How to Send Official Transcripts

Sacramento State’s MBA program requires that all applicants submit official, unopened transcripts from all universities attended to two different offices – the MBA Program Services (MPS) office, and the Office of Graduate Studies (OGS). Applicants must submit one transcript to both offices, which means that a total of two official transcripts will need to be submitted.

- If you are a Sacramento State alumni, you need to only submit transcripts not previously submitted to the university.
- If you did not attend Sacramento State in the past, you will need to submit official transcripts from ALL colleges and universities you attended (even if it was just one class).

Applicants with international/foreign documents must visit the OGS website to find out which additional official academic records are required (mark sheets, diploma supplements, Certificado de Notas, etc.). Applicants who attended foreign institutions are required to submit transcripts at least one month prior to the application deadline in order to allow time for foreign credential evaluation.

Please follow these tips for ordering transcripts:

If you are ordering transcripts as an electronic PDF, please have your transcripts sent to BOTH grad_admissions@csus.edu and mba@csus.edu. Do not have the transcripts sent to your personal email, but rather to both office emails. The transcripts must come directly from the school/transcript provider in order for them to be considered official.

If you are ordering paper copies of your transcripts, you have the option to have them sent directly to OGS and MPS, or request they be mailed to you first, and then mail them or hand-deliver them to the two offices below. If you choose to have both copies delivered to your home address first, you must keep the transcripts sealed in order for them to be considered official. Write a cover sheet that includes your full name, the program and semester applying for (e.g. “MBA Fall 2020”), contact information, and student ID#. Put the cover letter and sealed transcripts in a large envelope and mail it or deliver it in person to both offices at:

**Office of Graduate Studies (OGS)**
California State University, Sacramento
Riverfront Center, Room 215, MS 6112
6000 J St.
Sacramento, CA 95819-6112

**MBA Program Services (MPS)**
California State University, Sacramento
College of Business Administration
Tahoe Hall, Room 1030
6000 J St.
Sacramento, CA 95819-6088