



Masters of Arts in International Business Applicant Handbook



U.S. Resident/Citizen Information
Academic Year 2009-2010
Hough Graduate School of Business
University of Florida

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Application Deadlines & Important Dates for 2009/10 (to begin MAIB in June 2010):

August 1, 2009	Begin accepting application materials
January 29, 2010	Application deadline 1
February 26, 2010	Application deadline 2
April 2, 2010	Final application deadline
Courses start:	June 28, 2010
Program Orientation:	June 24 and 25 th , 2010 (<i>tentative</i>)

MAIB APPLICATION: We are pleased by your interest in pursuing a graduate education in International Business at the University of Florida. In addition to reading this letter you should review the various pages of our MAIB web site: <http://www.cba.ufl.edu/maib>. Once here, you can get to other pages by clicking on the headers at left (“Curriculum”, “Eligibility”, etc.). Our unit makes a concerted effort to use as little paper as possible. Thus, we have an e-file on each applicant and we prefer to receive all materials on-line, and to receive your resume by e-mail. The exception is the test result (GRE, GMAT, TOEFL...), which will be mailed to us from the testing service via paper copy. Rather than submitting materials all at once, we do prefer that you submit materials as they are ready. This will ensure also that your application is finalized by the particular deadline under which you are applying.

DEADLINES: Because we have a strict upper limit for enrolled students, we have three different application deadlines so that we can control the numbers in the MAIB program. For non-Combined admissions to start in June, we only review complete files and make decisions immediately after the three deadlines. Your chances for admission are not “better” or “worse” under a particular deadline as you are still being compared to our overall admission standards. However, we do encourage you to apply sooner so that you can get a decision and start planning your life as soon as possible. All admitted students will have on average 6 weeks to respond with a “Yes, I do want to join the program” or “No thank you, I am choosing another option”. We will still accept applications after the final deadline, but there is no guarantee that we could accommodate you into the program even if you are a stellar candidate who is clearly admissible. It is possible we would be full and must add you to a wait list. We will absolutely not accept any applications after May 1 for a June start date in the same calendar year.

APPLICATION INFORMATION

In order for your application to be considered “complete,” we must have the following:

1. **Completed application** to the University of Florida Graduate School, submitted online (<http://www.admissions.ufl.edu/start.html>). The \$30 application fee can be paid online or a check/money order can be mailed to the UF Office of Admissions. Your application should list June 2010 (Summer B) as your intended start date. Please submit the essay and letters of recommendation as part of the online application.
2. **Official GMAT or GRE** scores sent to UF, or more specifically the Management Dept. GRE code for UF= 5812; GMAT code for UF Intl Business= J7Z-5J-45
** Score considered: combination of Verbal and Quantitative sections*
If you take the test less than one month before the deadline: To ensure that your file is considered “complete” and is reviewed under the desired deadline, please bring or e-mail to us a *copy* of your test score report. You should receive this in the mail 2-3 weeks after taking the test.
3. **A minimum of two written recommendations** highlighting your talents and personality based on your academics, volunteer work, campus and community involvement, research background, or work/internship history. We prefer online recommendations, but we also happily accept paper-based recommendations if your recommender prefers that method. On-line: As you fill out the on-line application, you will have the opportunity to list the name and contact information for your recommenders. Those individuals will then receive an automatic e-mail with username and password instructing them how to go on-line and submit the recommendation. The instruction e-mail will not be sent to the recommenders until you have finalized and submitted your on-line application.
4. **Application essay** highlighting your background, ambitions and career intent. This is your opportunity to tell us what is not evident from other application materials. Submit essay as part of the online application. Please limit the essay to approximately 2 double-spaced pages. If you wish to submit a longer essay and you need to exceed the character limit of the on-line application, you can e-mail your essay directly to Ana Portocarrero.
5. **Current resume or curriculum vitae** - do not limit it as we prefer to see all activities. Email your resume as a Word or PDF attachment to ana.portocarrero@cba.ufl.edu.
6. **Official undergraduate transcripts from all institutions attended.** Students who have received or will receive a Bachelor’s degree from the University of Florida do not need to send transcripts.

Academic Ability:

You must have (or will soon receive) a Bachelor's degree from an approved institution that reflects either a major or minor, or relevant coursework, in business or a related subject such as economics. However, we consider all applicants based on individual experiences and skills. Second language fluency and prior international background are looked upon favorably, as are internships and undergraduate campus and community activities. All grades are reviewed even though we report only a minimum "upper division" GPA. This is an intense and challenging program and we are looking for indications that a student will be able to excel once in the program. There is no guarantee of admission even if minimum GPA requirement is met.

Grades/GPA

Minimum GPA: 3.0 upper division* GPA on a 4.0 scale (computed for U.S. institutions only)

**The on-line application has a worksheet on which you can compute your upper division GPA. Please have your unofficial transcripts nearby as you complete the application. The upper division GPA is essentially the final 60 credits of your undergraduate degree.*

We look at all courses taken and all grades earned when we review transcripts for admission consideration. The major, course load, attended institution, and non-academic activities and are considered when we are judging your qualifications for the MAIB program and ability to perform well in our courses should we choose to admit you.

Test Scores

UF does not mandate minimum GRE scores. GRE test scores will be used in the context of a holistic credential review process. Above average performance on the subtests of the GRE or GMAT will be looked upon favorably. There is a minimum required score for the GMAT, and that is 465 total (verbal + quantitative). The following score range is considered good for the GRE; anything below or above would be considered either weak or excellent respectively:
GRE: 1100-1200

Personal Character and Professionalism:

The applicant's written essays, resume, and recommendations provide the best opportunity to convey one's unique background, personality, leadership skills, professionalism, and ability to add to the diversity of the MAIB program. Involvement in extracurricular and community activities is also looked upon favorably since it provides additional insight into the interests and social awareness of the applicant. We reserve the right to interview a candidate and we will randomly select candidates for an admissions interview. Applicants who are offered an interview can choose to decline this opportunity and will not be penalized in the admissions process.

Professional Experience:

The MAIB program does not require post-Bachelor's degree professional work experience and the average age of our students is 23 yrs. If you have significant professional experience and wish to be among peers who all have similar experience, please research the Florida MBA programs: <http://www.cba.ufl.edu/mba>.

Deadlines & Important Dates for 2009/2010 (to begin MAIB in June 2010):

August 1, 2009	Begin accepting application materials
January 29, 2010	Application deadline 1
February 26, 2010	Application deadline 2
April 2, 2010	Final application deadline

Submitting Application Materials:

Application materials can be submitted in pieces- do not hold materials in order to submit a complete packet at once. We only make decisions and review applicant files immediately after the three deadlines. If your file is incomplete at one deadline, it will be held for review until the next deadline at which it is complete with ALL of the materials we require. If a file is still not complete under the final deadline, it will be reviewed for a decision regardless unless you have communicated with us that you do intend to finalize the application and you request a slight extension of the deadline.

The MAIB office does have access to anything that was submitted online through the UF Graduate Application process. The essay and recommendations can be submitted this way.

The MAIB program office must receive:

1. A complete application submitted online (include essay here)*
2. A copy of the GRE or GMAT score report you received in the mail after the test
3. A minimum of two written recommendations submitted via the online application (preferred). If you submit paper-based recommendations, please send them directly to the MAIB office.
4. A current resume or curriculum vitae. Email resume as a Word or PDF attachment ana.portocarrero@cba.ufl.edu
5. An official undergraduate transcript if you did not receive the Bachelor's degree from UF; official transcripts from any pursued or completed graduate programs will be needed as well as required by UF Graduate Admissions.

The Office of Graduate Admissions must receive:

1. A complete application submitted online*
2. A \$30.00 application fee
3. Official GMAT or GRE scores sent from the testing service

***Online applications only need to be submitted once; both offices have access**

Understanding the Admissions Cycle:

There are three possible deadlines by which you must submit your application materials. If your file is complete and reviewed at one of the early deadlines, you may be placed "on hold" for a decision at a later deadline. Under any given deadline, you may also receive an admission offer or a denial. Upon receiving some application materials, the MAIB office will send you one e-mail regarding the status of your file. Again when your file is complete you will receive confirmation of that status. Further correspondence must be student initiated. Please direct your application questions to:

Ana Portocarrero, Coordinator ana.portocarrero@cba.ufl.edu 352-273-0341

IN PROGRAM INFORMATION

Computer Requirement:

The Warrington College of Business requires its students to have unrestricted access to a laptop computer. This is mandatory—no exceptions! The graduate business computing center does not provide computers for student use. Computers will be used for completing assignments; communicating with faculty, staff, and classmates; word processing; spreadsheet preparation; statistical analysis; and research. For up-to-date technological specifications please refer to: <http://www.cba.ufl.edu/programs/computer.asp>.

Computer Skills:

Proficiency with word processing, spreadsheet, presentation, and Internet software is essential. The MAIB program primarily relies on Microsoft Windows, Microsoft Office, and Netscape Navigator. The University of Florida, through a partnership with the NETg, also offers computer tutorials in a variety of areas. More information on available courses can be found at: <http://netg.ufgartner.ufl.edu>.

Costs:

All costs are estimated for the entire program, *not* a per month basis, based on fall 2009.

Program fee:	\$350 (due when student accepts program offer)
Total Program Tuition: (30 total credits)	State of Florida residents= \$11,846 Out-of-State residents= \$32,137*
Total Books & Materials:	\$1400
Required Study Tour:	\$3000 (program fee, airfare, food, incidentals)
Required Laptop Computer:	\$1400
Housing & other costs:	\$7000

Tuition is due per UF semester (2 weeks after the start of classes) and is based on the number of credit hours for which you are registered in that semester. In total, MAIB is a 30-credit program. Tuition per credit hour, based on fall 2009, is (*tuition increases by ~10% annually*):

In-state:	\$ 394.85
Out-of-state:	\$ 1119.57

***Please note that the 2 study tour credits are charged at the in-state rate, regardless of residency classification.**

Study Tour:

The study tour is a mandatory part of the MAIB program. The study tour is a seven-day trip that takes place in mid-October between Fall Modules 1 and 2. The country visited varies from year to year, however the trip is always in Europe and includes visits to both companies and economic/governmental organizations. The study tour is designed to offer a practical education in international business practices. Past study tours have been in Paris (1999 & 2000), Prague/Munich (2001), Dublin (2002), Brussels (2003), Munich (2004), London (2005), and Budapest (2006, 2007, 2008 & 2009). The study tour location and dates for October 2010 have not yet been determined but will likely be Budapest. There will also be an option for a small number of MAIB students to attend the Entrepreneurship study tour in Dublin.

Exchange programs:

Tuition for exchange programs is charged as UF tuition, just as if you were taking classes on campus. Cost of living varies from country to country and can fluctuate from year to year, thus this should be researched by the student with the assumption that costs could increase or decrease by 5-10%. The MAIB program offers a unique international perspective, and that understanding can only be truly appreciated while applied in an international context. Students will witness this to a certain degree during the study tour, but as many past students have stated: "it just isn't the same thing as living and attending daily classes abroad." Students are not guaranteed their first choice for the exchange as we can only send a small number of students to each partner school. Exchange choices are submitted to the MAIB staff in July and by the end of the Summer B term students will be notified of where they are approved to go for their spring study abroad. Decisions will be based on undergraduate grades, test scores, language background and prior international experience, resume, and an essay of intent for the particular foreign program if the student chooses to submit one. Summer programs are unlimited, thus students wishing to only do a short summer program at the end of MAIB will get their top choice. If a student wishes to attend a non-exchange institution (Australia, Argentina, Mexico, or other you have selected), we will work with you to help you through the application process. You will be required to pay tuition directly to the non-exchange institution.

We have exchange agreements with more than 30 well-respected universities and business schools around the world. We recommend that students participate for a full term of 3-6 months. However, students do have the option of going for a shorter period at designated schools. If a short-term option is selected the student would have to gain additional credit at UF in the spring or summer before (or after) going abroad. This can be worked out with relative ease because our UF graduate business courses are taught in 8-week modules. Exchange selection and administrative approval for the exchanges is done at the start of the program in Summer B. **None will be approved before then.**

Financial Assistance:

Financial aid for U.S. Citizens/ Residents in the form of federal loans is available. Please review for more information:

<http://www.sfa.ufl.edu/>

The MAIB program is not responsible for loan decisions and distribution. If you do receive financial aid, it will include cost adjustments for both the study tour and the exchange program(s) in which you participate. Some grant money is available and is first-come first-served, so you should apply for loans as early as possible!

It is likely that the MAIB program will also have a small amount of scholarship money available. In that event, money would be awarded to students to apply toward the costs of foreign study. Scholarship candidates are identified through the admission process and do not need to submit a scholarship application. An interview may be required. The mean GPA for scholarship recipients in 2009 was 3.8, mean GMAT 610, and mean GRE 1202.

We do not use Master's students to teach or do research. Thus, we do not have any available assistantships or fellowships for tuition waiver + hourly payment.

Careers and Alumnus History:

Although our MAIB alumni have followed a variety of career paths (Education, Law, Medicine, Government), most do enter "typical" business jobs within Consulting, Accounting, Finance, Sales and Marketing, Trade, and Information Technology. While in-program, students are required to participate in a variety of professional development activities to enhance their presentation and interviewing skills and afford them with better job hunting and offer negotiation skills. Since the majority of our students do not have post-Bachelor's degree professional work experience, it is unusual (but not impossible since we have graduates who have done it) for graduates to get a truly international job right after the program. Students must first prove themselves as mature, motivated individuals within their companies or organizations. Then, after a period of time with the company, it is possible to start traveling or even to be re-located abroad if that is the desire of the employee.

Past and current MAIB employers include: FedEx, Motorola, Ford, ING, Daimler-Chrysler, Ernst & Young, Hewitt & Associates, Deloitte & Touche, Raymond James, Siemens, Bayer, the U.S. Department of State, CSX Transportation, Lockheed Martin, Cordis and Ortho of Johnson & Johnson, Accenture, SunTrust, Wachovia, Franklin Templeton, American Express, Xerox, Alltel, Home Depot, Citigroup, Disney Cruise Lines, NBC Universal, Hawaiian Tropic, IBM Consulting, Toys'R Us, UBS, Sea World (Anhauser-Busch), Lanier Worldwide, Macy's East, General Electric, Bank of America, Pfizer Pharmaceuticals, ExacTech, Regeneration Technologies, the Seminole Hard Rock Hotel & Casino, various national and local government, non-profit organizations, and small businesses. Several students are also entrepreneurs.

Application Packet Checklist

(For Student Use)

Send in items as they become available

- Online application & essay
- \$30 application fee sent to Graduate Admissions/paid online
- Official academic transcripts (only for non-UF students)
- 1st written recommendation
- 2nd written recommendation
- A current resume/curriculum vitae
- Official GMAT or GRE score

Begin Application Cycle: August 1, 2009
Application Deadline 1: January 29, 2010
Application deadline 2: February 26, 2010
Final Application Deadline: April 2, 2010

MAIB Program

Information Contact: Mindy Kraft, Director Stuzin Hall Room 249 D Mindy.kraft@cba.ufl.edu PH: 352-273-0343	MAIB/ University of Florida PO Box 117164 Gainesville FL 32611 maib@cba.ufl.edu Fax: 352-392-7347	Application Contact: Ana Portocarrero, Coordinator Stuzin Hall Room 249B Ana.portocarrero@cba.ufl.edu PH: 352-273-0341
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UF Office of Admissions PO Box 2946 201 Criser Hall Gainesville FL 32602-2946 Phone: (352) 392-1365 http://www.admissions.ufl.edu/grad/	UF International Center PO Box 113225 170 HUB Gainesville FL 32611-3225 Phone: (352) 273-1539 http://www.ufic.ufl.edu
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MAIB Frequently Asked Questions

1. Can I start the program in Fall or Spring?

No. The MAIB program has only one start date per year and that is at the end of June, coinciding with the UF Summer B term. Only UF students doing the combined Bachelor's/Master's option or students doing another Master's degree concurrently with MAIB (must already be accepted to the other program) can start courses at another time. Concurrent and Combined MAIB students must meet with an MAIB advisor to determine a schedule and timeline, as it is highly individual for each student.

2. What kinds of job offers do MAIB graduates usually receive?

Our students have diverse educational, activity and work/ internship backgrounds. So, the jobs pursued and secured by our students can vary tremendously. Though some recent graduates and several alumni are working abroad, MAIB graduates generally will not get an overseas assignment right out of school because of the lack of work experience and proven professional success. It is possible, however, for you to secure a job that utilizes your international background and knowledge, and requires some international travel, if that is what you actively pursue. Well-known consulting firms such as Accenture and Ernst & Young as well as large multinationals such as Citigroup, FedEx, Motorola, and ING have hired MAIBs in the years since the program began. Some students also choose small or start-up companies, government jobs, or pursue more education such as law school or PhD programs. The intense curriculum, study tour, and international study opportunities are all designed to encourage a managerial, creative solutions thought process relating to all business operations of multinational corporations as well as domestic companies and organizations. The knowledge and experiences gained from MAIB can help you excel in a multitude of career paths. The MA degree is not a "magic ticket" to a big title and large starting salary directly upon graduation, but instead it is a tool that can be used, combined with your other assets and experience, to significantly enhance your long-term career & salary potential.

3. How much does the average MAIB graduate make in the first year?

Starting salaries follow the current economic trends, and also vary greatly depending on the industry. The average salary package for the Class of 2008 was \$51,000. Starting packages (salary + bonus) will vary between industries, current state of the economy and individual student background. A typical MAIB student without professional work experience should expect to start in the range of \$38,000- 62,000. We have seen that the majority of our students get a significant raise or promotion within the first two years at a company/ organization. Or, once they have acquired a few years of professional experience, students move on to another job at a much higher salary. In 2008, corporate financial training programs and sales related positions within the biomedical and pharmaceutical industries were offering the highest starting packages. U.S. government jobs are becoming more available and are climbing in starting salary as well since a large part of that work force will retire in the next 10 years.

4. Can I receive admission to the MAIB program if I have more than 2 years of work experience?

We do not discriminate in the admission process against students who have significant professional experience, and at least 10% of our class each year falls into this category. The MAIB program is a rigorous graduate program with coursework focusing on the practical aspects of global business and how it will apply in real world settings. We share courses with all other Warrington Master's programs and the professors who teach in the program are very experienced with a variety of audiences from undergraduate to PhD level. MAIB graduates who do have professional experience can expect more substantial job offers upon graduation due to prior experience and professional growth.

5. My GMAT/GRE is low, but I have a strong GPA and other experiences (or the reverse situation with a low GPA and high test score). Do I still have a chance for admission?

We ask for a variety of application materials for a reason. We review every applicant file individually and all of the contents of that file are scrutinized. Most important to us in admissions are: undergraduate academic performance, international experience, prior internship or professional work experience, extracurricular activities (show social consciousness, ability to cooperate, and leadership abilities), and outstanding recommendations. We also interview random applicants and assess interpersonal and communication skills. Because the admission process for MAIB is competitive, students with very low test scores should attempt a re-take.

6. *Do I need to speak a second language for this program?*

Though it is looked on favorably in the admission process, a second language is not required. Second or third language fluency can help you, but a lack of it won't hinder your chances for MAIB admission. Only 49% of the Class of 2010 possesses an intermediate level of fluency or higher in a second language. All of our exchange partners, except for the ones in Brazil, Chile and Peru, offer many courses in English and non- second language speakers will have no trouble finding a valuable foreign study program option.

7. *Am I required to study abroad when I am in the MAIB program?*

In addition to the mandatory one week Study Tour in October, students without prior international experience are **strongly encouraged** to study abroad, as it enhances your academic experience and adds value to your international business degree. There are very short program options (2 weeks) for students who have financial or family constraints. Or, a long option of up to 6 months can be selected. A study abroad experience is truly a once in a lifetime experience and students should take advantage of it before they devote a lifetime to employment!

8. *What are the foreign study options?*

We now have more than 30 exchange options around the world. They are listed on the MAIB website and you can link to a detailed profile of each school from the "Study Abroad" page. MAIB students are able to choose a variety of courses when they do an exchange. This enables them to tailor the program toward their career interests.

9. *What if I am not accepted after the first deadline? Do I need to re-apply?*

Students who are neither accepted nor denied after the first or second application deadline will automatically be considered again for admissions under the final deadline. Those applicants will receive notification that they have been put "on hold". If these applicants wish to submit more recommendations or a new test score, they may do so. Applicants who have a good chance of being admitted could be put on hold for a number of reasons. Further, applying by the earliest deadline does not increase your chances of gaining acceptance. It just allows the accepted students to start planning sooner for the next year.

10. *Are there any scholarships or assistantships available? Do I have to apply for them?*

The MAIB office offers no assistantships for teaching or research. We generally do have money available for small MAIB scholarships, and qualified candidates are selected through the admissions process. The typical scholarship award is between \$1500 and \$3000, and only U.S. Citizens/Residents are eligible. The mean GPA for scholarship recipients was 3.84 (upper div) and 3.8 (cumulative); the mean GMAT was 610, and the mean GRE was 1202 (based on 2009). Recommendations & the resume are equally as important in our scholarship decision making process.

11. *Can I do an internship?*

Although we always encourage students to gain practical experience from internships, we do not award credit for internships. The one exception being if you study in Australia at the University of New South Wales while in the MAIB program, you can earn 2 credits for an internship arranged for you and monitored by the University. The internship credit appears on your UNSW transcript with a grade, thus we are able to transfer it in to the UF record. If you do secure an independent internship and the company/organization wants you to be registered for internship credit through UF, we can do that for you. However, the credit will not count toward the MAIB program.

12. *How does this program compare to other international business programs?*

The MAIB program is unique in the United States. If you research various Master's programs that offer a track or specialization in International or Global Business, you won't find one exactly like MAIB. Aside from the high-quality classroom education you will get from world-renowned University of Florida professors, MAIB also offers students the opportunity to experience international business through practical opportunities such as the Study Tour and the exchange programs. This all occurs in one year! Furthermore, the MAIB students are a very unified and close group. The program requires much group and teamwork and it also offers many opportunities for students to get to know each other as well as forming friendships with the incoming graduate level exchange students. Our own students typically comment positively on two aspects of the program more than any other:

Diversity and personality of the students, and the ability to create their own unique experiences within MAIB based on their personal needs and interests. We have heard frequently from former students that this was one of the best years of their life. MAIB is a challenge; you will work hard and must manage your time effectively, but you will also have a lot of fun and you will expand your mind in ways you never thought possible.

13. How does MAIB compare to an MBA program?

Good MBA programs that are consistently highly ranked in the most recognized ranking mechanisms require professional work experience. If you have recently graduated or plan on doing a graduate business degree immediately after getting your Bachelor's degree, you should think about the following when comparing MAIB to MBA:

- If you get your MBA right after the Bachelor's degree, you use up an opportunity that you can never use again. What will you do if you then want to change industries or acquire another specialization later on in your life? You will not be able to get another MBA in order to do so. Getting a MA does not eliminate the future MBA opportunity.
- How long is the MBA program? If it is 1 ½ or two years, is the extra cost worth it as compared to the one-year MAIB? Is there a difference in the return on investment?
- Does the MBA program offer flexibility in coursework and diverse international experiences at highly respected global business schools? Is the curriculum comprehensively international or global in focus?
- What is the research, organizational, and international activity of the majority of professors teaching in that MBA program? Are they recognized in their fields?
- What will my peer group be like? Things to consider: age of students, undergraduate backgrounds, diversity, motivation, ability to unite and work in teams effectively.
- Is this business school and university globally recognized and respected by higher education and the corporate world alike?

Several students doing the MAIB program each year think they may want to do an MBA later in life, especially if an employer pays for it. They choose to do MAIB because of the recognition and respect UF and the Warrington College have around the world and also because travel and international study are difficult later when you are more settled and have obligations you may not have currently. Also, in completing a Master's degree before they start their careers, they already have a tool that will help them advance and move into the higher ranks of a company or organization. One never knows if going back to school later in life will be a viable option.