

**Pooja Bisht**  
**Applicant Number: PA-14622**

**175 A, Thorold Road**  
**England IG1 4HB**  
**United Kingdom**

**Date: Sep 23<sup>rd</sup> 2024,**

**Dear Pooja Bisht,**

***RE: Pre-Offer -International Business University- Master of Business Administration (Global Business Management)***

It is with great pleasure that I am writing to congratulate you on your offer of admission into International Business University's Master of Business Administration (*Global Business Management*) starting Winter 2025. We would like to take this moment to welcome you to the program.

Please note that this letter cannot be used to obtain a visa (if you don't have one), and that only the official Letter of Acceptance may be used for your Student Visa application. You will receive your official Letter of Acceptance upon paying your Deposit, as mentioned below.

- ☐ Program of Study: Master of Business Administration (Global Business Management)
- ☐ Campus Address: 9th Floor, 80 Bloor St West, Toronto, ON
- ☐ DLI Number: O282326631372
- ☐ Location Ontario M5S 2V1
- ☐ Intended Start Date: Jan 8<sup>th</sup> 2025.
- ☐ Program Duration: 2 Years
- ☐ Expected Date of Graduation: Aug 29<sup>th</sup> 2026<sup>+</sup>
- ☐ Attendance Type: Full Time
- ☐ Conditions to Meet for Full Admission: **Submission of Employment Record before tuition deposit**
- ☐ Estimated Total Tuition Fees: \$35,700 (not including books & ancillary fee)\*\*
- ☐ Estimated Tuition Fee for The First Academic Year: \$17,850 (not including books & ancillary fee)
- ☐ Tuition Deposit for International Students\*\*: \$ 17,850

<sup>+</sup> IBU runs on a continuous enrolment basis. Students have an option of continuous enrolment through Summer Semester.

**\*\*Your deposit payment includes \$250 administrative fee and is used for the sole purpose of reserving a place in the program and are non-refundable.**

**++Tuition fee is subject to change.**

International Students who cancel their enrolment, for any reason, before the commencement of the classes will receive a refund of any pre-paid tuition fee collected less the registration fee of \$250.

In case of Visa refusal, IBU will provide a full refund (excluding the registration fee of \$250) upon receiving a copy of Visa Refusal Letter from Canadian Immigration Office (IRCC). All such refunds must be submitted by the end of week 2 of the beginning of the semester.

You will need to secure your place in the program with a payment towards your tuition fees. Such payment must be received within 20 working days of receipt of this letter. To guarantee your spot, please refer to the tuition fee payment methods below.

You may be eligible for Transfer Credits based on prior learning (conditional upon successful completion certificate and official transcripts and subsequent evaluation)

#### **Tuition fee payment method: CIBC International Student Pay**

International Business University has partnered with CIBC International Student Pay for students making payments from inside or outside of Canada. We strongly advise you to use CIBC International Student Pay link in the website or below for fee payments. You will gain access to live, competitive Foreign Exchange rates offered exclusively to IBU students and held for you for 72 hours.

#### **MAKE YOUR PAYMENTS IN 3 EASY STEPS**

1. Select the country you are paying from, and enter how much you would like to transfer to IBU in CAD.
2. Pick your preferred currency and method of payment.
3. Enter your student and payer details and click Submit!

**To Learn more; Please visit:** <https://ibu.ca/how-to-pay-for-your-degree/>

**To Pay Now:** <https://pay.cibc.com/payment/#/StudentPay>

**If you prefer to make a wire transfer from your local bank, please use the wire transfer details below:**

- a. Student's full name (Surname/Family name and Given name)
- b. IBU Application number

#### **Wire Transfer Details:**

<b>Business Name</b>	INTERNATIONAL BUSINESS UNIVERSITY INC.
<b>Business Address</b>	9TH FLOOR, 80 BLOOR ST W, TORONTO, ONTARIO, M5S 2V1, CANADA
<b>Transit</b>	04902
<b>Account</b>	3703614
<b>Institution Number</b>	10
<b>Currency</b>	CAD
<b>Swift Number</b>	CIBCCATT
<b>Transit Address</b>	100 UNIVERSITY AVE, TORONTO, ON, M5J 1V6

To ensure the payment is credited to the proper student account, please notify Finance with the following information:

- a. Student's full name
- b. IBU applicant number
- c. Total amount wired.
- d. Reason for transfer (application fee, tuition, textbook etc.)

So, we can locate the funds and allocate them to your student record, please use the Applicant Number at the top of the first page as a reference and send a receipt of the transfer via email to [registrar@ibu.ca](mailto:registrar@ibu.ca)

### Official Transcript Submission

Students must submit their official transcripts by the start of their first term. Non-receipt of an official transcript will result in a hold being placed on the student record and registration into classes denied.

An official document is defined as an original (or attested) copy being received directly from the institution of issuance without interference. This means that your transcripts must be issued by the educational institution in a sealed envelope bearing the original institutional seal, stamp, or signature. Do not open it. You may then bring this envelope to the Registrar's Office at International Business University when you arrive to register.

Opened transcripts, photocopies, faxed copies, and certified/notarized copies are not acceptable and should not be submitted. Third party evaluations such as those provided by credential evaluation services will not be accepted in place of official transcripts.

Official documents required:

- Official transcripts issuing authority.
- Proof of Language Proficiency (undertaken in last 2 years), if required.

### Privacy Notice

The University reviews the information provided in your Application for Admission form to determine your eligibility for enrollment with the University, to manage your application and the admission process and, if you are selected and decide to attend, to manage enrollment and attendance at the University, including but not limited to registration, maintenance of your student record, and the provision of services to students. The personal and educational information you provided on the form may be shared with departments of the Ontario provincial and Canadian federal governments as required by legislation and regulation.

The University collects, uses, and discloses your personal information as permitted or required by applicable privacy legislation. If you have any questions, please consult our [Privacy Policy](#) or contact our Privacy Officer at +1 416-923-111. We confirm that by applying for admission with the University you consent to the collection, use and disclosure of your personal information as described in this letter.

### International Business University Enrolment Process:

Please find below details on detailed Enrolment Process at IBU.

Step 1	Make your application and include the documents listed below.
Step 2	Once your application is completed, your file will be submitted for consideration by the Admissions team at International Business University. They can only evaluate applications with the following documents included: <ul style="list-style-type: none"><li>• Official Transcripts of all secondary and post-secondary institutions attended.</li><li>• Letter of Intent.</li><li>• International Business University may request foreign transcripts to be evaluated by a IBU approved international credentialing service such as WES, ICAS.</li><li>• English proficiency test score result i.e. IELTS, TOEFL, Duolingo, etc.(See detailed list of accepted tests on our website). Score - must be within two years.</li></ul>

	<ul style="list-style-type: none"> <li>• GMAT or GRE Score (applicable for MBA program only)</li> </ul>
Step 3	A decision is made and communicated to you from IBU Registrar's Office. At that point, accepted students will need to then pay their deposit in order to receive their final Letter of Acceptance and start your study.
Step 4	Once you have received your Letter of Acceptance, you will need to work towards paying the balance of your remaining tuition fees. It should be noted that as a IBU student you are obliged to pay each term's tuition fees before the start of each term.
Step 5	Details of the timetable and orientation session will be sent about one month prior to the start date and International Business University will look forward to welcoming you on campus to the <i>Master of Business Administration (Global Business Management) program</i> .

We look forward to welcoming you soon, as a student at International Business University.

Sincerely



Swarna Bakshi Saini  
Registrar

International  
Business  
University  
Toronto



## Pre-Offer Letter

ApplyProof date / date de ApplyProof: September 25th, 2024 / 25 septembre 2024

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