

MBA Application Requirements and Guidelines

Thank you for your interest in the Fully Employed MBA program at California State University San Marcos. This packet will help you apply to the program and provide detailed steps toward admission.

Once you apply, your application will be reviewed on the next review date listed on our website. CSUSM will send you an email to log in and access your student account to check your application status. Please allow 2-3 weeks for processing before receiving your admission decision from the MBA office.

To finalize your admission, you must submit all official transcripts to CSUSM. The registrar's office will review all transcripts and confirm to the MBA department that all information is accurate. After this step, the registrar's office will email you their decision on approving your admission to the MBA program.

The final step is to secure your spot in the upcoming cohort by accepting your admission through your student account. These details will be included in the email from the registrar's office.

To begin the application, please use this packet as a guide. For additional questions, please email the MBA office at mba@csusm.edu.

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MBA Application Requirements

The list below includes the supplemental materials required for the MBA application. Additionally, applicants must submit their official transcripts to the CSUSM registrar's office for validation. Once the registrar's office has confirmed that the transcripts are accurate, they will approve the MBA admission decision.

- I. Application Requirements to be admitted into the MBA Program
 - a. Start the Application on [CSU Apply](#). Attach the required supplemental material to the application:
 - i. Personal Achievements Essay
 - ii. Program Experience Essay
 - iii. Two Letters of Recommendation
 - iv. Resume
 - v. Unofficial Transcripts
2. The preferred method in sending in official transcripts to CSUSM is electronically. This method provides less room for error and the loss of transcript.
 - a. Electronic transcripts can be sent to transcripts@csusm.edu
 - b. Physical copies can be sent to the address below:

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

Crafting Your Best MBA Application: Tips and Guidance

Welcome to our MBA Application Tips page! We understand that applying to an MBA program can be both exciting and challenging. To support you in presenting your best self, we've compiled a set of tips and guidance to help you navigate the application process effectively.

Guiding Principles

Embrace Your Uniqueness:

Our program values diversity and individuality. While we provide optional templates for your convenience, remember that your experiences are unique. Use the templates as a starting point, but feel empowered to showcase what sets you apart.

Optional Templates:

Explore our optional essay template designed to provide structure and clarity. This can serve as helpful guides to ensure you cover essential information. However, keep in mind that these are tools, not strict rules.

Formatting Guidelines for Both Essays:

- One-page in length, single-spaced.
- Use a 12-point font size.

Personal Achievement Essay

In this essay, share your significant career milestones and achievements. Highlight any major projects you've managed or overseen. Describe the impact these accomplishments have had on your professional journey and the organizations you've been a part of. Reflect on the challenges you've encountered, and the lessons learned. Additionally, clearly outline your short-term and long-term career goals. Explain why you are considering an MBA and how it aligns with your aspirations. Finally, identify specific areas or skills you believe an MBA program could help you improve and tie these to your career achievements and goals.

1. **Introduction:** Begin by introducing yourself and providing a brief background on your career.
2. **Career Achievements:** Share your significant career achievements and milestones, emphasizing any major projects you have managed or overseen. Discuss the impact of these achievements on your professional growth and the organizations you have been a part of.
3. **Conclusion:** Summarize your achievements, goals, and the reasons for pursuing an MBA.

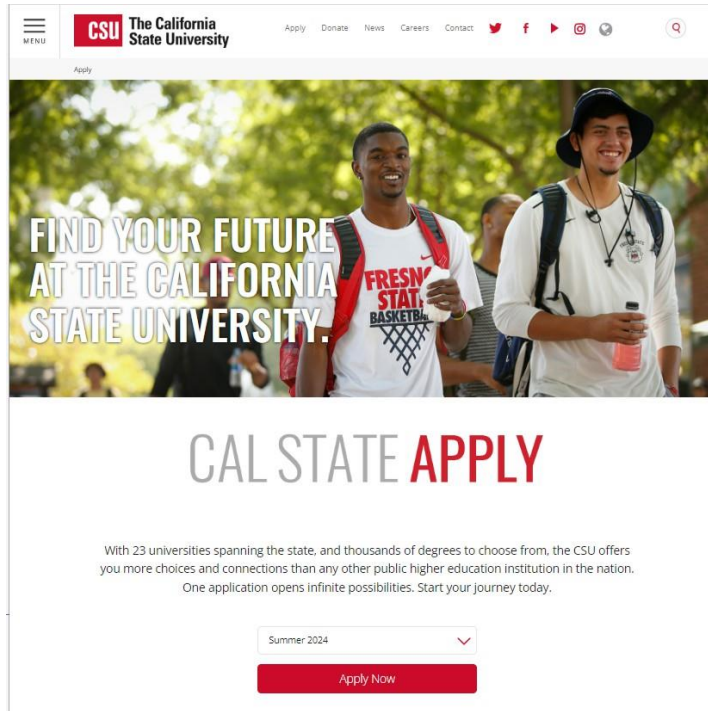
Program Experience Essay

This essay should emphasize your interest in the MBA program. Explain the reasons for your application and the relevance of this specific program to your goals. Highlight 1-2 courses from the program's curriculum that you believe will address the areas of improvement mentioned in your Personal Achievement Essay. Discuss any faculty, research centers, or resources within the program that you find compelling and applicable to your goals. Additionally, describe how the program's networking opportunities and community appeal to you and how they align with your professional aspirations. Finally, summarize why you believe this program will effectively support your career ambitions.

1. **Introduction:** Begin by stating your interest in the MBA program and your motivation to applying.
2. **Program Alignment:** Explain why you are interested in this specific MBA program and what makes it a good fit for your goals.
3. **Conclusion:** Summarize why you are excited about the MBA program and how you believe it will help you achieve your career goals.

CSU Apply FEMBA Steps/Instructions

1. Go to CSU Apply Website: <https://www2.calstate.edu/apply>
 - Make sure you click on APPLY for **Summer 2024**



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.

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 in the "Add Program" tab. Filter for the following:

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

Find Program | View Selected Programs

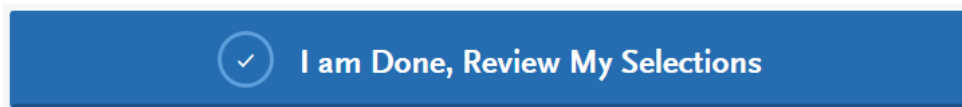
Search for a Program or Organization

Filters

Showing results for: Available Programs Cal State San Marcos Summer

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline
SAN MARCOS EXTENDED LEARNING							
+	Reading, Language and Literacy ...	Cal State San Ma...	MA	Summer	2024	Online	04/10/2024
SAN MARCOS GRADUATE							
✓	Fully Employed MBA - General - ...	Cal State San Ma...	MBA	Summer	2024	Main Campus	06/01/2024

- 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

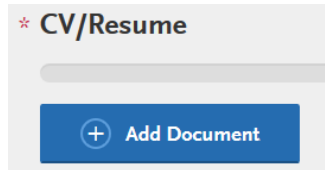
- ii. You will need to submit your official GMAT/GRE scores by March 12, 2023
 - iii. Press My Application on top left to get to Quadrant III: Supporting Information
- 8. Quadrant III: Supporting Information
 - Experiences
 - i. You are not required to enter any experiences. Press:

I Am Not Adding Any Experiences

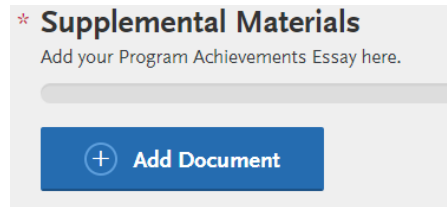
ii. You will upload your resume at a later time

9. Quadrant IV: Program Materials

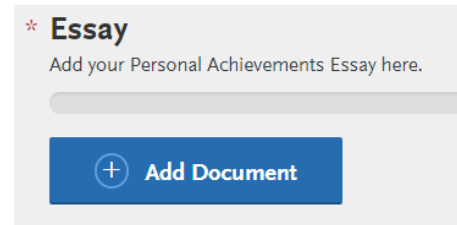
- Home
 - i. Review all application and admission requirements
- **Documents**
 - i. Scroll down and upload all required supplemental application material
 - ii. Upload CV/Resume



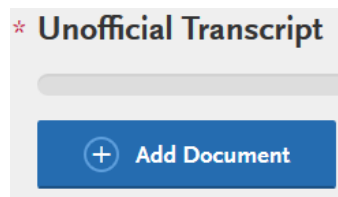
- iii. Upload Program Experience essay to Essays



- 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 May 10th, 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

10. Submit Application

- Press Submit Application (tab on top)
- Press submit and pay \$70.00 Application Fee

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>