



Republic of the Philippines
Mindanao State University
Iligan City 9200
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College of Business Administration and Accountancy
ILIGAN INSTITUTE of TECHNOLOGY
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FREQUENTLY ASKED QUESTIONS

October 20, 2021

1. HOW CAN I SUBMIT MY APPLICATION?

Electronically submit your application here: [E-submission of documents](#). The electronic files will be needed for evaluation purposes. Once you successfully passed the evaluation process, **you must submit the physical documents** either by submitting it personally at the CBAA Graduate Studies Office or through courier. Particularly, requirements such as Application form, TOR, Birth Certificate, ID pictures, and Transfer Credentials (if applicable) will have to be submitted in original and hard copies.

*Please note: 1. **For married women**, please include your marriage certificate in the submission of files if any of your files/documents are still in your maiden's name, along with your letter of request that you wanted your student's records to be in your married name, otherwise, it will be in your maiden's name.*

2. Transfer credentials/honorable dismissal for those applicants whose last school attended is not MSU-IIT, please submit the hard copy before the scheduled enrollment.

3. If you are to submit the documents through courier, address it to:

Safa D. Manala-o

CBAA Graduate Studies Office, MSU -Iligan Institute of Technology

Bonifacio St., Tibanga Highway, Iligan City, Lanao del Norte, 9200, Philippines

2. I AM A FOREIGN STUDENT, WHAT ARE THE OTHER REQUIREMENTS DO I NEED TO SUBMIT?

In addition to the basic admission requirements, foreign students must:

- i. Provide evidence of English proficiency in the form of at least minimum passing score in TOEFL or other English proficiency tests.
- ii. Complete the sequence of preparatory studies required for university admission.
- iii. Request that each school they attended mail their academic records or transcripts directly to the Registrar's Office. Transcripts must include the dates of attendance, level of study, list of subjects, studies and grades obtained, rank in class when possible, and the grading system used. Reports of examinations taken, and a final average should be included. All these records must be official documents. Only certified copies or the originals will be accepted for review. These official documents must have an official seal and signed in ink by the appropriate official from the institution(s), such as the registrar. If the school(s) is/are unable to mail the original official documents, exact copies certified by an appropriate official from the institution may be sent.
- iv. All documents must be accompanied by an official English translation if they appear in another language. Transfer credits are awarded at the Institute's discretion. All documents received become a part of the permanent student record at the MSU-Iligan Institute of Technology and cannot be released.
- v. Pay all tuition and fees in full at the time of enrolment. Payment must be made in full in US dollars or equivalent. Students also must pay the following items:
 - a. Application fee of US \$25.

- b. Tuition and other miscellaneous fees as seen here (click this: [MBA](#) or [DBA](#)).
- c. Foreign student fee per semester:
 - i. Non-resident: US \$500.00
 - ii. Resident: US \$250.00

3. HOW CAN I PAY FOR THE ADMISSION EXAM?

You have two options:

- a. **Preferred method:** Due to the current pandemic, you can pay personally at MSU-IIT through the guards at the Exit Gate (the gate near Chowking). You are provided chairs at the gate while you wait for your receipt. Please tell them that you are going to pay for the CBAA graduate application and admission fee amounting to P150.00, with **fund code of M01**. **Please make sure to state the fund code of M01 (M Zero One) during payment. Without mentioning this code, the payment for the admission fee may not be appropriately credited.** After which, email the copy of the receipt to cbaa.gs@g.msuiit.edu.ph
- b. You can pay via deposit/online bank transfer to this account. Depositors must need to email their proof of payment to cbaa.gs@g.msuiit.edu.ph to facilitate the issuance of official receipt and an appointment for your possible date of examination will be set. You must specify in your email that it is for the CBAA graduate application and admission fee amounting to P150.00, with the subject: **Online payment_admission exam**

Account name: MSU-IIT INCOME

Bank: Land Bank of the Philippines (Iligan Branch)

Account No: 0322-1088-77

Note: Option B may lead to delayed issuance of official receipt for at least one working week.

4. I WANTED TO ENROL IN THE CBAA GRADUATE PROGRAM, IS THE /PROFESSIONAL/ENTREPRENEURIAL EXPERIENCE NECESSARY?

Based on the approved curricula of the MBA and DBA programs, it is required that the MBA applicant must have at least one year working experience while a **regular** DBA applicant must have at least five years of work experience. The work experience does not have to be in a traditional working environment. Hence, freelancers; online work experience; and/or entrepreneurial experience would suffice, along with any proof that could substantiate this admission requirement.

However, if one of your recommendation letters was from your employer and your employer has stated the number of year(s) you have worked with them, then you do not need to provide additional proof to substantiate this requirement.

5. WHAT IS A STRAIGHT DBA PROGRAM, ITS ADVANTAGE(S) AND DISADVANTAGE(S)?

Usually, those applicants who have finished related or allied Master's program and would still want to further their career to the next level, can enroll in the regular DBA program.

For those with Bachelor's degree, they may also be admitted in the DBA program, classified as Straight DBA, provided that they will enroll in MBA 201, MBA 202, MBA 203, MBA 204, MBA 205, MBA 206, MBA

207 and MBA 298 subjects (Please see the university website relating to the prospectus for more details) prior to enrolling in regular DBA courses (see FAQ No. 5 for the list of subjects). The requirements of the straight DBA applicant has similar requirements to that of an MBA applicant.

One of the advantages of the straight DBA program is that this program has 15 units less than the combined units of regular MBA and DBA program. Nonetheless, students in the straight DBA will only earn a DBA diploma as compared to someone who has completed the regular MBA program (MBA diploma) and completed a regular DBA program (DBA diploma).

If the straight DBA applicant opts to earn both MBA and DBA degrees, the student could also be eligible for an MBA degree, provided that the student:

- a. has completed at least 36 units of course work (which include the aforementioned subjects) and 6 units of which are integrative courses, namely MBA 251 and MBA205 (please see prospectus for more details)
- b. Pass the Written Comprehensive Exam (WCE) after completing the four (4) areas covered in the WCE. The WCE shall cover Human Resource Management, Marketing Management, Operations Management and Financial Management.

6. MY PRIOR DEGREE(S) IS (ARE) NOT BUSINESS-RELATED PROGRAM(S), CAN I STILL BE ADMITTED IN THE CBAA GRADUATE STUDIES?

Yes, the CBAA, MSU-IIT is here to help you in achieving your career goals even if your prior degrees are not business-related. Nonetheless, the applicant will need to enroll in the following bridging/foundation courses to be determined by the Program Coordinator depending on your academic and professional qualifications. The coordinator **may** give an examination relating to Accounting, Economics and Technical Writing to determine if the student needs to enroll in these bridging courses. Please note that these bridging courses will not bear credit to the students' official academic load leading to the MBA/DBA degree. Moreover, these bridging courses will be offered outside the regular curriculum/program and usually offered before the start of classes. As such, the students shall be charged additional fees. The following are the possible bridging courses:

Accounting for Managers
Economics for Managers
Business Technical Writing

Hence, students with non-business related degrees are encouraged to apply at least two months before the start of classes.

7. WHAT IS THE NORMAL DELIVERY OF CLASSES?

Both MBA and DBA curricula, under normal situation, are to be delivered either in (a) blended learning (partly face to face and partly online) or (b) traditional face to face, depending on the professor/instructor handling the course. **We do not currently offer a full online distance learning program** in normal situation.

However, due to the pandemic, classes during the 1st semester of AY 2021-2022 are delivered through full online mode and on how the online class is delivered is highly dependent on the faculty handling the classes. More often than not, faculty members meet with their students online on a regular basis to discuss. Nonetheless, there are also instances where a faculty delivers it in a modular approach. Again, this is highly dependent on the faculty handling the said class.

8. WHEN WILL THE FACE-TO-FACE CLASSES RESUME?

This is highly dependent on the concerned authorities. If the Philippine's Commission on Higher Education (CHED) and/or other authorized government agencies order the resumption of face-to-face classes, then the MSU – IIT will likely follow the order(s) of the authorized government agencies. For now, no concrete information on this matter has been communicated.

Update: For the 1st semester of AY 2021 – 2022, the delivery will still be through the online mode.

9. WHEN IS THE NORMAL START AND END OF CLASSES?

In normal times, 1st semester classes start during August and end in December while 2nd semester starts during January and ends in May of every academic year.

10. WHEN CAN I START MY APPLICATION?

You can start applying the earliest two months before the start of the classes.

Update: For the incoming 2nd semester of AY 2021 – 2022, start of the application is on December 1, 2021 and ends on January 15, 2022.

11. WHAT IS THE USUAL SCHEDULE OF CLASSES?

More often than not, the schedule of classes fall on Saturdays for both MBA and DBA programs. In rare instances, it is scheduled on a Friday night.

12. I AM DECIDED TO ENROLL IN THE CBAA GRADUATE PROGRAM, WHAT ARE MY NEXT STEPS?

Submit and comply with all the necessary admission requirements. Once, you will receive a notice of acceptance to the CBAA graduate program, the coordinator will communicate with you on your next steps. You have the option to be a regular full-time student and enroll in all four subjects, or you have the option to be a part-time student by enrolling in less than four subjects.

13. I HAVE ALREADY RECEIVED MY ASSESSMENT FORM; HOW SHOULD I PAY THE ASSESSED FEE?

You have two options:

- a) Due to the current pandemic, please print your assessment form that will be given to you by the coordinator and pay personally at MSU-IIT through the guards at the Exit Gate (the gate near Chowking). You are provided chairs at the gate while you wait for your receipt.
- b) You can pay via deposit/online bank transfer to this account, provided that you have been properly given the assessment of fees by the Registrar or the Program Coordinator. Depositors must need to email their proof of payment and their assessment form to cbaa.gs@g.msuiit.edu.ph to facilitate the issuance of official receipt and cc cbaa.gs@g.msuiit.edu.ph. Please specify in your email with the following subject: Online Payment_Family name_program. Example: Online Payment_Dela Cruz_DBA

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14. UNTIL WHEN CAN I PAY MY ASSESSED FEE? IS PARTIAL PAYMENT POSSIBLE?

In normal cases, we apologize that partial payment is NOT possible, only full payment of the assessed amount is accepted. However, due to the pandemic, the Institute understands the common financial difficulties of students that is why at times, the Chancellor issues memorandum about this matter, allowing partial payment of **at least** 50% of the assessed amount or PhP 2,000 whichever is higher, depending on the assessed amount. Please note that the system will not allow registration of students if this is not followed, so please do the math appropriately☺. After which, **pay the other half within the semester, i.e., before the midterm examination. However, for those regular-paying students who are willing to pay in full, you are highly encouraged to do so. *Please take note that the partial payment scheme will not serve as precedence for the coming school terms and may only be true during the pandemic.***

15. DO YOU STILL OFFER MBM PROGRAM?

We regret to inform you that we ceased offering the MBM program to NEW applicants since we are only offering MBA, regular DBA, and straight DBA since AY 2018-19. However, we still offer the MBM program to our old students who were previously enrolled, once they are all finished, we will completely cease offering the MBM program.

16. I STILL HAVE OTHER QUESTIONS; HOW CAN I REACH YOU?

Please feel free to email at us cbaa.gs@g.msuiit.edu.ph for more information **WITHIN OFFICE HOURS**. We will try to be as responsive as we can. Please feel free to send us follow-up email **only** if we fail to reply to you within 48 hours from the time you first sent your query.