

CSU Apply SMBA Steps/Instructions

1. Go to CSU Apply Website: <https://calstate.liaisoncas.com/applicant-ux/#/login>
2. Create user name and password
3. Select the program to which you want to apply
 - Campus: Cal State San Marcos
 - Start Term: Fall

Enter Invitation Code

Campus: **Cal State San Marcos** (dropdown)

Location: **Location** (dropdown)

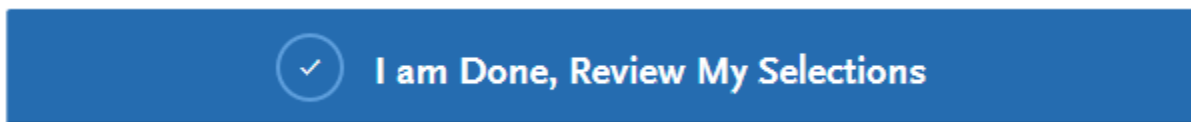
Delivery Format: **Delivery Format** (dropdown)

Start Term: **Summer** (dropdown)

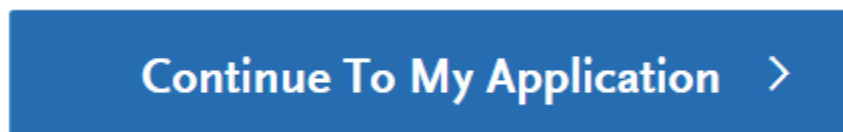
Show Available Programs Past Programs Future Programs [Reset Filters](#)

PROGRAM NAME	DEGREE TYPE	DELIVERY FORMAT	LOCATION	SOURCE	TERM	DEADLINE (PDT)
San Marcos Extended Learning						
+ Education - General, Education Administration Option - Summer	MA	Online	Online	Extension	Summer	04/19/2019
+ Reading, Language and Literacy - Online - Summer	MA	Online	Online	Extension	Summer	04/19/2019
+ Specialized MBA - Business Intelligence - Summer	MBA	Face to Face	Main Campus	Extension	Summer	04/15/2019
+ Specialized MBA - Hospitality and Tourism Management - Summer	MBA	Face to Face	Main Campus	Extension	Summer	04/15/2019
+ Specialized MBA - International Business - Summer	MBA	Face to Face	Main Campus	Extension	Summer	04/15/2019
+ Specialized MBA - Supply Chain Management - Summer	MBA	Face to Face	Main Campus	Extension	Summer	04/15/2019

- Select Specialization: Business Intelligence, Hospitality and Tourism Management, International Business, or Supply Chain Management
 - i. You can change your specialization at a later date
4. Click on the “I am Done, Review My Selections” button



5. Click on the “Continue To My Application” button



Personal Information – Quadrant I

6. Complete all sections required

Academic History – Quadrant II

7. Colleges Attended

- Add ALL postsecondary institutions you have attended regardless of grades or credits earned.

8. Transcript Entry, select:

I Am Not Adding Any College Transcripts

Submit all official transcripts to:

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

Transcripts may also be sent electronically to: transcripts@csusm.edu.

9. GPA entries

- Enter your cumulative **GPA** earned for each of your postsecondary institutions
 - 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

10. Add Standardized Test Scores

- Add GMAT and/or GRE scores
- If you have not yet taken GMAT/GRE press:

I Am Not Adding Any Standardized Tests

- You will need to submit your official GMAT/GRE scores by April 5, 2019

Supporting Information – Quadrant III

11. Experience

- Click the “I am not adding any experiences” link

[I Am Not Adding Any Experiences](#)

12. Achievements

- Click the “I am not adding any achievements” link

[I Am Not Adding Any Achievements](#)

13. Documents

- Scroll down to the bottom of the website and click the “I am not adding any documents” link

[I Am Not Adding Any Documents](#)

14. Statement of Purpose

- Enter “N/A” in the text field (you will upload your personal statement later in the application)

Statement of Purpose

Write a brief statement of purpose describing reason(s) for pursuing graduate or post baccalaureate study. Include any additional information concerning your preparation that is pertinent to the objective specified

N/A

3/3700

Program Materials Quadrant IV

15. Documents

[Home](#)

[Documents](#)

[Evaluations](#)

[Questions](#)

- Upload CV/Resume and Personal Statement

16. Evaluations

- Add two recommenders

[Home](#)

[Documents](#)

[Evaluations](#)

[Questions](#)

17. Questions

- Answer all the required questions

Home

Documents

Evaluations

Questions

18. Submit Application

- Click on the Submit Application tab
- Submit and pay \$55.00 Application Fee

My Application

Add Program

Submit Application 1

Check Status ●

Additional Application Requirements

1. GMAT scores. Request your official score report to be sent directly to CSUSM. The CSUSM code for the GMAT test is V38-PT-22. If you are sending GRE scores the CSUSM school code is 4155.

GRE scores can also be mailed to:

California State University, San Marcos
Admission and Recruitment
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001 USA

2. Official transcripts from each college or university previously attended

Submit official transcripts to:

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

Transcripts may also be sent electronically to transcripts@csusm.edu.

To inquire on the status of your application contact the MBA office at mba@csusm.edu or (760)-750-4267.