HOW TO USE THE CSU MENTOR ONLINE APPLICATION WEBSITE TO APPLY TO THE COLLEGE OF BUSINESS ADMINISTRATION’S MASTER OF BUSINESS ADMINISTRATION DEGREE

(For Residents)

Dear Prospective MBA Applicant,

We are pleased that you are considering Sacramento State College of Business Administration’s (CBA) Master of Business Administration (MBA) degree as one of your choices for graduate school. To apply to the MBA Degree, please (1) complete the CSU Mentor Graduate Admission Application (2) pay the non-refundable application fee of $55 online with your application and (3) submit all of the application materials (official transcripts, Resume, Letters of Recommendation, GMAT scores, etc.) listed on the CBA Application Checklist to the appropriate offices by the Application Deadline.

The online application consists of the following ten sections. Listed below is the information that you will need to complete each section:

1. Enrollment Information—What degree are you seeking.
2. Name and Address
3. Personal Information
4. Citizenship / Residency
5. Demographic Information
6. College Information—Past Education
7. Current College Courses
8. Test Information
9. Miscellaneous Information
10. Statement of Purpose – Email Directly to CBA

If you have technical problems please contact the CSU Mentor Technical support at: https://secure.csumentor.edu/support/tech_support.asp. Each section of the online application also has its own Instructions in the “Need Help?” box to the left of every screen so begin there with any questions.

Before you begin, there are a couple of items that are specific to the MBA application process that you should pay attention to while completing your application:

✔ “ENROLLMENT PLANS” section: Select the Term you are applying for from the drop down box. If the semester you plan to apply is not open for applications it will not be listed here (Fall applications usually open October 1st and Spring applications usually open August 1st). You can still complete most of the application but you will have to skip most of the information on the “ENROLLMENT INFORMATION” section of the application if the MBA application is not open. You will need to use the “Skip and Jump” feature to be able to complete the rest of the application. Just skip the “ENROLLMENT INFORMATION” section of the application and complete the rest to the best of your ability.

✔ “DEGREE/CREDENTIAL OBJECTIVE” section: If you are applying to the MBA Select “Other master’s (MBA, MFA, MPA, etc.)” from the Degree objective drop down box. You are not seeking a credential so please select “Not interested in a credential program” from the Education credential objective (may be in addition to major/program objective) drop down box. You can skip the other Credential questions.
“CONTACT INFORMATION” section: E-mail is a primary means of communication with applicants. CSU campuses will send important messages to you using the e-mail address that you list on this application. It is your responsibility to check this e-mail account regularly and read your messages from the CSU. Be sure to notify the campus(es) if this e-mail address changes.

If you filter email addresses please add the following email accounts to your safe sender list:

- cba-gbac@sacklink.csus.edu
- gradctr@csus.edu
- rgep-02@sacklink.csus.edu
- rgep-03@sacklink.csus.edu

“COLLEGE INFORMATION” section: If you did not attend Sacramento State in the past you will need to submit official transcripts from ALL colleges and universities that you have ever attended (even if it was one class). You will be required to submit official transcripts from all colleges and universities you list here. If you are Sacramento State alumni, you need to only submit transcripts not previously submitted to the university.

“TEST INFORMATION” section: The GMAT exam must be taken before the application deadline however you do not need GMAT scores to complete your application. You can simply skip this section as we will download your official GMAT scores from the GMAC website and do not use what you list on your application. If you have your Official GMAT scores you will enter them in this section. If you do not have official scores but do have the unofficial GMAT scores that you received on the day you took the exam just enter 0.0 for the Analytical Writing Assessment (AWA) section (unofficial scores do not include the AWA).

“MISCELLANEOUS INFORMATION” section: The “work experience” section can be left blank as we can pull this information from your resume which you are required to submit directly to the College of Business Administration (CBA) Graduate Business Advising Center (GBAC) via email only at: cba-gbac@sacklink.csus.edu

“ACADEMIC REFERENCES” section: This can also be left blank as we use the letters of recommendation submit directly to the College of Business Administration (CBA) Graduate Business Advising Center (GBAC) via email only at: cba-gbac@sacklink.csus.edu

“STATEMENT OF PURPOSE” Please submit a statement via email directly to the GBAC at cba-gbac@sacklink.csus.edu just put a note in the statement of purpose box on the online application that says “Statement send directly to the CBA GBAC”. A Statement of Purpose should be 1 to 2 pages maximum and include:

- Your purpose in graduate study. This means you must have thought this through before you try to answer the question.
- The area of study in which you wish to specialize. This requires that you know the field well enough to make such decision.
- Your future use of your graduate study. This will include your career goals and plans for your future.
- Your special preparation and fitness for study in the field. This is the opportunity to relate your academic background with your extracurricular experience to show how they unite to make you a special candidate. It should also demonstrate that you're a diligent student who will remain committed for the long haul.
- Any problems or inconsistencies in your records or scores such as a bad semester. Be sure to explain in a positive manner and justify the explanation. Since this is a rebuttal argument, it should be followed by a positive statement of your abilities.
• Any special conditions that are not revealed elsewhere in the application such as a large (35 hour a week) work load outside of school. This too should be followed with a positive statement about yourself and your future.
• Above all, this statement should contain information about you as a person. They know nothing about you unless you tell them. You are the subject of the statement.

Have someone else proofread your essay for spelling and grammar. A fresh set of eyes often picks up something you missed.

STEPS TO CREATE A CSU MENTOR ACCOUNT (See associated screen shots below):

1. You would need to choose “Create an Account” at the top of the CSU Mentor home page. Then follow the steps to create an account.
2. Once your account is created you should choose the “Apply online” tab and choose “Graduate Admission Applications”.
3. You will be asked to choose the semester you are applying for and should choose the group that includes the semester to which you are applying.
4. You will now need to choose “CSU Sacramento Graduate” from the list of CSU campuses in which you may apply and then select “[start a new application]”. You will be taken to the CSU Sacramento Graduate instructions page.
5. Please be sure to read the instructions and then scroll all the way to the bottom to choose “begin Application for CSU Sacramento graduate”.
6. Please keep in mind that this page includes instructions for ALL graduate applicants to CSU Sacramento and is not specific to the College of Business Administration. Be sure to visit our application checklist for requirements specific to the College of Business Administration.

If you have technical problems please contact the CSU Mentor Technical support at: https://secure.csumentor.edu/support/tech_support.asp.

↓↓↓SEE SCREEN SHOTS BELOW↓↓↓
Create an account - screen 1 of 3

You will need to create a username and password to access certain CSU Mentor functions, including online applications. If you do not already have an account for either CSU Mentor, CaliforniaColleges.edu, CCCAppy.org, or another XAPP-powered site, you'll need to create one here. It's quick and easy.

You need to create your own account to use all of the features on this website. In order to create your own unique account, you will need to supply information such as your name, date of birth, e-mail address, etc. Your personal e-mail address is as important to us as your street mailing address or your phone number since the CSU campuses will use your e-mail address to communicate with you. If you already established your own unique personal e-mail address, you can create one using a free service such as Gmail, Hotmail, Yahoo! Mail, etc.

If you already have a CaliforniaColleges.edu or CCCAppy.org account with user name and password, you can use it to log on to CSU Mentor now. Please do NOT create another user account.

YOUR INFORMATION

First/Given name: 

Middle name: 

Last/Family name: 

Date of birth: 

Due to Iowa regarding children's online privacy, this system will not accept accounts created by persons under the age of 13. For more information, please refer to the privacy statement.

E-mail address: 

If you do not currently have an e-mail account, you may create an account for free by using any of the popular e-mail websites (e.g. Gmail, Hotmail, Yahoo! Mail).

E-mail address (repeat): 

USERNAME AND PASSWORD

You will need these every time you wish to access or modify any of your information. Please choose something you can easily remember. Your username and password can be 5-12 letters long and contain numbers or symbols. Create a pattern and remember it.
Apply Online

- **Undergraduate Admission Applications** – Apply online (i.e., Graduating High School entering as First-Time Freshman, Transfer from Community College)
  - Click here to view help tutorial for the online application

- **Graduate Admission Applications** – Apply online (For Master’s, Postbaccalaureate, Doctorate, Credential and Certificate Programs)

- **International Admission Applications (Undergraduate and Graduate)** – Apply online

- **Application Filing Status Report** – Find out which campuses are accepting applications

- **ACT Scores Manager** – Release eligible ACT scores to CSU campuses

- **FAFSA on the Web** – Transfer your information to the FAFSA

- **CalStateTEACH Application** – Online Teacher Credential Program

- **Educational Opportunity Program (EOP)** – California Residents
  - Only – Apply online! Note: You MUST submit an undergraduate application BEFORE you can apply for EOP!
Apply Online

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## Graduate Online Application

If you have technical problems, please call (800) 468-6927 or e-mail us at support@CSUMentor.edu.

<table>
<thead>
<tr>
<th>Term</th>
<th>Application submission period beginning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
</tr>
<tr>
<td>Winter</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>August 1</td>
</tr>
<tr>
<td>Summer</td>
<td>February 1</td>
</tr>
</tbody>
</table>

Which campuses are still accepting applications?

**CLICK THIS BOX IF YOU ARE APPLYING FOR:**
- Fall 2012
- Summer 2012
- Winter 2012
- Spring 2013

**CLICK THIS BOX IF YOU ARE APPLYING FOR:**
- Winter 2012
- Spring 2013

If you have a bachelor's degree and wish to pursue a 2nd bachelor's degree, use the undergraduate application instead. (Exception: CSU Bakersfield, CSU Fresno, CSU Long Beach, CSU Monterey Bay, and CSU Northridge applicants please use the graduate application above.)

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This site uses popups to display information
Please configure your browser or system settings to allow popups

You can temporarily disable pop-up blocking by pressing the CTRL key on your keyboard when clicking on the Find, Add, Edit, or Select buttons.

To permanently allow pop-ups, please follow the instructions for your browser.
Being saved. Be aware that if you use the Skip & Jump function on the left column, data on the current screen will not be saved and will have to be re-entered prior to submittal.

Once you have completed the application, click the ‘SUBMIT’ button located on the left column to submit the application.

Upon completion of this online application you will be given the opportunity to print this application for your own records (do not send to the school). To do so, click the link on the application agreement statement and use your browser’s print function. You may also print previously submitted applications by viewing the confirmation screen for each campus and clicking the corresponding link.

- Admission Requirements
- Program Limitations
- Selection of Degree or Credential Objective
- Immunization
- Graduate Student Support
- International Student Admission Requirements
- TOEFL Requirement
- Application Filing Dates
- Graduate Financial Aid Information
- Residence Classification
- Other Programs and Services
- Services to Students with Disabilities
- Costs

What happens next?

You will receive an application acknowledgement from the campus to which you applied. Read it carefully and follow any instructions about when to send in documents or when to take placement tests.

You will receive notification of your admission status.

When you are admitted to the campus, you will receive information about orientation, registration, and other activities for new students.

Important note: E-mail is a primary means of communication with applicants. CSU campuses will send important messages to you using the e-mail address that you list on this application. It is your responsibility to check this e-mail account regularly and read your messages from the CSU. Be sure to notify the campus(es) if this e-mail address changes.

Browser Popup Window Notice

Please be aware that this online application makes use of popups to display information, instructions, or for answering questions on certain screens. If your browser is set to block popups, or if you are using a third-party popup blocking tool, please configure your system to allow popups on CSUMentor. For more information regarding making these browser changes, please consult your software’s documentation or help for instructions.

Begin Application for CSU Sacramento Graduate

<<< Go Back to the Application Manager

Be sure to read the Browser Popup instructions
ENROLLMENT INFORMATION

Term applying for:  Select one

If Fall 2012 isn’t listed above, this campus may have closed the term or you have already submitted to the term. If you are looking for Spring 2012, you’re in the wrong application. Return to Admission Applications and select the 2011-2012 application.

Major/Program objective:  Business Administration (MBA Finance)

Indicate any option, emphasis, or concentration within this field:

Degree/Credential Objective

Degree objective:  Other master’s (MBA, MFA, MPA, etc.)

If you are only seeking a credential, select "None" as your degree objective.

Education credential objective (may be in addition to major/program objective). Teacher, specialist, or other service credential program:

Not interested in a credential program

Credential objective name:  Select one

Have you been admitted to a program for the credential you’re now seeking?  Select one

If yes, which campus?  Select one

If no degree or credential objective, please specify the graduate-level courses you wish to take for personal and professional growth:

Previous Application/Attendance (if applicable)

When did you last apply to CSU Sacramento?

Term last applied:  Select one

Year:  YYYY

When did you last attend CSU Sacramento as a graduate student?

Term last attended:  Select one

Year:  YYYY