



# MBA Program Application Tips Workshop

*Redefine the Possible™*

# Agenda

- Application Deadlines & Admission Timelines
- Minimum Admission Criteria
- Cal State Apply Application & Preview
- Tips for Resume, Statement of Purpose, & LORs
- Transcripts
- Selection for Interview Process
- Admission Decision Process
- Q&A

# Application Deadlines

## Fall 2024 Application

Opens: October 1, 2023

Closes: February 15, 2024

## Spring 2025 Application

Opens: August 1, 2024

Deadline: September 15, 2024

*Note: ALL documents must be received by the deadline. NO EXCEPTIONS!*

# Application & Admission Timelines

- Cal State Apply closes on **February 15 at midnight**
- Interviews will be conducted in February - April
- Usually release application decisions within 2 weeks of your interview
- Admission decisions will be made on a rolling basis once interviews begin – no set date for decisions to be finalized
- New Student Orientation will be held via multiple sessions in April - June
- Classes for Fall 2024 will begin August 26

# Minimum Admission Criteria

- 2.50 cumulative GPA from an accredited institution
- Int'l Students: English Proficiency Scores (TOEFL: 550, 80; IELTS: 6.5, PTE: 65)
- Completed application – includes **ALL** components (i.e. Cal State Apply application, resume, statement of purpose, TWO (2) letters of recommendation, transcripts from ALL colleges attended)
  - Incomplete applications will not be reviewed and will be denied! This includes those missing one or more LORs.

*Disclaimer: The COB regularly admits fewer applicants than those meeting the minimum criteria.*

# Required Application Components

- Completed Cal State Apply online application
  - **Two (2) Letters of Recommendation** – requested and submitted through Cal State Apply
  - **Professional Resume**
  - **Statement of Purpose** – answers to two (2) questions  
REQUIRED
- **Official transcripts** from ALL institutions attended – sent to the Office of Graduate Studies or International Admissions by the deadline
  - Unofficial transcripts are required to submit your Cal State Apply application; we want official before reviewing your app

# Cal State Apply Application

- Your official application to the program/university
- \$70 fee required to submit your app
- Once you create a profile, you can edit and exit whenever you wish
- **CA Residents:**  
<https://www.calstate.edu/apply/graduate>
- **International Students (requiring a visa):**  
<https://www.calstate.edu/apply/international>

Let's take a look!

# Tips For Your Resume

- 1-2 page basic professional resume detailing:

- Your work experience
- Academic history
- Any volunteer experience that's relevant

*(Note: no work experience required to be admitted!)*

**Tip:** if part-time work, state how many hours worked per week  
e.g. Sacramento State PRIDE Center, Student Assistant (20 hrs/week), April 2023 - Present

- Good application resumes SHOULD NOT:

- Have an objective, especially if it's job-focused
- Be a curriculum vitae (CV) or more than 2 pages in length
- Contain false information or future goals



# Tips For Your Statement of Purpose

- Writing sample clear of grammatical, spelling, or other errors
  - no specific format required, but please separate answers (i.e. not one big paragraph) and upload as PDF
- Answers to two (2) questions required:
  - **Question 1)** The MBA classroom is a diverse, dynamic learning environment. Please describe how you will contribute to the Sacramento State MBA program, highlighting any significant events, experiences, hardships, or people that have affected your life. **(500 words maximum)**
  - **Question 2)** The Sacramento State College of Business is committed to developing the next generation of leaders in the region. Discuss how as both an MBA student and an alumnus you hope to impact or give back to the greater Sacramento community. **(250 words maximum)**

## Statement of Purpose, cont'd.

- Jot down your first thoughts/ideas in bullet points
- From that, create a rough draft, not worrying about word count or flow
- Then hone your answers, focusing on a clear response to the questions that captures your writing style, while also expressing your background, experience, and intended contributions to Sac State and beyond.
- Get help! Have friends/family review and edit for you. A second (or more) set of eyes will do wonders!

# Tips For Your Letters of Recommendation

- Two (2) are required
- Can be either professional or academic in nature
- Good LORs SHOULD:
  - attest to your analytical, managerial, leadership, and communication skills, as well as your readiness for graduate study
  - enhance your application by providing new and valuable insights into your character to the admissions reviewers and committee

# Letters of Recommendation, cont'd

- **Good LORs ARE NOT:**
  - From personal contacts, friends, family
  - From supervisors or faculty you have not been in contact with for many years or did not have a significant relationship with
  - Written by you and then signed off on by the recommender

# Letters of Recommendation, cont'd

- **Best practices:**
  - Contact your recommenders BEFORE sending your LOR invitations
  - Provide them with your resume, statement of purpose, and a brief explanation of why you wish to earn your MBA at Sac State
  - Your Cal State Apply application LOR request should NOT be the first time you contact them to ask for a letter

# Warning!

APPLICATIONS MISSING LETTERS OF RECOMMENDATION WILL NOT BE REVIEWED AND WILL BE DENIED AS INCOMPLETE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO MONITOR THEIR LOR REQUESTS ACCORDINGLY.

- If you've clicked submit on your Cal State Apply application, it does NOT mean you have submitted a complete application to the program. That will only happen once both LORs show as "Completed [Date], 2024"
- Continue to check your application until both LORs are received – Add new recommenders if necessary!

# Transcripts

- Official transcripts from ALL institutions attended are required – whether you received a degree there or not
  - e.g. foundation courses taken at a JC after graduation
- Go to your university’s website and search for “Transcripts” or “Registrar” and follow the instructions
- Digital transcripts are preferred
  - Have them sent to [gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu) or [intlinfo@csus.edu](mailto:intlinfo@csus.edu)
- If sending paper copies, mail to yourself and then mail ALL in one large envelope w/ your student ID number to:

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

**DUE FEB. 15**  
**or SEPT. 15!**



# Transcripts for Sac State Students

- Sac State current students or graduates -  
**WE DON'T NEED YOUR TRANSCRIPTS!** 😊
  - *UNLESS* you graduated and **AFTERWARDS** attended another university or community college
  - If this is the case, request those transcripts and send them to OGS
- If you attended a community college and transferred to Sac State, we will already have those transcripts as well, so do not send them again



# CA/US Resident Applicants w/ International Transcripts

- Students who completed their degree in another country but don't need a visa to study in the U.S.
  - You MUST have your official transcripts evaluated by one of the three companies listed on [this page](#) and sent to OGS BY THE DEADLINE
    - [WES](#) – course-by-course evaluation
    - [ACEI](#) – comprehensive report
    - [ECE](#) - course-by-course evaluation

# Warning!

APPLICATIONS MISSING TRANSCRIPTS WILL NOT BE REVIEWED AND WILL BE DENIED AS INCOMPLETE.

- Be sure to submit your official transcripts or degree evaluation to the Office of Graduate Studies (OGS) ([gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu)) or International Admissions ([intlinfo@csus.edu](mailto:intlinfo@csus.edu)) BEFORE the deadline but AFTER you have submitted your Cal State Apply application.
- Include your full name, program name, application cycle, and 9 digit Student ID number on all correspondence (e.g. Anne Shirley, MBA Program, Fall 2024, 246123890).

# Interview Process

- After initial review, if your application is considered competitive, you will be asked to complete an interview
- Note that interviews won't commence until AFTER the deadline
- You will receive an email notifying you of selection for an interview and requesting you select an interview date and time during the next week
- Since you have complete control over which date/time you choose, rescheduling will rarely be permitted
- Once booked, you'll receive a confirmation email with a calendar invite containing a Zoom link to use on the day of your interview

## Interview Process, Cont'd

- On interview day, please come prepared and dress professionally
- Log on promptly at your start time
- Email your interviewer if you have issues with Zoom
- Your interview should last about 15-20 minutes, including time for any questions you may have
- You should receive your admission decision via email approximately 2 weeks after your interview

**NOTE** – *not all applicants will be selected for an interview and some applicants may be denied after interview*

# Admission Decision Process

- We will attempt to make admission decisions on a rolling basis.
- The MBA Admissions Team will notify you when your app is complete AND of your admission recommendation using the email provided in your Cal State Apply application
  - Add [mba@csus.edu](mailto:mba@csus.edu) and [sophie.mills@csus.edu](mailto:sophie.mills@csus.edu) to your safe senders list so this email does not go to junk!
- The Office of Graduate Studies (OGS) or Int'l Admissions will then notify you via email of your official admission decision

## Admission Decision Process, Cont'd

### Things to Remember:

- Don't email us constantly asking for your admission decision! We are working diligently on processing hundreds of applications and promise we'll notify you ASAP
- After receiving a decision, your status in your Sac State Student Center may not be updated for weeks
- If admitted, you must complete the Intent to Enroll process to notify the university you will be attending. Only *after* completing this step will you be given a registration date (Instructions contained in your admission letter)
- If you are denied, you may always reapply! We have a large pool of applicants and some cycles are more competitive.

# In Review

- You need to complete the entire Cal State Apply application **and** pay the \$70 fee **and** have both LORs submitted to be considered an official applicant
- Connect with your recommenders before sending your LOR request – follow-up if needed!
- Take your time on your application documents – EDIT & REVIEW!
- Request your transcripts as soon as you've applied – they're due on the deadline as well!
- Monitor your email for updates, but don't pester Admissions or OGS/Int'l Admissions for a decision

# Questions?





# Contact Info



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