

## CSU Apply FEMBA Steps/Instructions

1. Go to CSU Apply Website: <https://www2.calstate.edu/apply>
  - Make sure you click on APPLY for Summer 2021

# 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.

The California State University is committed to helping high school and community college students to overcome college admissions challenges caused by COVID-19. The CSU has taken steps to ensure students are not adversely impacted by these disruptions and can achieve their CSU education as scheduled. To learn more about the temporary changes the CSU has made to undergraduate admissions please select a link below.

If students have specific questions, they can contact campuses via email. [Campus contact information can be found here](#). We would encourage applicants to contact campuses via email and be patient while awaiting a response.

Admission Guidance:

[Incoming Transfers](#)  
[First-Time Freshman](#)

[See Application Dates & Deadlines »](#)


To determine the exact deadline for your desired program, please visit the [Application Dates & Deadlines](#) page.  
Refer to the [Applicant Help Center](#) for additional information and answers to your application questions.

Summer 2021  [Apply](#)

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

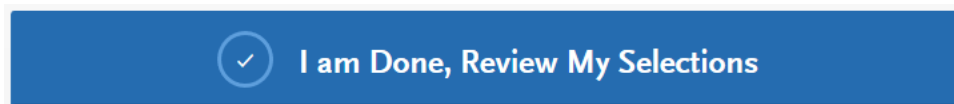
Start Term: Summer

Source: Campus

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

PROGRAM NAME	DEGREE TYPE	START TERM	ACADEMIC YEAR	LOCATION	DEADLINE (P02)	
+	Business Administration - General	MBA	Summer	2021	Main Campus	06/01/2021

- 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.

 A blue rectangular button with a white plus sign icon on the left and the text "Add a College or University" in white.

- 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](mailto: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 12, 2021
    - 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

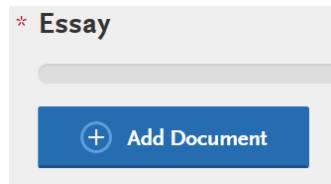
### 9. Quadrant IV: Program Materials

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

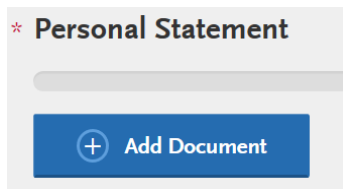
\* CV/Resume

 Add Document

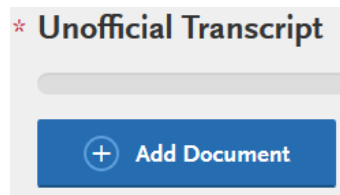
iii. Upload Program Experience essay to Essays



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 12<sup>th</sup>, 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*

Your Personal Message/Note

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

- 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

### Upper Division Business Course 1



2. Press 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

### Upper Division Business Course 2



5. Press 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 \$70.00 Application Fee

APPLICATIONS READY FOR SUBMISSION  
1

TOTAL FEE(S)  
\$70.00

Sort By: Deadline

San Marcos Graduate  
Business Administration - General

Term: Summer  
Deadline 03/12/2021

Submit

- Press Continue
- Enter Payment Method and Billing Address

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>