

ITMEL AND Southern New Hampshire University

TRANSFER INFORMATION BOOKLET

INTRODUCTION

The Institute for Technology and Management (ITMEL) was born of a conscious effort by a group of professors, highly qualified and having held senior positions in industry, who were interested in management education. Under the leadership of P.V. Ramana, ITM, now ITMEL, was created in 1991, which sought to provide management education without involving big business, politicians, or state aid. The answer was to seek collaboration with a reputed business school in the USA. This became possible with an academic association developed with Southern New Hampshire University. The terms of the collaboration between SNHU and ITMEL stated that ITMEL should maintain and follow standards recommended by SNHU in terms of textbooks, faculty qualifications, admission procedures, library, computer facilities, etc. To ensure ITMEL's compliance with these recommendations, SNHU faculty exchange will be encouraged, and SNHU administrators will try to make an annual visit to observe operations.

This information booklet is designed to answer any questions a student considering transferring to SNHU might have, and to make that transition as simple as possible.

It should be clearly understood that the joint certification awarded by ITMEL will note the association with SNHU but will not be an SNHU degree. The SNHU degree is only awarded to those students who complete their studies at SNHU.

A. Program Outline

1. The Graduate School of Business at Southern New Hampshire University is structured somewhat differently from many graduate programs in the United States. It operates on a year-round schedule consisting of four eleven-week terms - September, January, March, and June. For the convenience of students, the program can be started at any one of these four dates. Details of the course requirements can be found on our website at www.snhu.edu. The MBA is 13 courses and has both an International track and a basic MBA track. We also offer a variety of certificates that allow students to specialize in a particular area. These Certificates require additional coursework beyond the MBA requirements and of course, will add additional costs in time and tuition.

2. Eligibility

Students who qualify for advanced standing will be able to apply certain courses taken at ITMEL towards degree requirements for the MBA degree at SNHU. It should be clear

that the following courses are the only ones that will be considered for advanced standing. If all courses are transferred, it should be possible to complete SNHU degree requirements in nine months.

The list of ITMEL courses eligible for transfer with advanced standing into the SNHU Graduate School of Business is given below for the MBA Program:

Direct Transfer:

ACC 500 Managerial Accounting	ECO 500
Managerial Economics	
QSO 510 Quantitative Analysis	IT 500
Information Technology	
MKT 500 Marketing Strategies	

Course Waiver:

OL 500 Human Behavior in Organizations*

* If students admitted into any MBA or specialized MBA programs, OL500 can be used to waive them from taking the course at the SNHU campus. It is not a transfer!

Students who complete other courses will not receive additional exemptions, however they may be considered for a waiver. The difference in a waiver and an exemption is that an exemption carries credit, a waiver does not. It simply means that if you have taken a course similar to one of the remaining requirements for the degree, you may substitute another course rather than repeat the same material. In either case, no courses with a mark of 60% or below, earned at ITMEL will be considered. Not all courses are available in each quarter, so you will have to work with your advisor to schedule classes in the best sequence. If a course is unavailable in Manchester, it may be available in one of our other centers located in nearby cities or through our online program.

ITMEL STUDENT TRANSFER ELIGIBILITY MATRIX			
Student Category	16 th Year Completion	Unconditional Admission	Advanced Standing
Students from the ITMEL 2-Year AICTE approved PGDM Program	4-Year BE, B.Tech, BBA, B.Pharm Students Any Time Other 3-year students From BA, B.Com stream must complete Year I of the ITMEL 2-year program	All students must complete 3 terms in the 1 st year of the 2-year Program	Must complete the 4 th Term in year 2, and score a minimum of 60% in the courses in which advanced standing is sought
Students from the Part Time, weekend or other program in ITMEL EEC Division	4-Year BE, B.Tech, BBA, B.Pharm Students Any Time Other 3-year students From BA, B.Com stream must complete the first 2 terms	All students must complete at least 2 terms, and all required foundations	Must complete the courses permitted for advanced standing at any time, and score a minimum of 60% in the courses in which advanced standing is sought

B. The application process

1. Any international student applying to study in the USA must comply with the following requirements set by the US Immigration Department

- a. Complete an official application form. You can only apply to SNHU from our webpage located at: www.snhu.edu/1489.aspx Submit your academic documents indicating your educational background. You should provide attested copies of your degrees and marksheets. The ITMEL Center Director can attest as to their being true copies of the originals. You also need to send an official copy of your ITMEL marksheet showing marks you received in each course. These marksheets should be scanned and sent to our document drop box at: internationaldocs@snhu.edu
- b. Normally, evidence of English proficiency is required. In the case of ITMEL students, this requirement is waived because proficiency is demonstrated as part of the admission process to ITMEL. Neither does the college require the GMAT. However, the US Consulate may require the TOEFL and GMAT before even considering a visa

application. Therefore, it is STRONGLY recommended that these tests be taken.

- c. You should provide documentation that you possess financial resources sufficient to cover all the expenses of study in the US. This should take the form of a bank letter indicating the amounts of funds available or documentation indicating other liquid assets. The greater amount you can show, the more positive it will look to the visa officer when you apply for your visa.

The evaluation process is quite simple. We review your records to ensure all academic requirements have been met. We can then issue the I-20, which will state one of the following:

- Conditional Admission, in which the courses required to complete the academic foundation requirements are completed, or the 16th year completion requirement will be specified. If you have completed at least 2 terms in ITMEL, this may not apply
- Unconditional admission, in which you have completed all the requirements for both academic foundation and the 16th year requirement by reason of your study at ITMEL
- Admission with advanced Standing, in which the courses in which you have secured 60% at ITMEL, from among the specific courses available for advanced standing mentioned above, will be exempted with credit

Students must submit their results for every term of study at ITMEL. If there is any delay anticipated in acquiring the official transcript, please submit a letter from the Center Director attesting to the classes you have completed pending the official results. Failure to do this may result in delays in processing your application. This is very important because it has direct bearing on the information we put on the I-20. Since the time to complete the degree will vary depending on the number of advanced credits awarded, the dates for completion will be different. As the costs also vary for the same reasons, we have to put different figures under support requirements. When we do not receive the complete term records, we will hold your application until we receive them so we do not have to reissue a new set of acceptance letters and I-20's.

Since it is to your advantage to show the lowest financial requirements, when you go to get your visa, having complete results enables us to put the lower figure on the I-20. For the same reason, we suggest you wait until you arrive and meet with your advisor to choose a Graduate Certificate should you be interested.

C. Financial issues

Fees noted below are for 2012-13 academic year. Increases are likely each July 1st of the year

SNHU charges tuition based on a per 3-credit course fee, which is \$1,881. Therefore the final cost of the program will vary depending on which program and/or certificate is taken, as course requirements may be different. But, for example, the remaining 7 courses for the MBA will have a tuition charge of \$13,167 after granting advanced standing for 6 courses.

As part of the admission process, an evaluation will determine how many courses remain to be taken and the cost. This amount will be used to calculate the figures stated on the I-20. In addition to the tuition, the following fees are mandatory:

Computer fee		\$350
Activity fee	\$300	
Graduation fee		\$150
Medical insurance	\$1476 (12 months)	
Books		
	\$100 - \$150 per course	

Please note that these fees are subject to change on an annual basis. To ensure that you have the latest and correct figures, please go to our website at www.snhu.edu

D. Arrival/Housing Issues

1. Students are expected to arrive in time to begin classes by the date stated on the I-20. Students who may be late may request permission for a late arrival date from the Dean of the Graduate School. In no case will students be allowed to begin classes more than one week after the beginning of the term. If you are going to be late for a reason beyond your control, we will defer you to the next available intake.

2. The college has no on-campus housing available for Graduate students. All Graduate students live off-campus at considerable savings in comparison to on-campus fees. Apartment areas are located a short distance away from SNHU with rates from \$900-\$1200 per month. These rates would include utility fees, heat, hot water and cable. (Each housing/apartment area is different so some research may be necessary to choose the best housing option for you.) For this we suggest you arrive several days before classes begin in order to have time to secure accommodations. We find that current SNHU students from India will be the best point of contact and resource for you. Once you have secured your visa, we will have several current Indian students contact you with information and to answer your questions.

If you have additional questions please contact the following by email:

Rick Groleau, Assistant Director of International Admissions,
r.groleau@snhu.edu

Dr. Steven Harvey, Director of International Admissions,
s.harvey@snhu.edu

02/13