SMBA Application Requirements and Guidelines

Thank you for your interest in the Specialized MBA program at California State University San Marcos. This packet will guide you through the application process and provide detailed steps toward admission.

After you apply, your application will be reviewed during the next review period listed on our website. Additionally, CSUSM will send you an email with instructions 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, all official transcripts must be submitted to CSUSM. The registrar's office will review the transcripts and confirm their accuracy to the MBA department. Following this review, the registrar's office will email you their decision on your admission to the MBA program.

The final step to secure your spot in the upcoming cohort is to accept your admission through your student account. Detailed instructions will be included in the email from the registrar's office.

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

SMBA Application Requirements

The list below includes the supplemental material required for the MBA application. In addition to this, applicants must submit their official transcripts to the CSUSM registrar office for validation. Once all official transcripts have been validated. Once the CSUSM registrar office has validated that the official transcripts are true and correct, they will approve the MBA admission decision.

1. 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 Statement Essay
        ii. One Letter of Recommendation
        iii. Resume
        iv. 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.

Statement of Purpose Writing Instructions:

In your Statement of Purpose, you are expected to provide a comprehensive overview of your background, career achievements, goals, and your specific reasons for seeking admission to our specialized MBA program. This statement should encapsulate both your personal achievements and your expectations from our program, demonstrating a strong alignment between your aspirations and what our MBA program can offer. Please adhere to the following guidelines:

1. **Introduction and Background (Personal Achievement Aspect):**

   - Begin by introducing yourself, including your name, current career position, and a brief overview of your career journey.

2. **Career Achievements (Personal Achievement Aspect):**

   - Share your most significant career achievements, emphasizing any major projects or responsibilities you have undertaken. Highlight the impact of these achievements on your professional development.

3. **Program Alignment (Program Experience Aspect):**

   - Articulate why you are interested in our specialized MBA program. What sets our program apart, and how does it align with your career goals? Be specific about what you find appealing in our program.

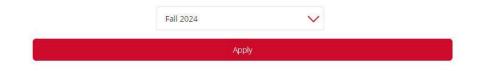4. **Conclusion (Combining Both Aspects):**

   - Summarize your career achievements, aspirations, and why you are enthusiastic about our specialized MBA program. Explain how you expect our program to help you achieve your career objectives and address the areas you wish to improve.

CSU Apply SMBA Steps/Instructions

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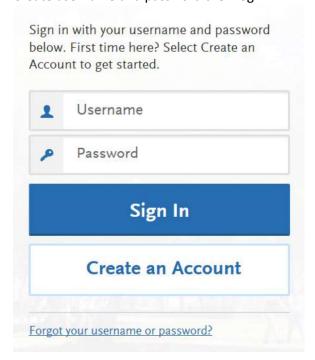   - Make sure you click on APPLY for Fall 2024

CAL STATE **APPLY**

With 23 universities spanning the state, and thousands of degrees to choose from, the CSU offers you more choices and connections than any other public higher education institution in the nation. One application opens infinite possibilities. Start your journey today.

| Fall 2024 | ⌄ |

| Apply |

Campuses and programs may have different application deadlines. Visit **Application Dates & Deadlines** to find yours.
Visit our **Applicant Help Center** for additional assistance.

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: Fall
   - Source: Extended Education

+	Specialized MBA - Business Analytics	Cal State San Marcos	MBA	Fall	2024	Main Campus	05/10/2024
+	Specialized MBA - International Business	Cal State San Marcos	MBA	Fall	2024	Main Campus	05/10/2024
+	Specialized MBA - Supply Chain Management ...	Cal State San Marcos	MBA	Fall	2024	Main Campus	05/10/2024

   - 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

✓ I am Done, Review My Selections

6. Click on the "Continue To My Application" button and start working on the quadrants

Continue To My Application >

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 Am Not Adding Any Standardized Tests

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

> I Am Not Adding Any Experiences

   - 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

10. Quadrant IV: Program Materials
- Home

Home	Questions	Documents	Recommendations

    i. Instructions and program details

- Questions

Home	Questions	Documents	Recommendations

    i. Answer all information needed
1. Additional Information
2. Statement of Acknowledgement
    ii. Press Save and then Close

- Documents
  - i. Upload
    1. Unofficial Transcripts
    2. CV/Resume
    3. Personal Statement

- Recommendations
  - i. Add one 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 May 10th, but you can enter an earlier date)
    5. Personal Message/Notes

11.   Submit Application
   1. Click on the Submit Application tab
   2. Submit and pay $70.00 Application Fee

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.