



JESUIT MBA TRANSFER FORM

Jesuit MBA programs across the country recognize that today's MBA students face the possibility of having to move during the course of their studies. In response to this, these programs developed the "Jesuit MBA Transfer Agreement" to facilitate students' ability to complete their MBA degree requirements at other Jesuit and Jesuit-friendly-institutions nationwide. For a complete list of participating institutions, go to www.jesuitmba.org. Students must receive more than 50% of their credits at the degree-granting institution.

Visiting:

A student who has completed 50% or more of his or her curriculum requirements at his or her current university will be eligible to receive his or her degree from the institution to which he or she was originally admitted (his or her "home" institution). In such a case, the student may take course work at the receiving institution as a visiting student according to a plan established by the student's home institution. The student will work with his or her home institution to complete and submit a "Jesuit MBA Exchange Form" and a letter of good standing to the school at which he or she would like to study as a visiting student. If accepted, the student will complete his or her coursework at the receiving institution but will receive his or her degree from the home institution.

Transferring:

A student who has completed less than 50% of his or her required coursework at the institution to which he or she was originally admitted has the opportunity to apply to another institution in the Jesuit MBA Transfer Network. In order to transfer to another school in the Jesuit MBA Network, the student must complete a full application for admission as directed by the receiving institution. The receiving institution will have final authority as to whether credit earned at the sending institution will count towards the degree earned at the receiving institution. Typically, courses for which a student earned a 'B' or better and are equivalent to courses offered at the receiving institution will transfer. The degree granting institution maintains the right to determine which courses are comparable to those in its curriculum.

All participating institutions have the right to deny individual applicants—either for visiting student status or for transferring student status. Furthermore, it is expected that each institution will employ the right to enforce its own university standards, regulations, and priorities that govern the management of its MBA program.

Please note that students who wish to participate in the Jesuit MBA Transfer Agreement must be applying (either as a visiting or transferring student) to a Jesuit MBA program that is at least 50 miles from their home institution. Additionally, acceptance as a visiting student does not guarantee courses will be available. Visiting student resources vary by school.

Steps for students who would like to participate in the Visiting or Transferring option:

- 1 – Meet with your advisor at your home institution to identify the appropriate student category to which you belong and which courses you should complete at the receiving school.
- 2 – Review curriculum and courses at receiving school to see if your preferred coursework is available.
- 3 – Complete required paperwork and submit to receiving school.
 - Visiting student must complete the Jesuit MBA Exchange form with sending school advisor
 - Transferring student must complete the MBA application for receiving school

EXCHANGE FORM

1. Name of Student:	
2. Student ID:	
3. Date of Birth:	
4. Home Address:	
5. Phone Number:	
6. E-Mail Address:	
7. Home or Sending School:	
8. Receiving School:	
9. Credit Hours Required for MBA Degree:	
<i>Note if semester or quarter credits</i>	
10. Credit Hours Completed by Student:	
<i>Note if semester or quarter credits</i>	
11. % of Credit Hours Completed:	
<i>If more than 50%, specify grade restrictions. If less than 50% see Transferring paperwork requirements if applicable.</i>	
12. Is the student in good standing?*(Y/N):	

**Please attach email or letter of good standing*

13. Please identify which courses at the receiving school the student will need to take to complete the MBA degree requirements of the home school. Specify alternates if possible:

Course Number & Title	Credits	Course Number & Title	Credits

Name of MBA Director

Signature of MBA Director

Date