CSU Apply SMBA Steps/Instructions

1. Go to CSU Apply Website: https://www2.calstate.edu/apply
    *   Make sure you click on APPLY for Summer 2023

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 2023 ⌄ | Apply |

2. Create 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. Select the program to which you want to apply
    - Campus: Cal State San Marcos
    - Start Term: Summer
    - Source: Extended Education

- Select Specialization: Business Analytics, International Business, or Supply Chain Management
    i.   You can change your specialization at a later date
5. Click on the "I am Done, Review My Selections" button
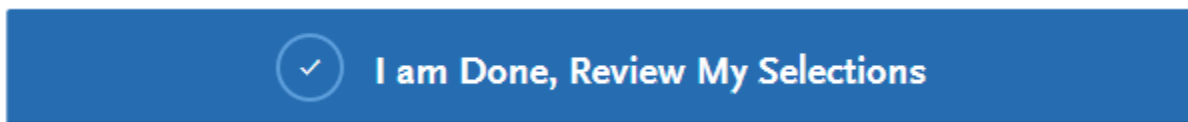
6. Click on the "Continue To My Application" button and start working on the quadrants

7. Quadrant I: 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

8. 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

- Press and complete Transcript Entry, (left tab):
    i. on the Transcript Entry portion, 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.

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

ii. Enter your cumulative **GPA** earned for each of your postsecondary institutions

iii. 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 taken GMAT/GRE press:

    > I Am Not Adding Any Standardized Tests

    iii. You will need to submit your official GMAT/GRE scores by April 15, 2023
    iv. Press My Application on top left to get to Quadrant III: Supporting Information

9. Quadrant III: Supporting Information
    - Experience
        i. You are not required to enter any experiences. Press:

        > I Am Not Adding Any Experiences

    - Achievements
        i. Click the "I am not adding any achievements" link

        > I Am Not Adding Any Achievements

    - Documents
        i. Scroll down to the bottom of the website and click the "I am not adding ay documents" link

        > I Am Not Adding Any Documents

- Statement of Purpose
  i. 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
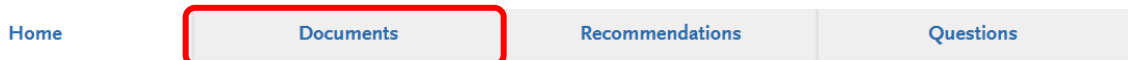
N/A

3/3700

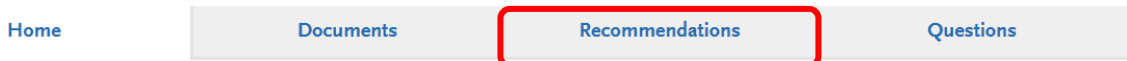10. Quadrant IV: Program Materials
- Home

Home	Documents	Recommendations	Questions

  i. Instructions and program details

- Documents

Home	Documents	Recommendations	Questions

  i. Upload CV/Resume and Personal Statement

- Recommendations

Home	Documents	Recommendations	Questions

  i. Add two recommenders (academic or professional)
  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 15th, but you can enter an earlier date)
      5. Personal Message/Notes

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

Dear ████████,

███████ has requested that you provide an online recommendation as part of their application to the CSU.

Access the Cal State Apply Recommendation Portal

███████ 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

- Questions

Home	Documents	Recommendations	**Questions**

i. Answer all additional information needed
1. How did you hear about our program?
2. Will you be requesting to waive the foundation courses?
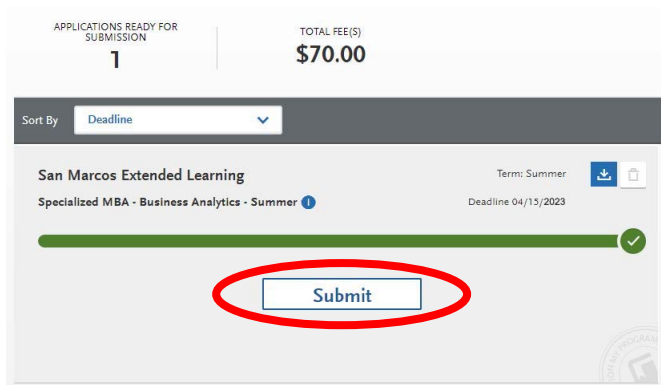3. Statement of Acknowledgement
ii. Press Save and then Close

11. Submit Application
i. Click on the Submit Application tab

My Application	Add Program	**Submit Application ❶**	Check Status

ii. Submit and pay $70.00 Application Fee

APPLICATIONS READY FOR SUBMISSION
1

TOTAL FEE(S)
$70.00

Sort By   Deadline ⌄

San Marcos Extended Learning   Term: Summer
Specialized MBA - Business Analytics - Summer ⓘ   Deadline 04/15/2023

Submit

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.