

CSU Apply FEMBA Steps/Instructions

1. Go to CSU Apply Website: <https://www2.calstate.edu/apply>
 - Make sure you click on APPLY for Summer 2020

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 »](#)


The application for the Fall 2020 term will be available starting October 1, 2019.

Summer 2020  

2. Create a username and password then login

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. Complete Your Profile

- Degree Goal: Graduate (e.g. Master's)
- Returning: choose yes or no
- US Military Status
- International Applicant

4. Start Your Application!

- Campus: Cal State San Marcos
- Start Term: Summer
- Source: Campus

Enter Invitation Code

Campus: Cal State San Marcos

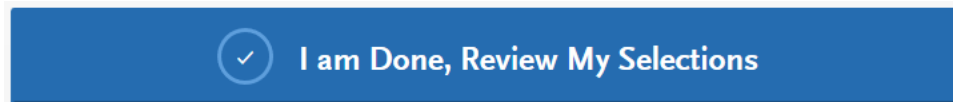
Start Term: Summer

Source: Campus

Show Available Programs Past Programs Future Programs [Reset Filters](#)

PROGRAM NAME	DEGREE TYPE	TERM	ACADEMIC YEAR	LOCATION	DEADLINE (PDT)
San Marcos Graduate					
<input checked="" type="checkbox"/> Business Administration - General	MBA	Summer	2020	Main Campus	06/01/2020

- Once you choose Business Administration press the I am Done, Review My Selections button



5. Press the Continue To My Application button and start working on the quadrants

6. Quadrant 1: Personal Information

- Release Statement
- Enter remaining 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, Title 5, Code of California Regulations and Section 6109 of the Internal Revenue Code.
- Financial and parental Information
- Credentials

7. Quadrant II: Academic History

- Colleges Attended
 - i. Press Add a College or University

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.

 + Add a College or University

- Add your Colleges or Universities
- Press and complete Transcript Entry (tab on left)

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

- Press and complete GPA Entries (left tab)
 - i. Press Add GPA
 - ii. 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

- Press and add Standardized Test Scores (left tab)

- i. Add GMAT and/or GRE scores
 - 1. If you have not yet take GMAT/GRE press:

I Am Not Adding Any Standardized Tests

- ii. You will need to submit your official GMAT/GRE scores by March 9, 2020
- iii. Press My Application on top left to get to Quadrant III: Supporting Information

8. 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

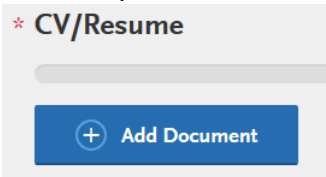
- Achievements
 - i. You are not required to enter any achievements. Press:

I Am Not Adding Any Achievements

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

9. Quadrant IV: Program Materials

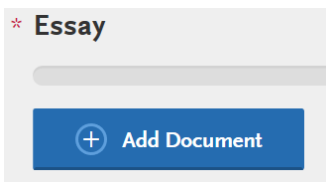
- Home
 - i. Review all application and admission requirements
- Documents
 - i. Scroll down and upload all required supplemental application material
 - ii. Upload CV/Resume



* CV/Resume

+ Add Document

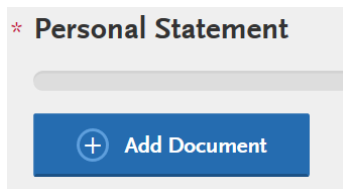
- iii. Upload Program Experience essay to Essays



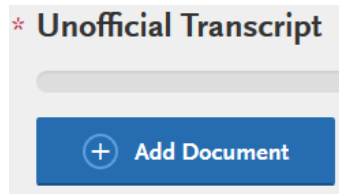
* Essay

+ Add Document

iv. Upload Personal Achievements essay to Personal Statement



v. Upload all Unofficial Transcripts



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

- Recommendations

- 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 March 9th, but you can enter an earlier date)
5. Personal Message/Notes

- iii. This is a sample of the email your recommender will get

Dear D [REDACTED] T [REDACTED]
S [REDACTED] V [REDACTED] has requested that you provide an online recommendation as part of their application to the CSU.

[Access the Cal State Apply Recommendation Portal](#)

S [REDACTED] V [REDACTED] provided the following comments to you in their recommendation request:

test campaign

To help you create and submit this important information for the applicant, please follow these steps:

1. Navigate to this URL:
<https://recommendations.liaisoncas.com/recommendation/ui/login>
2. If this is your first time accessing the Evaluator Portal, you will need to create an account.
3. If you have previously created an account, use the login information previously established to log back in and complete this evaluation.

After logging into the Recommendation Portal, you'll be taken to an account page where you add your details and contact information, then you will be able to Accept or Decline the recommendation request.

If you accept the request, click the Accept button, then click the applicant's name to open the recommendation form.

If you have technical questions about this recommendation request, please contact Liaison Student Support at 857-304-2087 .

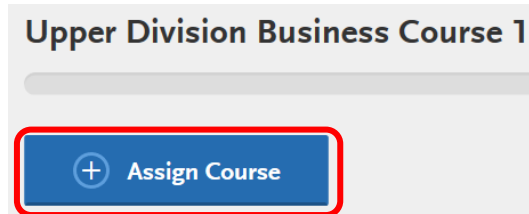
Sincerely,

Cal State Apply

Your Personal Message/Note



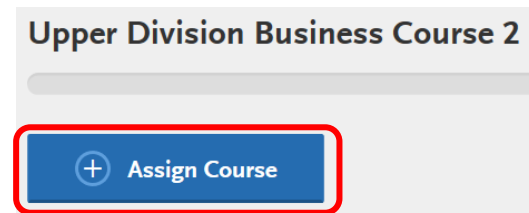
- Prerequisites
 - i. Indicate the CSUSM course you are seeking to substitute for credit
 - ii. If you choose to **not** substitute a course for credit please do the following:
 1. Press Assign Course for section Upper Division Business Course 1



2. Press I Am Not Matching Any Courses to this Prerequisite

[I Am Not Matching Any Courses to this Prerequisite](#)

3. Press Save and Exit
4. Press Assign Course for section Upper Division Business Course 2



5. Press I Am Not Matching Any Courses to this Prerequisite

[I Am Not Matching Any Courses to this Prerequisite](#)

6. Press Save and Exit

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

10. Submit Application

- Press Submit Application (tab on top)
- Press submit and pay \$55.00 Application Fee

APPLICATIONS READY FOR SUBMISSION: 1

TOTAL FEE(S): \$55

Sort By: Deadline

San Marcos Graduate

Business Administration - General

Term: Summer

Deadline 06/01/2020

Submit

- Press Continue
- Enter Payment Method and Billing Address

Please contact the MBA Office at 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>