

## ADMISSION PROCESS FOR IESA'S MASTERS

This brochure contains important information about all the stages of IESA's admissions process. We recommend that you read it carefully and do the necessary preparation to complete each part of the process.

### Admission process requirements

1. **Licentiate degree, B.A. or equivalent degree.**
2. **Online application** >>
  - a. Register as an aspiring candidate.
  - b. Fill out the data form.
    - i. Personal data
    - ii. Academic data
    - iii. Work-related and extracurricular data
    - iv. Data furnished by the evaluators (confidential evaluations)
  - c. Register for the admissions test.
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  - a. How long does it last?
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4. **Folder with the required documents**
  - a. Preliminary review on the day of the admissions test

b. Final submittal, up to two (2) weeks after taking the admissions test. If a test is taken under special circumstances, the folder must be handed in two days after the test.

5. [Confidential evaluations](#) >>

## ADMISSION PROCESS REQUIREMENTS

### 1. Licentiate degree, B.A. or equivalent degree

Aspiring candidates to any of IESA's Master's must hold academic university degrees from Venezuela or equivalent in other education systems from abroad. To complete the admission process, the candidate must present their original degree in paper and hand in a copy of the degree for their individual file.

In the case of part-time, weekend and full-time Master's in Corporate Administration (MAE) programs, the aspiring candidates must have a minimum of three (3) years of relevant professional experience (postgraduate). In the case of the Master's in Corporate Administration for Executives (MAEE), we require that the aspiring candidates have a minimum of ten (10) years of relevant work experience (postgraduate) and six (6) years of proven managerial experience.

### 2. Online application

All persons interested in participating in the admissions process for a Master's at IESA must fill in an online application at our web site <http://www.iesa.edu.ve/admision>.

At that web address, the interested party can:

- a. Register as an aspiring candidate.
- b. Fill out the data form.
  - i. Personal data
  - ii. Academic data
  - iii. Work-related and extracurricular data
  - iv. Data furnished by the evaluators (confidential evaluations)
- c. Register for the admission test.
  - i. Pay the admissions process fee

d. Upload documents:

- i. Photo
- ii. Essays
- iii. Curriculum vitae

e. Consult the status of your application.

**2 a. Register as an aspiring candidate:**

The first time you enter the “online application” section in our web page, you will be asked to register as a user, uploading your personal data and creating a user name and password, which will enable you to enter our online application system in order to completely fill out the necessary data for your admission process. If you encounter any problem with the online application, you can contact our e-mail systems coordination department at [admisiones@iesa.edu.ve](mailto:admisiones@iesa.edu.ve) stating Re: Error in application, giving a brief description of the problem in the body of the e-mail and a screen shot, showing the error the system sent.

**2 b. Fill out the data form.**

The form must be viewed as a tool, which shall furnish all the necessary information for your evaluation by IESA’s Admissions Committee.

The admission form contains the following information of the aspiring candidate:

- i. Personal data
- ii. Academic data
- iii. Work-related and extracurricular data
- iv. Data furnished by the evaluators (confidential evaluations)

Since IESA’s mission emphasizes the training of leaders in management, the committee assigns great value to the engagement in extra-curricular activities, putting into manifest their initiative and teamwork-leading skills (for example the

organization of student congresses, participation in student centers and other student political organizations, leadership in sports and cultural organizations, volunteer work and affiliation to NGOs, creativity in the resolution of exceptional situations). In this regard, the recommendation is for you to be as explicit as possible and provide as much information of this kind as possible in the form as well as in your curriculum vitae.

**2 c. Register for the admission test**

The candidate must register for the admissions test on any of the dates published in the schedule of activities of the program they are opting for, through our web page, in the section entitled **Online application**. In order to be formally registered for the test, they must have paid the admission process fee; if they have not, they will not be allowed to take the test.

If the test is taken under different (so-called "special") circumstances, the folder with the required documents must be handed in two days after the test has been taken.

**i. Pay the admissions process fee**

The right-to-admission fee in Venezuela is:

Test dates	Right-to-admission fee	Reception of folder with the required documents
Saturday, February 22, 2014. 8:00 a.m.	Bs. 1.500 (the full amount)	Friday, February 28, 2014. until 4:30 p.m.

The right-to-admission fee is another name for the test fee (they are both one and the same), and can be paid directly at our offices with a credit card, debit card, or a

bank deposit or electronic transfer in the name of IESA, to any of the accounts in the banks detailed next:

Banco Mercantil: 0105-0012-58-1012-053954

Banco Provincial: 0108-0027-70-0100310810

Banco de Venezuela: 0102-0104-72-0009270200

Rif: J-000675473

The collections department staff works Mondays to Fridays from 9:30 a.m. to 1:00 p.m. and from 2:30 to 4:30 p.m., and is located on the 6<sup>th</sup> floor of North Tower, IESA, San Bernardino urbanization, Caracas.

Once the payment is made, the transaction voucher must be scanned and sent by e-mail to [admisiones@iesa.edu.ve](mailto:admisiones@iesa.edu.ve) or fax No. (country code 58) 212 555 4470.

Make sure that the full name and surname of the person who is registering appears on the deposit slip as well as their (legible) identity card or passport number.

Once the right-of-admission fee is paid, you are eligible for taking the admissions test and consign the folder with the required documents. No payment reimbursements are permitted under any circumstances.

In order to be informed on future test dates, you must complete your online application. You will then receive all our notifications directly in your e-mail account.

The test may also be scheduled to be taken at IESA's offices in Valencia and Maracaibo, but prior notice must be sent requesting this. We also accept international GRE and GMAT tests results which have been taken no later than two years ago.

Alumni are exonerated from the right-to-admission fee. If you wish to receive further general or specific information on equivalent degrees or courses, please contact the Student Services Coordination department directly at [postgrados@iesa.edu.ve](mailto:postgrados@iesa.edu.ve) or call + 58 212 555 4439 / 4444 / 4279.

### **2 d. Upload documents:**

In order to complete your application, the following documents must be uploaded simultaneously :

- i. Photo (small size, .jpg format)
- ii. 3 Essays (.doc format)
- iii. Curriculum vitae (.doc format)

#### **i. Photo (.jpg format)**

The photo must be in a small email size as per Picture Manager. Next, we offer recommendations for uploading the photos onto the online admissions system.

Image format .jpg or .png. The file size must be no larger than 15.5 KB – 15,876 bytes. Edit the image with the app, change the size to small e-mail size and save it with the identity card number. Change the size to small e-mail size and click on Accept:

Cambiar tamaño

1 archivo o archivos seleccionados

**Configuración de redimensionado**

Ajustar el tamaño de la imagen al:

Tamaño original

Ancho x alto predefinido:

Correo electrónico - Pequeño (160 x 160 px)

Ancho x alto personalizado:

x píxeles

Porcentaje del ancho x alto original:

%

**Resumen de configuración de tamaño**

Tamaño original: 160 x 128 píxeles  
Nuevo tamaño: 160 x 128 píxeles

Aceptar



Additionally, you must bring us two (2) carnet size photos with your name and surname written on the back.

If you encounter any problems with the online application, please send us an e-mail to [admisiones@iesa.edu.ve](mailto:admisiones@iesa.edu.ve) stating Re: Error in application, giving a brief description of the problem in the body of the e-mail and a screen shot, showing the error the system sent.

## **ii. Essays (.doc format)**

Essays must be sent in a Microsoft Word document, to be uploaded onto the online application (simultaneously with the other documents) in order for the system to enable you to continue forward.

The essays shall contain three questions, the answers to which you must expand on.

1. What are your professional aspirations and how can a IESA postgraduate degree help you in attaining them? (maximum 400 words)

2. Describe an experience in which you participated in a work group. What was your role in the group? What did you learn from that experience? (maximum 400 words)

3. Write a two-part essay (maximum 200 words each) on the smoking ban in public spaces from the following viewpoints:

- a. The smoker's viewpoint
- b. The non-smoker's viewpoint

These questions are designed to give you a chance to showcase who you are to the Admission's Committee, in a more open and informal manner. This committee

shall carefully consider all your responses when evaluating your acceptance to the program. The three documents must be uploaded in the **Online application** section by following the corresponding instructions.

### iii. Curriculum vitae (.doc format)

Likewise, the Curriculum Vitae must be uploaded in a Microsoft Word document, and must also be later uploaded onto the online application (simultaneously with the other documents) in order for the system to enable you to continue forward. We recommend that you include as much information as may be useful for the Admission's Committee to know about you.

### 2 e. Consult the status of your admission application

After completing the admission process, the candidate may consult its final status in our web page <http://servicios.iesa.edu.ve/aplicando/> in the **Online application** section, by inserting their identity number and password.

Once “the form is sent”, your account will be blocked and your information cannot be modified. If you wish to make any changes, please contact us and **avoid having to register once again.** If you encounter any problem with the online application, please send us an e-mail to [admisiones@iesa.edu.ve](mailto:admisiones@iesa.edu.ve)

### 3. Admission test

- a. How long does it last?
- b. How to respond to the questions in the test
- c. How to fill out the personal data in the response sheet
- d. Essays

IESA uses an admissions test administered by LASPAU, which permits the comparison of quantitative results of the admission process to other universities in

Latin America which use the same test. The PAEP (in Spanish, Prueba de Admisión a Estudios de Postgrado and in English, Postgraduate Studies Admission Test), is a standardized test in Spanish which evaluates the academic aptitude, cognitive skills and academic performance of the persons interested in studying a postgraduate program. The PAEP, which includes multiple choice questions and a brief written composition, was designed by the Tecnológico de Monterrey with initial consultancy from the College Board of Puerto Rico. The tests are sent to LASPAU for correction thereof.

The test is designed to evaluate the following cognitive areas and skills:

- Verbal skills (antonyms, termination of sentences, analogies and text comprehension through traditional analysis and critical analysis).
- Mathematics and science (arithmetic, geometry, algebra, calculus, probabilities, physics, chemistry and biology).
- Cognitive abilities (sequences and relations, transformations and logical considerations).
- Writing skills (sentence and paragraph structuring, handling of lexicon, syntactic maturity and composition).
- English as a working tool (structure, functional vocabulary level and comprehension of texts).

The highest score for each area of the test is as follows:

<b>VERBAL SKILLS</b>	<b>MATHEMATICS AND SCIENCE</b>	<b>COGNITIVE SKILLS</b>	<b>WRITING SKILLS</b>	<b>ENGLISH</b>
80	75	80	80	68

The maximum total score for this test is 800 points and the minimum acceptable score varies depending on the master's and the cohort. Candidates aspiring to IESA's postgraduate programs may take the PAEP test more than once if they so desire, with a time frame between tests of no less than six months. In this case, the result with the highest score shall be filed in the aspiring candidate's file. The LASPAU test is valid for two (02) calendar years.

A model test can be found in the following link, for the interested parties to become familiar with the test: <http://www.laspau.harvard.edu/es/paep>

There you will find detailed information on how to prepare for the test, specific suggestions on how to answer it, a description of the test and the interpretation of the scale scores. Additionally, a printed study guide can be purchased (BsF. 380.00) at our offices in San Bernardino, Caracas.

During the online registration process, the candidates may select the date they wish to take the admissions test from the dates set by IESA. The test lasts approximately 3 hours and 10 minutes. The use of calculators and other material IS NOT permitted. **You must bring your own pencils, pencil sharpeners and eraser.**

**a. How long does it last?**

The tests last approximately 3 hours and 10 minutes. This information is printed on the reverse or last page of every test.

The test comprises 8 parts, divided into 4 parts of 20 minutes each and 4 parts of 25 minutes each. At the end of the first 4 parts there shall be a 10-minute recess. You must write down your start and finish time for each part on the test.

Part I 20 minutes

Part II 20 minutes

Part III	20 minutes
Part IV	20 minutes
Recess	10 minutes
Part V	25 minutes
Part VI	25 minutes
Part VII	25 minutes
Part VIII	25 minutes

### **b. How to respond to the questions in the test**

The test is answered on the response sheet. This sheet must be filled out using a pencil. Pens, mechanical pens and lead-holders to fill out this sheet are not allowed. It is important to point out that, as the test progresses:

- **Going back** to previous parts of the test which have already been finished **is not allowed**.
- **Going forward** to further parts of the test -even if you have finished the previous parts- **is not allowed**.
- During the recess you must leave the response sheet inside the closed booklet.

This is a test that does not have a correction factor, so no poor answer annuls any correct response.

### **c. How to fill in the personal data in the response sheet**

In the response sheet, fill each little square with a letter and/or number as the case may be. This sheet shall be processed with an optical reader, so for this reason the circles corresponding to each data must be completely filled out, without straying outside the margins.

- First surname
- I: Initial of the second surname
- Name
- Program password: the initials of every program you are applying for must be written down, ending with the year
- C: This field must be left blank
- Date of birth: please write down the numbers corresponding to the month and year of your date of birth. If the month is one single digit, please write zero (0) in the first square.
- Tuition fee: corresponds to the number of your identity card. Since our identification has more numbers than indicated in this space, the remaining numbers must be written down in the last square marked as **Clave de campus** (in English, **Campus password**). The identity card number must be written down from left to right.
- Test number: Is the number on the front of the booklet, stamped in red. This number must be the same as the one on the response sheet.
- Test password: Please leave blank
- Date when test was taken: Please write down the date when you applied for the test (DD/MM/YY)
- Gender
- Signature: It is important that the signature does not touch any circle on the upper part.

#### d. Essay o Parte VIII

To write your essay, the pages set aside for this purpose must be carefully ripped out of the booklet. Once these pages have been removed from the booklet, the response sheet must be inserted inside the booklet, which will be taken away from you when you are expounding on, or developing, the essay topic. In the inner margin of the essay pages you must write down the corresponding sheet/booklet

number and the statement title. Once you have completed your dissertation and finished writing it, you can hand it in.

Candidates located abroad can take any of the following tests: **Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT)** and can **send the official test results** to the Admissions department.

#### 4. Folder with the required documents

The folder with the required documents can be handed in for preliminary review on the day of the test. Final submittal thereof can be done within one week from having taken the admissions test. If the test is taken under different (so-called "special") circumstances, **you must consign the required documents two days after the test has been taken.**

It is important to highlight that the **Admissions Committee does not evaluate incomplete folders** so **a complete folder with all the required documentation must be handed in** so as to avoid being removed from the process.

The aforementioned documents must be inserted in a (dark brown) fiber legal pad-size folder, identified in the tab and cover with the candidate's surname, name and identity card or passport number on a paper sticker. The documents must be fastened inside the folder with a two-hole metal clasp hook in the center left margin, in the following order:

1. Application form.
2. Two (2) recent carnet size photos
3. Three (3) Essays.

4. A simple copy of the academic degree (the original must also be presented).

The aspiring candidates who have not yet graduated but have passed their pre-grad studies satisfactorily can complete the admission process submitting a letter of proof or letter of culmination of studies issued by the corresponding university. In this manner, the time constraint for submitting this requirement can be deferred until graduation.

5. Copy of the official document with university grades or certified grades (the original must also be presented). If this is not available, while in the process of obtaining the official document, please bring the ones issued by the corresponding school or faculty.

6. Copy of the letter with your average grades, your position within your class and the number of students who graduated with the aspiring candidate (the original must also be presented). If your institution does not generate these indicators, a letter with the corresponding explanation must be included.

7. Curriculum vitae

8. Photocopy of your identity card.

9. Photocopy of your passport.

***Note: documents not filed in the corresponding legal pad-size folder shall not be accepted. All these documents must also be submitted in digital format in a cd duly identified with your name and surname, identity card number and program.***

## 5. Confidential evaluations



The three evaluations must be conducted by **professors and persons who have supervised you** during your professional performance. Two professional and one academic evaluations or one professional and two academic evaluations are required. If you present three evaluations of the same type, you must include an explanatory letter in your folder.

All the evaluations must be brought in a special format, as published on this [web site>>](#)

**No other evaluation format shall be accepted, and neither those drafted by family members, friends, work companions, spouses or life partners, colleagues, subordinates or students.**

The aspiring candidate must make the abovementioned format available to each one of their evaluators, who must fill them out and send as per **one** (1) of the following modalities:

- Directly from the evaluator's e-mail address to our e-mail [admisiones@iesa.edu.ve](mailto:admisiones@iesa.edu.ve).
- Through a messenger or courier service in a sealed envelope addressed to: Marketing and Admissions Department, IESA.
- Hand it over to the candidate so that they include it in the folder with the required documents, keeping them in their sealed envelopes.

### **Decision made by the Admission's Committee**

Under no circumstances shall explanations be given as to the decisions. The decisions made by the Admission's Committee cannot be appealed. **The Institute shall not return the documents submitted by the candidate.**

The decisions shall be published in IESA's web page or sent directly to the Admissions e-mail. **The acceptance of a candidate is valid for 2 years from the date of acceptance.** During that period, the accepted aspiring candidate may register in the program requested by presenting the acceptance letter. Once this period has passed, if the student has not stated his interest in writing of registering in the program, the folder shall be disincorporated.

**The committee's decisions shall be expressed in the following manners:**

- **Accepted**
- **Not accepted**
- **Waiting list.** This implies that if one of the accepted candidates does not register, his place shall be vacant and shall pass to whoever is at the top of the waiting list. This person shall be contacted by the Admissions Coordination department to inform him that he has the unique opportunity of registering on specific days, and if he does not he shall lose the allocated spot.
- **Incomplete.** The candidate's postulation shall be deemed incomplete in the following cases:
  - 1) When he registers online and fails to take the admissions test.
  - 2) If he takes the admissions test and does not consign the folder with the required documents.
  - 3) If he takes the admissions test and submits the folder but the documents are incomplete.

**Leveling or propaedeutic courses**

Candidates accepted to IESA's Master's in Finance are contingent to passing a leveling or propaedeutic course in:

- Mathematics

The purpose of propaedeutic course in **Mathematics** is to furnish university professionals from various areas with basic knowledge in quantitative studies which shall be required in order to be accepted in IESA's postgraduate courses. The nature of the course is instrumental and therefore mathematical theory and rigor have been reduced to a reasonable minimum level to grant more importance to the comprehension of concepts and their use in Administration, Economics and Financial areas.

The student has the option of registering to take the mathematics and /or accounting sufficiency test. If he passes the test, he does not need to take the propaedeutic course. **No payment reimbursements are permitted under any circumstances.**

If the student does not pass one or any of the propaedeutic courses he is taking, he may repeat them once, the next time they are offered for the postgraduate program he was accepted in.

### **Keep in contact**

If you wish to receive more information on our Master's, we invite you to participate in any of our information sessions. In order to be informed on future dates, you must complete your online application. In this manner, you will receive notifications directly into your e-mail box.

Additionally, we invite you to schedule an appointment with us (at the Marketing and Admissions Coordination Department), where we will be glad to offer you personalized help. For this, you only have to send us the following information:

- Your name and surname
- Your identity card number

- Your cell phone or mobile phone number
- The company you are currently working at
- Your email address
- The Master's you are interested in
- The date and time you are available

**Marketing and Admissions Coordination Department**

Telephone numbers: + 58 555 4354 / 555 4371/ 555 4359

Fax: 555 4470

E-mail: [admisiones@iesa.edu.ve](mailto:admisiones@iesa.edu.ve)

<http://www.iesa.edu.ve/postgrados>

**Please keep in mind that our office hours are from Mondays to Fridays from 8:00 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:00 p.m.**