Disclaimer: In the following report I have gathered necessary information for spending an exchange period in IESA - Venezuela. Visiting a country outside your own home country is a great risk. This report does not provide information to influence your personal decision of going abroad or not. Everything that might happen in the country or traveling to the country abroad is at your own risk. Please contact me for more specific information if you seriously consider of spending your time abroad and want to have a unique-once-in-a-life-time-unforgettable-memory (E-mail at the bottom of the report).
Preparation

Preparation Steps

Ask for information about IESA at your home school.

Access IESA’s exchange website and explore all aspects related to spending my exchange term there.

Choose IESA and have your school inform IESA about your interest.

Receive the acceptance letter from IESA.

Receive information and get in touch with the Students Services Office to pose all your questions and requirements.

Travel arrangements: If students wish to be met at the airport, e-mail your travel itinerary at least two weeks before arrival, exchange-iesa@iesa.edu.ve. Cost: US$ 35.00-40.00. Most convenient time to arrive: between 8:00 a.m. and 6:00 p.m. on a weekday.

Visa: Once you have been admitted to the exchange program and the partner institution notifies IESA, the Students Services Office will press a request through the Venezuelan Consulate nearest to your residence. You will be notified once the visa is approved. You need to secure the visa, passport in hand, at the specific consulate. Assistance for lodging: receive suggestions about where to stay, options according to my budget, type and place of lodge.

Receive your personal login and password to access e-mail and other online services.

Once you are at IESA

Right from your arrival present yourself at the Students Services Office to start your experience at IESA and to comply with some formal processes, such as courses selection and registration.

Get to know the campus by a school walking tour to get familiar with facilities and services.
IESA will offer you the opportunity to give presentations of your school to local students, so the institution may be considered for selection by IESA’s exchange students.

"Tell me more about your experience": While studying at IESA, you will have the opportunity to participate in institutional activities. Some of them are testimonials, reports, participation in “Let's talk...” events and become an IESA’s ambassador.

Saying farewell to IESA

You will be taken to the airport by a representative from the Students Services Office or by volunteer local student.

IESA’s Students Services Office will send the official transcripts to the corresponding unit in the student’s school.

You will remain part of IESA community with access to other exchange students and to local students, faculty, employees, and others.

As part of IESA community, you will continue to receive bulletins and communications issued by the school.

Visa

General Information

The Consular Sections of the Republic’s Embassies and Consular Offices shall not issue collective visas without prior authorization of the Ministry of the Interior and Justice or the Ministry of Foreign Relations.

The Consular Sections of the Republic’s Embassies and Consular Offices shall only be enabled to transfer the visa authorizations received from the Ministry of the Interior and Justice within the country they are authorized to do so in, notifying the above-mentioned Ministry.

It is the responsibility of immigration authorities at ports, airports and border crossings authorized for entry into the country, to stamp passports with the duration of the stay in accordance with the type of visa the person has been granted.

The national immigration authorities retain the right to refuse entry of
Foreigners due to events or circumstances which take place after the date of the consular visa or after the date of the passport issuance.

Foreigners wishing to enter the country must present a passport valid for at least six (6) months, issued by a competent authority, and apply for the corresponding visa.

**Student Visitor**

**CHECK THE LIST OF REQUIREMENTS THOROUGHLY (some are very precise and impersonal and others are more specific)**

Issued to Non-immigrants who wish to stay in the country to attend professional technical courses, undergraduate or graduate courses at any University or College, or to take part in a practice related to their major field of studies.

Fill the Visa Application Form.

Passport with at least six (6) months of validity at the time of your visa request.

**Two (2) recent, 2" by 2" color photographs**

The applicant must submit an application issued by the institution that supports him; this application must inform on the funds available to the student in Venezuela. (If issued by a private person, the attestation must duly prove that the student has sufficient funds to sustain a stay in the country).

Letter of admission issued by the educational institution where the student is enrolled or by the enterprise that will supervise his practice.

**Academic degrees and/or attestations.**

**Satisfactory medical examinations (Chest X-ray, VDRL Test and satisfactory medical evaluation)**

A statement that no lucrative activities are to be performed in Venezuela.

**A certified deposit of $ 60.00 (the equivalent sum in Euros, at the daily exchange rate) made out to the Embassy of Venezuela in Finland.**
A visa in the category of visitor student is granted for one (1) year with multiple entries, and allow the bearer to stay in the country for up to the same period of time. The Ministry of the Interior and Justice may extend this period of time if duly requested by the applicant, who must present proof of continuation of studies.

**Housing**

**Housing Costs**

- Approx. US$ 400 – US$ 1900 per month.
- US$ 400 – US$ 800 rooms with Venezuelan family.
Studying

Welcome to IESA!

Coming to IESA is a decision you will never regret, if you are a student of a Business School you have the opportunity to take an exchange term with them. They are a top business school in Latin America and number one in Venezuela and you will build new business networks and experience a new culture.

IESA is very much aware that effective leadership in today’s business world requires attention to increasingly complex issues stemming from the organization’s internal and external environment, as well as to issues posed by modern conceptions of business and leadership.

Methodology

The methodology of the courses varies from one professor to the other. In general, there is the presentation of theory and practice by the teacher and special guests, class discussion of reading assignments, case discussions, role plays, and individual and team projects.

Student participation in class for clarification or illustration with experienced situations will be taken into consideration for final grade.

Full-time workload

Regular workload per quarter is 4 courses.

Exchange students may take courses during the day with Full Time MBA students for 5 weeks or at evening with Part Time MBA students for 10 weeks.

Grading scale at IESA

S: 5  S-: 4.66  B+: 4.33  B: 4  B-: 3.66  A+: 3.33  A: 3  A-: 2.66  R: 2 failing grade
Academic requirements for exchange students

International exchange students at IESA must be enrolled in a minimum of three full time workload courses and may be enrolled in a maximum of five (with special permission).

Attendance & Punctuality

Class attendance is mandatory, as well as compliance with class start and finish times. Participation factors into grading, poor attendance will result in lower grades. If a student does not accomplish the minimum attending requirement (70%), s/he will fail the course.

Language

All courses are taught in Spanish, with occasional courses taught in English. However, some professors let exchange students take the exams in English. The exams are written.
Additional Information

Caracas City

Caracas is a city of contrasts. Even at first sight, striking differences are obvious, with skyscrapers wrapped in reflective glass towering over colonial structures with tile roofs in the city’s center. Haphazardly constructed, slum-like ranchos climb up the hillsides and serve as a backdrop, along with the impressive mountains of El Avila National Park, for the beautiful but chaotic city.

Metro and Metro Bus

Monday-Sunday from 5:30 a.m. to 11:00 p.m. The Metro system is interlinked with a network of MetroBuses whose fleet of smart vehicles serves the outlying areas. A flat-fare covers both the bus and Metro ride. Tickets can be purchased at ticket booths in any of the system’s well-marked stations, also ask for the MetroCard.

Tickets

Simple: All stations one way trip - Bs. 1,50.

Go and Back: round trip regardless of the distance – Bs. 3,00.

Multiabono: 10 one way trips regardless of the distance – Bs. 13,50.

Multiabono Integrado Urbano: 10 one way trips on Metro and 10 one way trips on MetroBus - Bs. 13,50.

Further information

For further official or unofficial information please contact me under my student E-mail: soheyl.assad@aalto.fi