mail regularly for last-minute instructions from professors, even during weekends and/or holidays.

**Exams:** Exams are scheduled during the last week of every module; courses offered at the beginning of a module might have the final evaluation earlier. However, you are advised to plan to stay until the last day of the module. Professors have two weeks to submit grades to the Registrar. Also, because professors must use the grading curve, individual grades are not available until all students have been assigned a grade. Please book your return flight based on scheduled exam dates.



**Grading system:**

INCAE uses a highly competitive curve-grading system. The curve is applied in all courses, but in second year, it is up to the professor to assign failing grades. Letter grades are used as follows:

|    |   |
|----|---|
| A+ | Outstanding (4.0)   |
| A  | Excellent (3.75)  |
| A- | Very Good (3.45)  |
| B+ | Very Good (2.98)  |
| B  | Good (2.80)   |
| B- | Satisfactory (2.65)   |
| C  | Unsatisfactory (failing 2.0)  |
| F  | Poor (0.0) equivalent to two failing grades (Note: the student will receive notification of his/her grades; digital transcripts will be sent to the home school without cost. Printed transcripts must be ordered and paid for by the student). |

**Housing:**

**Because living on campus is mandatory for all students, availability is guaranteed.** Single students must share a house with 7 students and a room with one of them. There is also married housing available for couples with or without children. However, availability might be limited.

**Facilities:**

We have a cafeteria, a convenience store, a bank office (**No ATM!**) a swimming pool, gym, sauna, outdoor sporting areas, library, wireless internet access, group study rooms, parking, and laundry service for a fee (about \$15 per load). Self-service is now available! Students must purchase their own detergent and other supplies (laundry basket, softener, etc.)

**Services:**

The Student Affairs Department aids students with everyday life, plus: visas, insurance, medical services, student clubs, and so on. Student Affairs, in coordination with International Programs, will pair exchange students with a “buddy” who will guide them through their adaptation to life at INCAE.

**Health insurance:**

**All students are required to have health insurance from their home country. It should cover any incidents while traveling to and from INCAE as well as repatriation.** We strongly recommend that students also have liability insurance as well as personal insurance covering theft, etc. Make sure that Covid coverage includes quarantine costs.

**Career Services:**

The MBA Career Services office at INCAE will assist dual degree students in their job search efforts while they are at INCAE (only jobs in Latin America). All students will have access to company presentations, job listings, interviews, and career fairs, but priority will be given to INCAE and dual degree students. Each student is responsible for writing and translating their resumes and cover letters.

**Visa requirements:**

Depending on their nationality, students may or may not need a visa to enter the country. Students should check [this link](#) or contact the nearest Costa Rica Consulate to make sure. Most exchange students do not stay for more than 90 days at a time (holidays, breaks), and get away with not having a student visa. However, under current conditions, it might be a good idea to apply for the student visa and stay legally for longer periods of time. Also, some students have encountered trouble when trying to reenter when they leave before the 90 days expire because they didn't have a return ticket every time. So, they ended up spending more in an "emergency ticket" they couldn't even use.

**Travel requirements:**

**Most Covid preventive measures have been lifted to enter the country. However, we recommend checking the following website for updates and requirements:** <https://www.visitcostarica.com/en/costa-rica/planning-your-trip/entry-requirements>

**IMPORTANT!: INCAE requires full health insurance coverage for the whole study period, not just Covid coverage. Make sure Covid insurance covers quarantine costs, not just tests and hospitalization. We've had students get sick just before leaving the country, and they had to stay for 10 days, paying accommodation and meals that were not included in their original budget.**

**Yellow fever vaccine:**

If you're coming from Angola, Benin, Burkina Faso, Cameroon, Congo, Gabon, Gambia, Ghana, Guinea, Liberia, Nigeria, Sierra Leone, Sudan, Bolivia, Venezuela, **Brazil, Peru, Ecuador, Colombia** and French Guyana, you'll need to get the yellow fever vaccine at least 10 days before entering Costa Rica. It's a one-time deal, so if you already have it, you don't need to get it again. Local Immigration authorities might ask for it upon arrival.





**Estimated Expenses\*:**

Expenses for exchange students at INCAE include:

- Student fee US\$390 per module (includes materials, housekeeping, medical attention on campus, and other services)
  - Housing (shared room) \$25 per night if you bring your own linens (approx. \$750 per month)
  - Meals \$9 per meal
  - Electricity \$30 per month (approx.)
  - Water \$20 per month (approx.)
  - Laundry Self-service (must provide your own detergent) or \$15 per load approx. (includes washing, drying and folding).
  - Linens \$100 per semester (includes laundry service). We strongly recommend bringing your own.
  - Transportation \$200 per month (approx.)
  - Recreation \$300 per month (approx.)
  - Miscellaneous \$100 approx.
  - Quarantine and PCR \$275
- Total per module: \$4,000 approx.**

**\*All costs subject to change without notice, especially outsourced services like meals and laundry.**

**Payment:**

**Credit Card:** If you plan to pay with a credit card, we'll provide a link to the shopping cart where you'll find the different items you must pay for.

**Cash:** If you plan to pay with cash, we'll provide a code so you can pay at the bank branch on campus.

**Wire transfer:** If you plan to pay via wire transfer, we'll send you the account information. All bank charges (sending, receiving and correspondent fees) must be borne by the student.

**PLEASE, let me know how you're planning to pay as the payment must be made BEFORE you arrive. Thanks!**

**Application requirements:**

- Statement of purpose
  - Updated Curriculum Vitae
  - 1 recent passport-size photograph (or digital)
  - Transcripts showing a GPA of 3.0 or better
  - Formal nomination from home institution
  - Photocopy of Passport
  - Proof of Insurance
- (Note: Everything can be sent electronically)



## **Frequently Asked Questions**

### **Do I need a student visa?**

You can check [this link](#) or contact your nearest Costa Rica Consulate to find out: If you are an exchange or dual degree student staying for more than 90 days at a time (most students don't), a student visa is required. The process starts at the Costa Rica consulate and continues once the student arrives in Costa Rica. The immigration office takes about three months to issue the visa. The cost is approximately US\$400. Students need 2 additional passport-size photographs.

### **How do I go about applying for housing?**

You do not need to apply. If you're single, you'll be assigned a room in a house for single students. If you're married and your family is coming with you, let us know in advance, so we can reserve a house for married couples with or without children. There's no housekeeping service for married student housing.

### **Will there be a telephone in my residence?**

Yes. However, you cannot make off-campus calls. You can receive local and international calls, but in order to make them, you must use your cell phone.

### **Can I use my cell phone to make calls in Costa Rica?**

Yes, but if you'd like to use your home number, you'll need International Roaming. You can get a local number (SIM card) at the airport (baggage claim area). You can buy more minutes anywhere the service is available (convenience stores, for example). Most people use Skype, Facetime or WhatsApp to make calls, so the telephone service at least on campus, where you have access to free Wi-Fi all over campus.

### **When should I arrive for orientation?**

Because INCAE is a small school, we don't need a lot of time for orientation. Usually, orientation takes place during the first week of class. Therefore, we ask students to arrive the weekend before the term starts, so they are able to check in immediately. If you arrive too early, chances are you will have to find a place to stay.

### **Will there be someone to meet me when I arrive?**

If you are coming straight to campus, we can arrange airport pick-up with one of our drivers for a fee. In case there's a problem or if you miss our driver, please take an orange cab at the airport. It's safe and reliable and they know where INCAE is. They charge around \$20-30.

### **Do I have to bring towels and bed linens?**

We'd rather you bring your own. However, if you don't want to carry them, bed linens and towels will be provided for a fee. Housing would change and wash them once a week. Remember that you have to take care of and pay for the laundry service separately if you bring your own. Single students have twin-size beds and married housing has a full-size bed.





## **ABOUT COSTA RICA**

Costa Rica is a small nation of about 5 million people, but it holds 5 percent of the world's total biodiversity, 3.5 percent of all marine life, and 30 percent of its territory is protected natural land. In the last decades, renewable sources such as wind, geothermal, solar and hydroelectric have been responsible for the production of nearly 93 percent of its energy, and the country has the goal to be the first carbon neutral nation in the world by 2021.

It is also considered the second most competitive country in Latin America, ranking 47 among 137 nations, according to The Global Competitiveness Index 2017-2018 of the World Economic Forum.

Since the arrival of technology companies, such as Intel in the late 1990s and the rise of free trade zones, Costa Rica has become an attractive place for big companies. These factors resulted in a shift in employment, going from manufacturing to skilled professionals.

During your visit, you will have the opportunity to learn where Costa Rica's reputation on sustainable development comes from and why the nation has been considered one of the happiest countries in the world in recent years.

## **ABOUT INCAE BUSINESS SCHOOL**

INCAE Business School is a private, non-profit, multinational, higher-education organization devoted to teaching and research endeavors in the fields of business and economics aimed at training and instructing individuals capable of successfully holding top management positions in Latin America.

In 1964, the business community and the governments of the Central American nations founded INCAE Business School. Since its inception it has had the technical supervision of the [Harvard Business School](#).

INCAE Business School is now focused on three key activities:

- \* Masters programs in specific areas for Latin Americans development.
- \* Executive training programs and seminars.
- \* Research projects on competitiveness in the region.

INCAE's Research Centers engage in the analysis of issues highly meaningful to the business community and the creation of proposals for the sustainable development of

Latin American countries. INCAE makes research findings available to different governments, business sectors, and societies in an attempt to exert a positive influence on them and to provide positive change drivers.



- Centro Latinoamericano para la Competitividad y Desarrollo Sostenible (CLACDS): it is the main Think Tank and applied research center at INCAE. Its mission is to promote sustainable development in the region through research and dialogue.
- Center for Collaborative and Women's Leadership: it is an extension of INCAE's institutional belief that greater gender diversity in leadership has a positive impact on the region's progress. It has developed a successful three-pronged approach to address this regional problem: research, leadership development and community impact.
- Latin American Center for Entrepreneurs: it is the impact center responsible for promoting entrepreneurship in the region, it provides the skills to educate and develop an entrepreneurial mindset.

INCAE has two campuses: Walter Kissling Gam located in the province of Alajuela, Costa Rica and Francisco de Sola Campus located in Montefresco, Nicaragua.

## **CITY OF ALAJUELA**

Alajuela is located in the Central Valley and is part of the Great Metropolitan Area. It is the second-largest city in Costa Rica after the capital, San José. It is formed by 15 cantons, which are divided into 11 districts. It covers an area of 9,757.53 square kilometers and has a population of 885,571, according to the 2011 census.

Alajuela is home to one of the country's most famous figures: Juan Santamaría, the humble drummer boy who died putting an end to William Walker's campaign to turn Central America into slaving territory in the Battle of Rivas in 1856. Now it is an agricultural hub, in the southern highlands, tropical ornaments, coffee, tubers and green vegetables are the major crops. Towards the north and northeast, rice, corn, pineapple, bananas and sugarcane are the main ones. This region also has large pastoral fields, especially in the San Carlos area.

In recent years, Alajuela has attracted many manufacturing companies, especially within the free trade zones, like El Coyol, which houses multinational companies such as Abbot, Smith & Nephew, Phillips and Apollo Endosurgery, among others.

## **WALTER KISSLING GAM CAMPUS**

Having founded the first campus of INCAE in Nicaragua, the Board of Directors chose Costa Rica as the site for the second campus in 1981. Three years later, INCAE celebrated the opening of the campus of the Central Institute of Business Administration in Costa Rica. Both offices now operate parallel and in sync.

The WKG campus is located in the province of Alajuela, located about 14 km from the International Airport of Santamaría. This campus is not only a complex academic center, but amenities have extended to a local bank branch, gym, convenience store, study centers, sports areas (football, tennis, swimming), among others. Conveniently isolated from the urban bustle, the campus sits on a serene environment surrounded by natural beauty.

## **MORE INFORMATION**

### **Telephone Code:**

Country Code for Costa Rica: +506

### **Time Zone**

Central Standard Time (CST) is 6 hours behind of Coordinated Universal Time (UTC).

### **Units of Measurement**

Costa Rica uses the metric system, distances are measured in meters, weight in grams, temperature in Celsius and volume in liters.

### **Currency**

Costa Rica's currency is the *colón* (₡). The exchange rate fluctuates daily but it's currently around ₡640 per US dollar. Many major credit cards are accepted.

### **Safety**

When traveling around the country, always keep an eye on your belongings, do not leave your luggage unattended or with strangers.

### **Smoking**

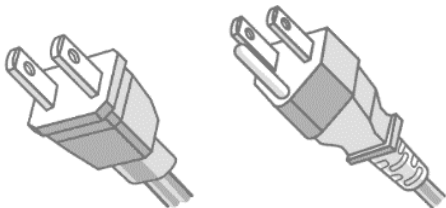
In general, it is prohibited to smoke in public places in Costa Rica. At INCAE, smoking is not allowed in the rooms and facilities. We have a specific area for smokers outside the housing units, you can use the green areas beyond the main parking lot. It is forbidden to smoke in and around the main buildings, the soccer field and Hardbar.

### **Tipping**

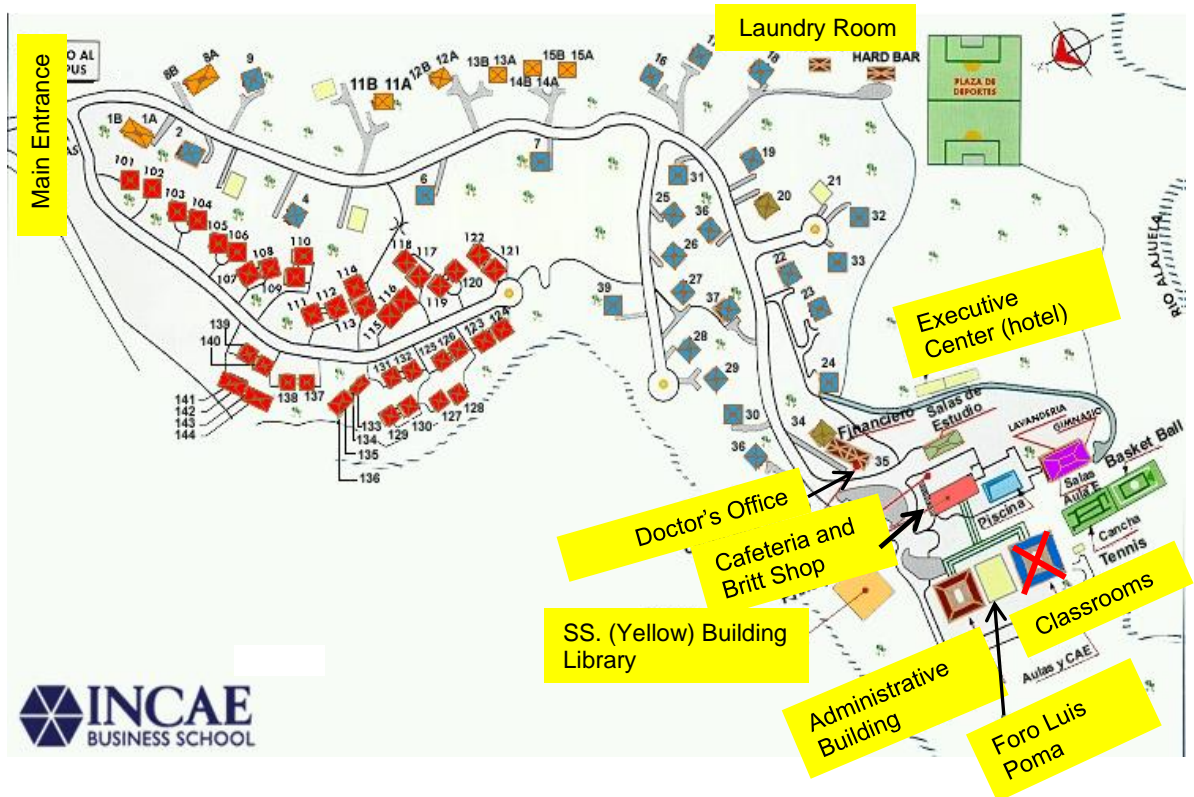
Restaurants: it is required by law to add a 13% tax and 10% tip to the bill, so you are not expected to leave a separate tip.









### **Electricity**

The electrical current used in Costa Rica is 110 volts, AC and the sockets are American style. The following plugs are used:



### CAMPUS MAP



- |   |   |
|---|---|
|  Married Housing |  Section "E" (Classroom -Dining Room - Study Rooms)                    |
|  Apartments      |  Library - Cubicles - Video Conference Room                            |
|  Single Housing  |  Cubicles  |
|  Faculty Housing |  Classroom Area (Yours is "Lorenzo Giordano" first room on your left ) |