



WASHINGTON SYCIP
GRADUATE SCHOOL
OF BUSINESS

isep INTERNATIONAL
STUDENT EXCHANGE PROGRAM
INBOUND FACTSHEET



SCHOOL ADDRESS	Asian Institute of Management 123 Paseo de Roxas Street, Makati City 1260 Philippines
WEB ADDRESS	www.aim.edu 
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QUALIFICATIONS FOR EXCHANGE (INBOUND)	<ul style="list-style-type: none">- Students must be in their <u>senior year</u> of the school's MBA program.- Students must have <u>two years of relevant work experience</u>.- Students must be <u>proficient in English</u>. Students who are not native speakers of English must have an English language proficiency score between 80-120 (TOEFL).
VISA IMMIGRATION	<p>International students who are accepted for study in AIM are required to secure a 47(a)(2) Special Non-Immigrant single entry visa. It is a visa similarly granted to expatriate businessmen, among others.</p> <p>Do not attempt to come in under a tourist visa.</p> <p>Declare if you have dual citizenship.</p> <p>The initial 47(a)(2) visa is a single-entry visa and is valid for travel within three months upon issuance. The process is fixed by law. Requirements vary from country to country. Please check with the Philippine Embassy/Consulate nearest you for the requirements of the single-entry visa.</p> <p>Upon arrival, AIM's Office of the Registrar will handle the filing of the validity extension. The visa extension will do 2 things.</p> <ul style="list-style-type: none">- It will extend the validity of the visa to cover the entire duration of the program.- It will allow the student multiple-entry privileges. <p>To allow AIM to facilitate your visa clearances and extensions, the Office of the Registrar requires you to submit the following:</p> <ul style="list-style-type: none">- Passport (valid for at least 18 months from the time classes start)- Application form to be provided by the Office of Registrar- Visa extension fee (approximately \$135) <p>The submission of the requirements for the visa extension should be done within the first two weeks of arrival in AIM. The extension process may take up to eight weeks. Students are advised that they cannot travel outside the Philippines while their visa extensions are being processed.</p>



APPROXIMATE COST OF PROGRAM: The approximate cost of the exchange program (travel not included) is as follows:

EXPENSES	TOTAL
Academic & Learning Material Fees (required) <ul style="list-style-type: none"> - School Facilities - Library and IT services - Learning Materials - Student accounts 	\$280
Living Allowance	
Housing (US\$ 660/month x 3 months)	\$1,980
Meals – high estimate (US\$ 550/month x 3 months)	\$1,650
Personal and incidental allowances (US\$ 150/month X 3 months)	\$450
Visa Extension Fee (Please coordinate with the Office of the Registrar for complete details)	\$135
TOTAL APPROXIMATE EXCHANGE COST	US\$ 4,495

NOMINATION PROCESS	<p>Student Exchange Coordinator from partner school must send their nomination to Katrina Afable at kafable@aim.edu. The email must include the student's name, email address and a copy of the student's resume.</p> <p>Deadline: March 31, 2021 (subject to change)</p>
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> - Completed two-page AIM application form with student's signature - Completed AIM ID sheet - 2X2 picture in .jpg format (white background, full-face and facing front) - Clear copy of the student's passport information page - A recent copy of the student's school transcript, in English - Verification of English proficiency <p>Deadline: April 12, 2021 (subject to change)</p>
ACADEMIC CALENDAR	July 5 – September 18, 2021



LANGUAGE OF INSTRUCTION	English
AREAS OF SPECIALIZATION	Marketing, Finance, FinTech, Sustainable Finance and Business Analytics
COURSE LOAD	The maximum elective workload for exchange students is 10 AIM units. 1 unit = approximately 15 classroom hours 2 units = approximately 30 classroom hours
LEARNING METHODOLOGY	<p>Class Format: AIM uses the case method, which means students are expected to participate actively in live, extemporaneous discussion. For most courses, class participation accounts for more than 50% of the total grade. Students may also be asked to perform field research by hands-on field projects. Students may be sent to corporate internships. Management games and simulations are also used. The AIM culture emphasizes analysis of facts, exploration of alternative courses of action, and simulates real life managerial decision-making experiences.</p> <p>Attendance: <u>Attendance is mandatory.</u> The Institute requires regular daily attendance and active participation in class discussions. Failure to attend at least 80% of the sessions in any course (whether the absences are excused or unexcused) automatically results in a failing grade for the course.</p>
EXAMS	Exams are given on a case-to-case basis. In lieu of exams, students are required to submit group projects, individual reflection papers and reports.
TRANSCRIPT OF GRADES	A copy of the official transcript will be forwarded to the partner university's exchange office by end of February.



GRADES	<p>Grades are based on class participation (at least 50% in most subjects), quizzes, examinations, group reports, presentations, and attendance.</p> <p>A professor may give an "Incomplete" grade to students who have not met all the requirements of a course, excluding attendance.</p> <p>Grades can no longer be changed after the Office of the Registrar releases a copy of the Official Transcript of Records of a student.</p>
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Grade	Percentage Equivalent (in Transcript Table)	Remarks
5.00	96 – 100	Very good to excellent performance.
4.75	94 – 95	
4.50	92 – 93	
4.25	90 – 91	Above average performance.
4.00	88 – 89	
3.75	86 – 87	
3.50	84 – 85	Satisfactory / average performance.
3.25	82 – 83	
3.00	80 – 81	
2.75	78 – 79	Failed. No academic credits earned.
2.50	76 – 77	
2.25	74 – 75	
2.00	72 – 73	
1.00	70	
INC		Incomplete
AW		Authorized Withdrawal
P / F		Pass / Fail