

## CSU Apply FEMBA Steps/Instructions

1. Go to CSU Apply Website: <https://www2.calstate.edu/apply>
  - Make sure you click on APPLY for Fall 2019 (you will have the opportunity to change the term next)

# CAL STATE APPLY

Find your future at the California State University.  
With 23 campuses and thousands of degree choices, the CSU is a great place to start your journey.  
Explore your options below, and start your application today.

[See Application Dates & Deadlines »](#)


Fall 2019  


2. Change application term to Summer 2019 by pressing on the click here [link](#)

Thank you for your interest in The California State University. This application will allow you to apply for the 2019-2020 cycle, including Fall 2019, Winter 2020, Spring 2020 and Summer 2020. Please take time to acquaint yourself with the application and instructional resources available. You may access your application and change your answers as many times as you like prior to submission by using your login credentials from any computer with internet access. Please visit this [link](#) for browser requirements. For applicant support during the application process, please contact us directly at 857-304-2087.

If you are interested in applying to a prior term, Winter 2019, Spring 2019, or Summer 2019 please click [here](#) to open the application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

 Username

 Password

**Sign In**

**Create an Account**

[Forgot your username or password?](#)

3. Create a username and password
4. Complete Your Profile
  - Degree Goal: Graduate (e.g. Master's)
  - Returning: choose yes or no
  - US Military Status
  - International Applicant
5. Select the program to which you want to apply
  - Campus Name – Cal State San Marcos
  - Start Term – Summer
  - Select Business Administration

San Marcos Graduate							
	Business Administration - Summer	MBA	Face to Face	Main Campus	Campus	Summer	06/01/2019

6. Complete Your Profile
  - Degree Goal: Graduate (e.g. Master's)
  - Returning: choose yes or no
  - US Military Status
  - International Applicant
  -
7. Start Your Application!
  - Campus: Cal State San Marcos
  - Start Term: Summer

Select at least one program to start your application. You can add additional programs from the Add Program tab at any time before the submission deadline.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application, please click on the Submit Applications tab to review your fee waiver status. For more information, please view the applicant instructions and FAQs in the upper right corner.

Campus	<input type="text" value="Cal State San Marcos"/>	Delivery Format	<input type="text" value="Face to Face"/>			
Location	<input type="text" value="Main Campus"/>	Start Term	<input type="text" value="Summer"/>			
Show	<input checked="" type="checkbox"/> Available Programs	<input type="checkbox"/> Past Programs	<input type="checkbox"/> Future Programs			
			<input type="button" value="Reset Filters"/>			
PROGRAM NAME	DEGREE TYPE	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE (PDT)

San Marcos Extended Learning

	Specialized MBA - Business Intelligence	MBA	Face to Face	Main Campus	Extension	Summer	04/15/2018
	Specialized MBA - International Business	MBA	Face to Face	Main Campus	Extension	Summer	04/15/2018

San Marcos Graduate

	Business Administration	MBA	Face to Face	Main Campus	Campus	Summer	05/31/2018
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- Once you choose Business Administration press the I am Done, Review My Selections button

8. Press the Continue To My Application button and start working on the quadrants.
9. Quadrant I: Personal Information
  - Complete Release Statement
  - Enter remaining info on Biographic Information
  - Contact Information
  - Citizenship/ Residency Information
  - Race & Ethnicity
  - Other Information
    - i. If you have a U.S. social Security number you are required to include it on admission application forms to all CSU campuses pursuant to Section 41201.
  - Financial and parental Information
  - Credentials
10. Quadrant II: Academic History
  - Colleges Attended

## Colleges Attended

To add colleges, click the Add a College button below. You may update the information in this section at any time prior to submission.

- Transcript Entry

On the Transcript Entry portion, select:

**I Am Not Adding Any College Transcripts**

You will need to submit all official transcripts to:

Office of Admissions  
California State University, San Marcos  
333 S. Twin Oaks Valley Road  
San Marcos, CA 92096-0001

Transcripts may also be sent electronically to: [transcripts@csusm.edu](mailto:transcripts@csusm.edu)

- Add Undergraduate GPA
  - i. If degree is currently in progress or you do not know your GPA, press I don't have a GPA to add

## Ok, great. Next let's add a GPA

 Add A GPA

[I don't have a GPA to add](#)

- Add Standardized Test Scores
  - i. Add GMAT and/or GRE scores
  - ii. If you have not yet take GMAT/GRE press:

[I Am Not Adding Any Standardized Tests](#)

- iii. You will need to submit your official GMAT/GRE scores by April 5, 2019
- iv. Press My Application on top left to get to Quadrant III: Supporting Information

### 11. Quadrant III: Supporting Information

- Experiences
  - i. You are not required to enter any experiences. Press:

[I Am Not Adding Any Experiences](#)

- ii. You will upload your resume at a later time

- Achievements
  - i. You are not required to enter any achievements. Press:

[I Am Not Adding Any Achievements](#)

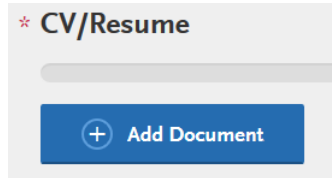
- Documents
  - i. You are not required to enter any documents. Press:

[I Am Not Adding Any Documents](#)

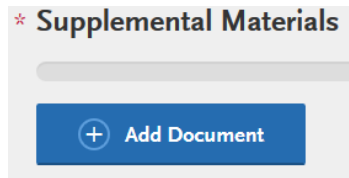
- Statement of Purpose
  - i. This is not required. Type "N/A"
  - ii. You will upload your essays at a later time

## 12. Quadrant IV: Program Materials

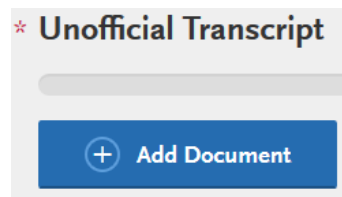
- Home
  - i. Review all application and admission requirements
- Documents
  - i. Scroll down and upload all required supplemental application material
  - ii. Upload CV/Resume



- iii. Upload both Personal Achievements and Program Experience essays to Supplemental Materials



- iv. Upload all Unofficial Transcripts



1. You will need to add all unofficial transcripts to one document

- Evaluations
  - i. Add three professional references
  - ii. You will be asked to provide the following information about your recommender/evaluator:
    1. First Name
    2. Last Name
    3. Email Address
    4. Due Date (All application materials are due by April 5<sup>th</sup>, but you can enter an earlier date)
    5. Personal Message/Notes
  - iii. Waiver of Evaluations
- Prerequisites
  - i. Indicate the CSUSM course you are seeking to substitute credit for
  - ii. If you wish to not substitute credit press "I Am Not Matching Any Courses to this Prerequisite"

- Questions
  - i. Test Waiver
  - ii. GPA
  - iii. Acknowledgment

### 13. Submit Application

- Press submit and pay \$55.00 Application Fee

APPLICATIONS READY FOR SUBMISSION  
**1**

TOTAL FEE(S)  
**\$55**

Sort By **Deadline** ▾

**San Marcos Graduate** [Download] [Trash]

Business Administration - Summer ⓘ Deadline 06/01/2019

[Submit]

Please contact the MBA Office at [mba@csusm.edu](mailto:mba@csusm.edu) or 760-750-4267 if you have any questions

You can review our application requirements here:

<https://www.csusm.edu/mba/femba/apply.html>