



SACRAMENTO STATE

COLLEGE OF BUSINESS

How to Apply to the MBA Program via the Cal State Apply System

Introduction:

This document is a step-by-step guide designed to assist you with the Cal State Apply application for the MBA program at Sacramento State. Please follow the steps within this guide to submit all of the required materials by the application deadline.

Domestic applicants should apply at <https://www.calstate.edu/apply/graduate>.

International students requiring an F-1 visa to study at Sacramento State must use a separate site: <https://www.calstate.edu/apply/international>.

We have provided screenshots for each step in the application process to assist you.

If you have technical problems, please contact the Cal State Apply technical support at https://help.liaisonedu.com/Cal_State_Apply_Applicant_Help_Center/Starting_Your_Cal_State_Apply_Application/1_Getting_Started_with_Your_Cal_State_Application/6_Cal_State_Apply_Customer_Service

Things to Remember:

Once you have created a Cal State Apply account, you may login again to edit your application at any time up until you submit your application and pay the required fee. **Once your application has been submitted, it may not be altered.**

An email will be sent to you approximately one week after you submit your Cal State Apply application. The email will come from the Office of Graduate Studies (OGS) on behalf of the university and contains instructions on how to create a SacLink account and Sac State email address. Follow the instructions to do so.

Email is the primary means of communication with applicants. OGS and the MBA Admissions Team will send important messages to you using the mail address that you list on the Cal State Apply application. It is your responsibility to check that email account regularly and read your messages. Be sure to notify us if your email address changes.

If your email server filters addresses, please add the following email accounts to your safe sender list:

mba@csus.edu

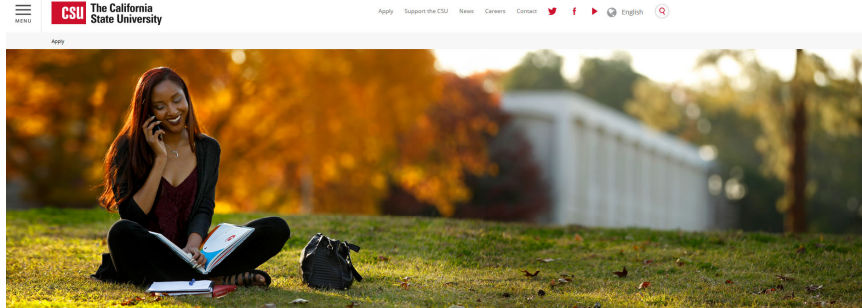
gradctr@csus.edu

grad_admissions@csus.edu

The Cal State Apply Application

Step One: Creating an Account

1. Open your browser and go to <https://www.calstate.edu/apply/graduate> or to <https://www.calstate.edu/apply/international> if you are an international student. You will be taken to the webpage below.



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.

2. Scroll down until you see the following options, select a term you are applying for, and click on the one that says "Graduate."

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.

APPLY NOW

Already started your application? [Sign in »](#)
[See Application Dates & Deadlines »](#)

Choose the type of student you are to learn more about how to apply to the CSU:

Freshman	Transfer	Graduate	International	Teaching Credential
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Choosing a Campus

Compare all 23 schools by size, location, activities and other criteria to find the campus that's the perfect fit for you.

[Explore Campuses](#)

Choosing a Degree

The CSU offers over 4,100 undergraduate and graduate degrees through classroom and online instruction.

[Explore Degrees](#)

Getting into the CSU

Wondering about admission requirements and the tests, grades and test scores you'll need to be admitted?

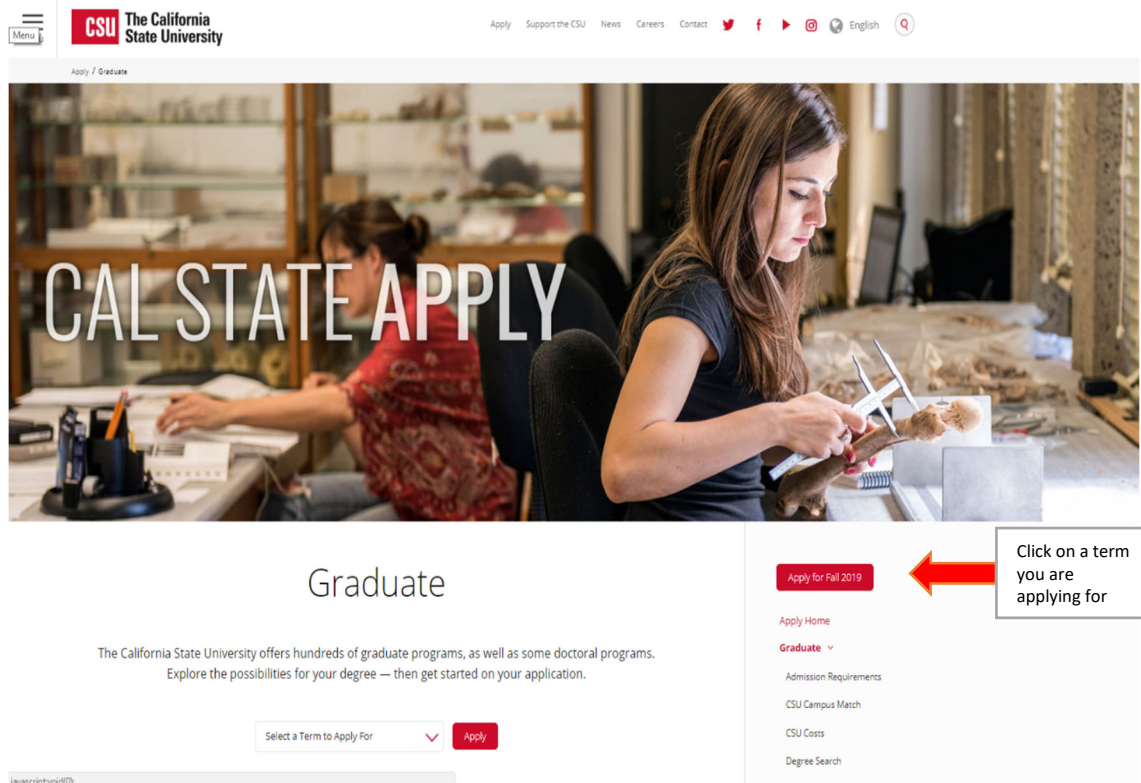
[Learn More](#)

Paying for College

Find out how much it costs to go to the CSU and how to apply for a variety of types of financial aid.

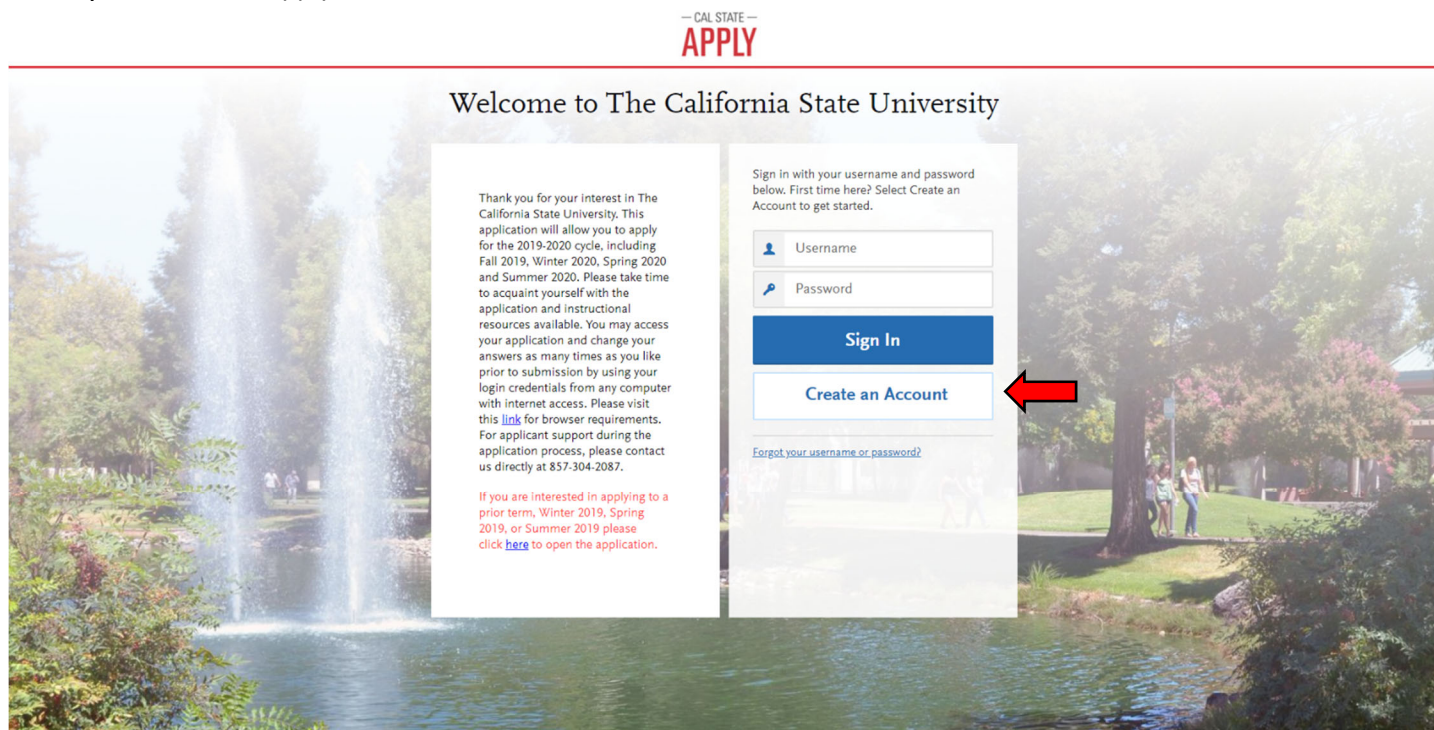
[See Your Options](#)

3. You will be taken to the following webpage



Click on the red “Apply for ‘X Term’” button to begin!

4. You should now be at the login page for Cal State Apply. Please click the “Create Account” button to create your Cal State Apply account.



5. Please fill in the appropriate fields with your personal and login information

Throughout the application, the “Save Changes” button will become clickable when you have filled out all of the required fields.

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

All information is required unless noted as optional.

Your Name

Title Optional

First or Given Name

Middle Name Optional

Last or Family Name

Suffix Optional

Display Name Optional

Contact Information

Email Address [Work](#)

Confirm Email Address

Preferred Phone Number [Work](#)

Alternate Phone Number Optional [Work](#)

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one letter and one number or special character.

Username

Password Strong

Confirm Password

Security Question [What is your favorite color?](#)

Security Answer

Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at www.liaison-intl.com (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services")

☒ I agree to these terms

[Create my account](#)

Account Created

Your account has been successfully created.

[Continue](#)

The information you provide will be used to process your application. You will be able to specify additional addresses and alternate names within the application.

* Indicates required field.

Your Name

Title

VETERANS PLEASE NOTE: You may not be able to pay for and submit your application without uploading your DD 214 discharge documents into the Cal State Apply application. Please have these documents ready to upload into the Cal State Apply system.

6. After clicking “Continue” button, you should be taken to the following webpage:

Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information. * Indicates required field.

Degree Goal

* What degree, credential or certificate are you applying for?

☐ First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

☐ Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

☒ Graduate (e.g. Master's, Doctoral) or Professional's Degree

☐ Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, CalState TEACH)

☐ Certificate

Returning

* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

☐ Yes

☒ No

US Military Status

* Anticipated US Military Status at time of enrollment

Veteran

International Applicant

* Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

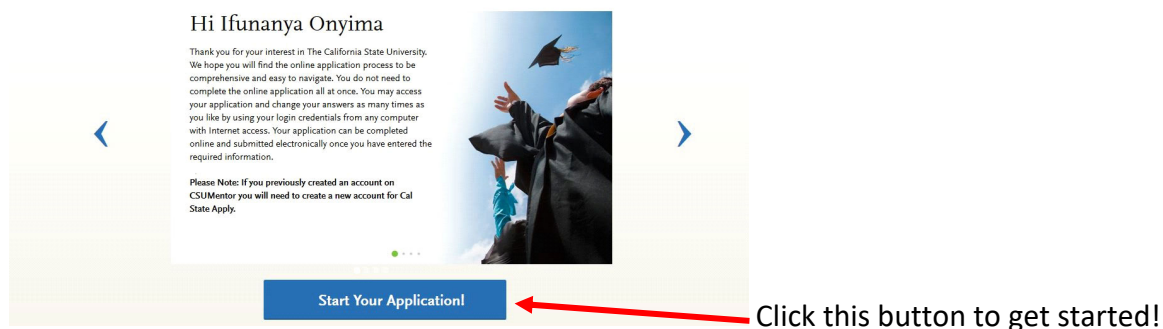
☐ Yes

☒ No

Save Changes

7. Please fill in the appropriate fields with your personal information and save changes

8. After saving your changes, you should be taken to the following webpage:



NOTE: Now that you’ve completed your profile, you may exit and enter Cal State Apply whenever you choose. You do NOT have to complete the entire application in one sitting. But be sure to save your work as you go by clicking the “Save and Continue” button whenever you see it.

Step Two: Completing the Cal State Apply Application

9. You should now be at the following page.

The screenshot shows the 'Add Programs' section of the Cal State Apply application. At the top, there's a navigation bar with 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below this, a message states: 'You must select at least one program to begin your application. Use the search filters below to locate programs by Campus Name, Start Term, Delivery and Source. When using the Search field, results are limited to matching on program name or organization (i.e...'. A 'Show More' link is on the right. The 'Find Program' tab is active. A search bar with the placeholder 'Search for a Program or Organization' is highlighted with a red box. To its right is a 'Filters' button. Below the search bar, it says 'Showing results for: X Available Programs'. A table lists programs under the 'BAKERSFIELD GRADUATE' section. The table has columns: Add, Program Name, Degree Type, Start Term, Academic Year, Location, Campus Name, and Deadline. The programs listed are: Biology (MS) - Non-Thesis, Biology (MS) - Thesis, and Business Administration (Antelope Valley).

Add	Program Name	Degree Type	Start Term	Academic Year	Location	Campus Name	Deadline
+	Biology (MS) - Non-Thesis	MS	Spring	2022	Main Campus	CSU Bakersfield	11/30/2021
+	Biology (MS) - Thesis	MS	Spring	2022	Main Campus	CSU Bakersfield	11/30/2021
+	Business Administration (Antelope Valley)	MBA	Spring	2022	Antelope Valley Branch Campus	CSU Bakersfield	11/30/2021

In the “Search for a Program or Organization” search for “Sacramento”. Scroll down and choose one of the four options below under the **Sacramento Graduate** section, which correspond to the three concentrations available to our students:

- Business Administration (MBA General – no concentration)
- Business Administration - Analytics in Healthcare
- Business Administration - Entrepreneurship and Global Business
- Business Administration - Finance

NOTE: You can change your concentration at any time during the program. If you are unsure as to which program to choose, select “Business Administration,” or the one you are most interested in at this time.

Your selection will look similar to the example below:

The screenshot shows the search results for 'sacramento'. The search bar contains 'sacramento'. Below the search bar, it says 'Showing results for: X Available Programs'. A table lists programs under the 'SACRAMENTO GRADUATE' section. The table has columns: Add, Program Name, Degree Type, Start Term, Academic Year, Location, Campus Name, and Deadline. The programs listed are: Anthropology, Business Administration, and Business Administration - Analytics in Healthcare. The 'Business Administration - Analytics in Healthcare' program is highlighted with a red box.

Add	Program Name	Degree Type	Start Term	Academic Year	Location	Campus Name	Deadline
+	Anthropology	MA	Spring	2022	Main Campus	Sacramento State	09/15/2021
+	Business Administration	MBA	Spring	2022	Main Campus	Sacramento State	09/15/2021
✓	Business Administration - Analytics in Healthcare	MBA	Spring	2022	Main Campus	Sacramento State	09/15/2021

10. Click “My Application” to return to your dashboard.

[My Application](#)

[Add Program](#)

[Submit Application](#)

Add Programs

You must select at least one program to begin your application. Use the search filters below to locate programs by **Campus Name**, **Start Term**, **Delivery** and **Source**. When using the Search field, results are

[Find Program](#) | [View Selected Programs](#)

sacramento

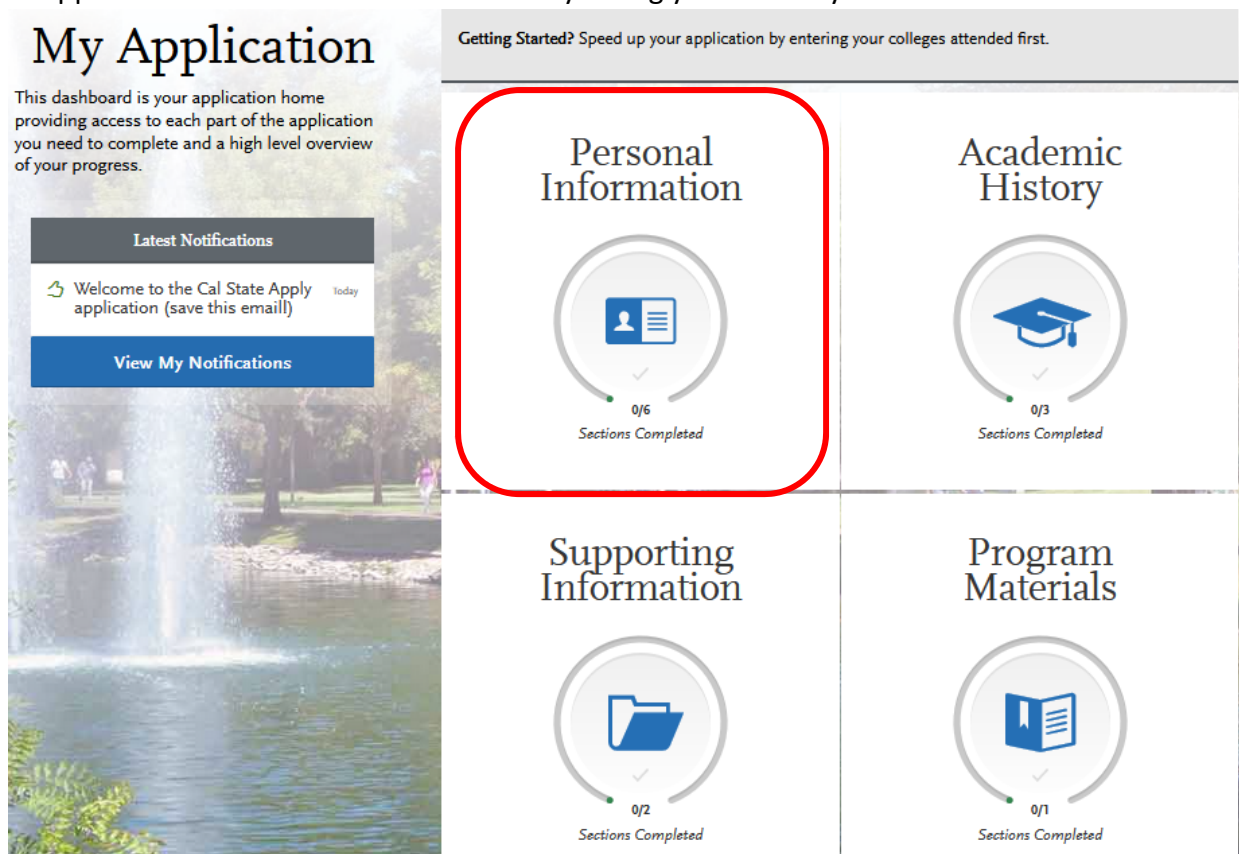


[Filters](#)

Showing results for: ☒ Available Programs

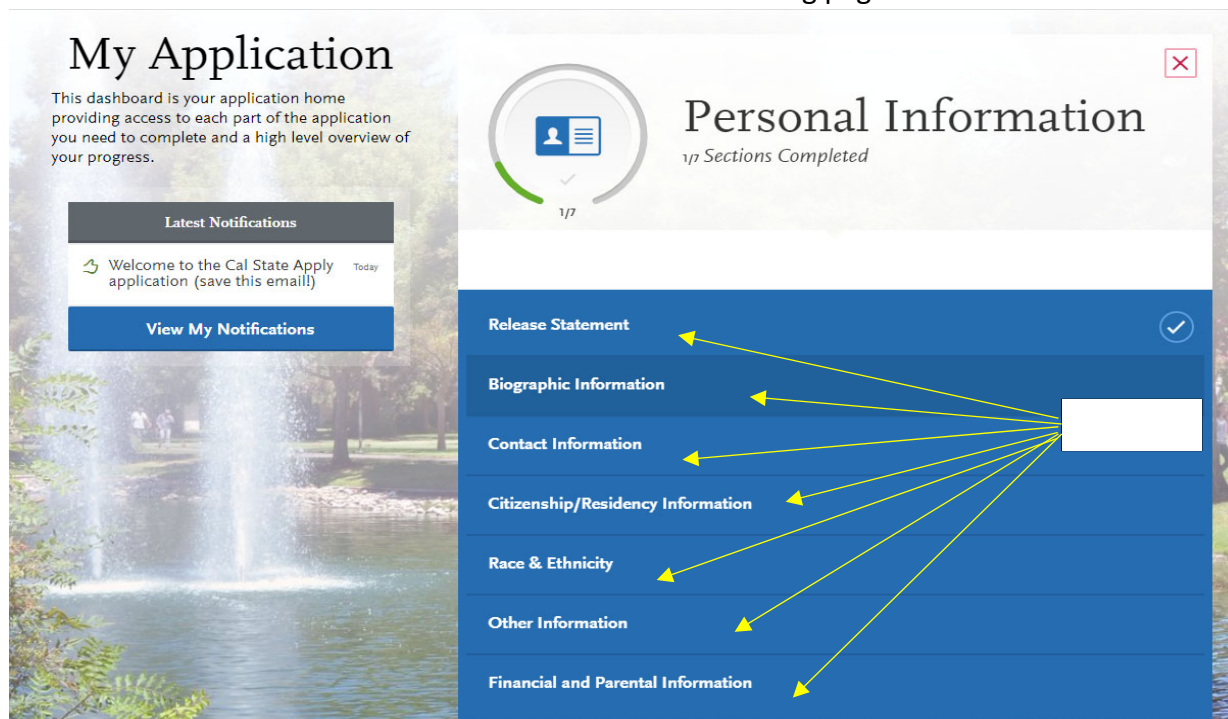
Add	Program Name	Degree Type	Start Term	Academic Year	Location
SACRAMENTO EXTENSION					
+	Business Administration (International) – Online	MBA	Spring	2022	Online
+	Business Administration - Executive (EMBA)	MBA	Spring	2022	Main Campus

11. You should now be at the following page. This is called your Dashboard. Clicking “My Application” in the upper-left corner of the screen will always bring you back to your dashboard.



Here, you can check the status of your application, see your progress on a current application, or submit a completed application. You can click on any of the four sections above to begin completing your application.

12. Click on “Personal Information.” You should be at the following page



Click on any of the 7 sections to start submitting information. In this example, we will go from top-to-bottom, starting with “Release Statement”. Click that selection now.

13. You should be viewing the following page

CAL STATE
APPLY

My Application Add Program Submit Application 0 Check Status

0/7 Sections Completed

Release Statement

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Release Statement

CERTIFICATION - to be read and authorized by all applicants to certify the accuracy of the information provided.

I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

☐ Your certification of this statement serves the same purpose as a legal signature, and is binding.

Release of Contact Information

I authorize the California State University to release my contact information to one or more CSU campuses and/or affiliates that may wish to contact me before and/or after I have submitted my application to the university.

Optional

☐ Check box to Acknowledge

Please read the statements and check the boxes to acknowledge them. Then, click “Save and Continue” at the bottom of the page.

0/7 Sections Completed

Release Statement

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Release Statement

CERTIFICATION - to be read and authorized by all applicants to certify the accuracy of the information provided.

I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

☒ Your certification of this statement serves the same purpose as a legal signature, and is binding.

Release of Contact Information

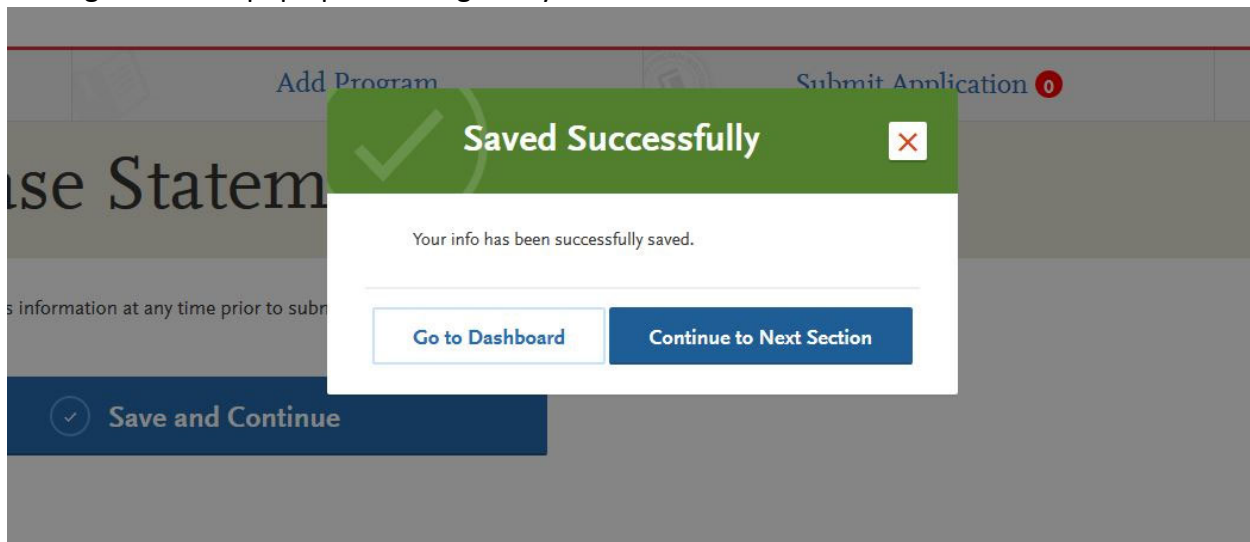
I authorize the California State University to release my contact information to one or more CSU campuses and/or affiliates that may wish to contact me before and/or after I have submitted my application to the university.

Optional

☒ Check box to Acknowledge

☒ Save and Continue

14. A dialogue box will pop up indicating that your submission was saved



This dialogue will come up every time you complete a section.

“Go to Dashboard” – Takes you back to your dashboard.

“Continue to next section” - Takes you to the next section.

15. Please complete the fields appropriately (some fields may already be filled)

A screenshot of a web application showing the 'Biographic Information' form. The form is titled 'Biographic Information' and has a subtitle 'You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.' The form is divided into several sections: 'Your Name', 'Alternate Name', and 'Preferred Name'. The 'Your Name' section has four input fields: 'First or Given Name' (filled with 'Ifunanya'), 'Middle Name' (empty), 'Last or Family Name' (filled with 'Oryima'), and 'Suffix' (empty). The 'Alternate Name' section has a question 'Do you have any materials under another name (for example a maiden name, middle name or nickname)?' with two radio buttons: 'Yes' (unselected) and 'No' (selected). The 'Preferred Name' section has a question 'Do you have a name (first, middle) that you commonly use that differs from your legal name?' with two radio buttons: 'Yes' (unselected) and 'No' (selected). On the left side of the form, there is a sidebar with a circular progress indicator showing '1/7 Sections Completed' and a list of sections: 'Release Statement' (checked), 'Biographic Information' (active), 'Contact Information', 'Citizenship/Residency Information', 'Race & Ethnicity', 'Other Information', and 'Credentials'.

Once you fill out all of the fields appropriately, you should be able to click “Save and Continue” at the bottom of the page (in red below)

☐ Male
 ☒ Female

Do you consider yourself to be? optional
Pansexual

How do you describe yourself? optional
Trans Woman

How do you describe the way you express your gender identity in terms of behavior, appearance, speech, and movement? optional
Gender non-conforming

Birth Information

Date of Birth 07/13/1982 MM/DD/YYYY

Country United States

City Sacramento

State California

County Sacramento County

Statewide Student ID

Statewide Student ID Optional

[Save and Continue](#)

16. Continue on to the next section titled, “Contact Information”

[My Application](#)
[Add Program](#)
[Submit Application](#)

Contact Information

You may update this section of the application at any time. Be sure to keep your contact information up-to-date throughout the application process.

Sections Completed 2/7

[Release Statement](#)
[Biographic Information](#)
[Contact Information](#)
[Citizenship/Residency Information](#)
[Race & Ethnicity](#)
[Other Information](#)
[Credentials](#)

Current Address

Country / Territory United States

Street Address 1 6000 J St

Street Address 2 Optional Tahoe 1030

City Sacramento

State/Province California

County Sacramento County

Zip/Postal Code 95817

Approximate Date through which current address is valid Optional

You Entered an Unknown Address

Please review the address you entered to ensure its correct.

[Use the address I entered](#)

Is this your permanent address?
 ☐ Yes
 ☒ No

Please complete the fields appropriately. When finished, click “Save and Continue” at the bottom of the page and continue onto the next section titled, “Citizenship/Residency Information”

17. Please fill out the fields appropriately

The screenshot shows the 'Citizenship/Residency Information' section of an application form. The left sidebar indicates that 7/7 sections are completed, with 'Citizenship/Residency Information' highlighted with a green checkmark. The main content area includes a header with 'My Application', 'Add Program', and 'Submit Application' buttons. Below the header, a green circular icon with a checkmark and the text '7/7 Sections Completed' is displayed. The main title is 'Citizenship/Residency Information'. A note states: 'You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.' The form is divided into three sections: 'United States Citizenship Details', 'Visa Information', and 'Residency'. The 'United States Citizenship Details' section includes a dropdown for 'U.S. Citizenship Status' (set to 'U.S. Citizen'), a dropdown for 'Country of Citizenship' (set to 'Nigeria'), and a radio button for 'Do you have dual citizenship?' (set to 'No'). The 'Visa Information' section includes a radio button for 'Do you have a U.S. Visa?' (set to 'No'). The 'Residency' section is currently empty.

PLEASE NOTE:

- U.S. Citizen Status section: Please select the option that is suitable for you
 - **U.S. Citizen** – You are currently a citizen of the United States
 - **Permanent U.S. Citizen** – You are currently living in the U.S. with a “green card”/permanent resident status
 - **Temporary U.S. Resident** – You are currently living in the U.S. on a visa other than an F1 student visa (for example, an H-1B visa)
 - **Non-Resident** – You are currently living in the U.S. on an F1 student visa
 - **None** – You are undocumentedPlease answer the visa information questions appropriately.

Please complete the fields appropriately. When finished, click “Save and Continue” at the bottom of the page and continue onto the next section titled, “Race & Ethnicity”


18. Please fill out the fields appropriately and be sure to answer the questions in this section as honestly as possible. This information will NOT be used in any way during the admissions process, but may be used for data-processing purposes.

The screenshot shows the 'Race & Ethnicity' section of an application form. The left sidebar indicates that 6/6 sections are completed, with 'Race & Ethnicity' highlighted with a green checkmark. The main content area includes a header with 'My Application' and 'Add Program' buttons. Below the header, a green circular icon with a checkmark and the text '6/6 Sections Completed' is displayed. The main title is 'Race & Ethnicity'. A note states: 'You may update this information at any time before submission. Once you have submitted, the information on this page cannot be edited.' The form is divided into two sections: 'Ethnicity' and 'Race'. The 'Ethnicity' section includes a dropdown for 'With regard to your ethnicity, do you consider yourself Hispanic or Latino?' (set to 'No'). The 'Race' section includes a list of checkboxes for 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or other Pacific Islander', and 'White' (checked).

When finished, click “Save and Continue” at the bottom of the page and continue onto the next section titled “Other Information”

My Application

Add Program



6/6

Sections Completed

Release Statement

Biographic Information

Contact Information

Citizenship/Residency Information

Race & Ethnicity

Other Information

Other Information

You may update this information at any time before submission. Once you have submitted, the information on this page cannot be edited.

* Indicates required field.

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. Please refer to the [Applicant Help Center](#) for more information on laws pertaining to SSN.

Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

SSN

Social Security Number Acknowledgement

Check the box below if you do not have a Social Security Number

☐ International students, nonresident aliens, and other exceptions, may not have a Social Security Number and should check this box.

19. Please be sure to read this section. **It is required to submit a social security number if you have one.**

20. Select “Not Interested in a credential program” for your interest in obtaining a teaching or educational credential (our MBA program does not provide a teaching credential),

Military Status

* Indicate your anticipated United States Military status at the time you enroll:

Not a Member of the Military

Teacher or Other Education Credential Information

* Select your interest in obtaining your teacher or other educational credential.

Not Interested in a credential program

RN License

* Do you have an RN (registered nurse) license or expect to achieve a RN license?

☐ Yes ☒ No

How did you Hear About Us?

* How did you hear about CalState.edu/apply?

Search Engine

✓ Save and Continue

21. When finished, click “Save and Continue” at the bottom of the page and continue onto the next section titled, “Financial and Parental Information”

CAL STATE APPLY

My Application Add Program

Financial and Parental Information

You may update this information at any time before submission. Once you have submitted, the information on this page cannot be edited.

* Indicates required field.

6/7 Sections Completed

- Release Statement ✓
- Biographic Information ✓
- Contact Information ✓
- Citizenship/Residency Information ✓
- Race & Ethnicity ✓
- Other Information ✓

Financial and Parental Information

Household Income and Size Information

If you are an International applicant, you are not required to complete the following section. Please select International Applicant in the pull down below, in response to 'How do you classify yourself?'

Under federal regulations, you are considered an independent student if you can answer Yes to any of the following questions:

- You were born before January 1, 1996.
- Are you currently an active duty member or a veteran of the U.S. Armed Forces?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2019-2020 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- You now have or will you have children or dependents who will receive more than half of their support from you between July 1, 2019 and June 30, 2020?
- Someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court?
- At any time on or after July 1, 2018, did your high school, an emergency shelter, a transitional housing program or homeless youth center determine that you were an unaccompanied youth or were self-supporting and at risk of being homeless?

If you cannot answer yes to any of these questions you would be considered a dependent student.

* How do you classify yourself? Independent

22. Please fill out the fields appropriately. Please be sure to answer the questions in this section as honestly as possible. When finished, click “Save and Continue” at the bottom of the page

If you don't want to declare your income, type “\$999,999” in the adjusted gross income field.

Financial and Parental Information

If you cannot answer yes to any of these questions you would be considered a dependent student.

* How do you classify yourself? Independent

Independent

If you are registered with the California Secretary of State as a domestic partner, your household size must include your partner and your combined legal dependents, and the partner's income must be included along with your income. Click [here](#) for additional details when responding to the questions below.

- * Total size of your household in 2017, be sure to include yourself, spouse and all dependents: 3
- * Number of dependent children living with you in 2017: 1
- * Adjusted gross income (AGI) for 2017, all income reported on your federal tax return: 45,000
- * Untaxed income and benefits for 2017, income not reported on your federal tax return: 0

Parent/Guardian Education Level

- * What is your Parent/Guardian #1 highest level of education? Some College
- * What is your Parent/Guardian #2 highest level of education? 4-year college graduate

✓ Save and Continue

23. Now you can move to the next session

APPLY

My Application Add Program Submit Application

Financial and Parental Information

7/7 Sections Completed

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#) [Continue to Next Section](#)

Household Income and Size Information

If you are an International applicant, you are not required to complete the following section. Please select International Applicant in the pull down below, in response to 'How do you classify yourself?'

Under federal regulations, you are considered an independent student if you can answer Yes to any of the following questions:

- You were born before January 1, 1996.
- Are you currently an active duty member or a veteran of the U.S. Armed Forces?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2019-2020 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- You now have or will you have children or dependents who will receive more than half of their support from you between July 1, 2019 and June 30, 2020?
- Someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court?
- At any time on or after July 1, 2018, did your high school, an emergency shelter, a transitional housing program or homeless youth center determine that you were an unaccompanied youth or were self-supporting and at risk of being homeless?

If you cannot answer yes to any of these questions you would be considered a dependent student.

Release Statement ☒

Biographic Information ☒

Contact Information ☒

Citizenship/Residency Information ☒

Race & Ethnicity ☒

Other Information ☒

Financial and Parental Information ☒

24. You should now have completed the "Personal Information" section and viewing the first part of the "Academic History" section titled, "Colleges Attended"

APPLY

My Application Add Program Submit Application

Colleges Attended

0/4 Sections Completed

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](#)

[I Have Never Attended a College](#)

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

Click the "Add a College" button, which will take you to the following page:

APPLY

My Application Add Program Submit Application 0

Colleges Attended

Sections Completed 0/4

Add Your Colleges

Please add all undergraduate, graduate or professional institutions you attended or are currently attending.

You may update the information in this section at any time prior to submission.

What college did you attend?

Save This College

Start typing the name of your university/community college in the “What college did you attend?” field. Names should auto-populate. After selecting your college, add the appropriate details regarding your degree and the dates attended. The page should look now similar to the one below:

Transcript Entry CPA Entries Standardized Tests

What college did you attend?

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

Did you obtain or are you planning to obtain a degree from this college?

Yes No

Degree Info

Degree Awarded Degree In Progress

What type of degree did you earn?

Bachelor of Science in Elect...

When did you earn that degree?

May 2018

What was your major?

Electronic Information Engin...

What was your minor?

None

Check if you were a double major

Add another Degree

What type of term system does this college use?

Quarter Semester Trimester

When did you attend this college?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

First Semester Last Semester

Spring January 2013 Spring May 2018

Check if you are still attending this college

Save This College

Click “Save This College” after adding all required information.

Click “Add a College” to add another college to this section. Please include all institutions you have attended, including any community or junior colleges, where appropriate.

Once finished, click on “GPA Entries” button to continue.

APPLY

My Application Add Program Submit Application

GPA Entries

1/3 Sections Completed

Colleges Attended ✓

GPA Entries

Standardized Tests

Provide GPA information for the colleges you entered in the **Colleges Attended** section. If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

If you update your Transcript Entry information, the GPA Entry page may be marked incomplete. If this happens, edit your GPA and resave your information.

CALIFORNIA STATE UNIVERSITY - SACRAMENTO

Add GPA

25. On this page, use your transcripts to submit your GPA information for each university attended. You have the option to submit your overall GPA. However, since you will submit your official transcripts (which will contain GPA information), you are not required to submit a GPA here. If you still wish to submit GPA information, click “Add a GPA”

GPA Entries

CALIFORNIA STATE UNIVERSITY - SACRAMENTO Transcript
Fall August 2012 - Still Attending

Save and Exit

Enter your GPAs

2/4 Sections Completed

Colleges Attended ✓

Transcript Entry ✓

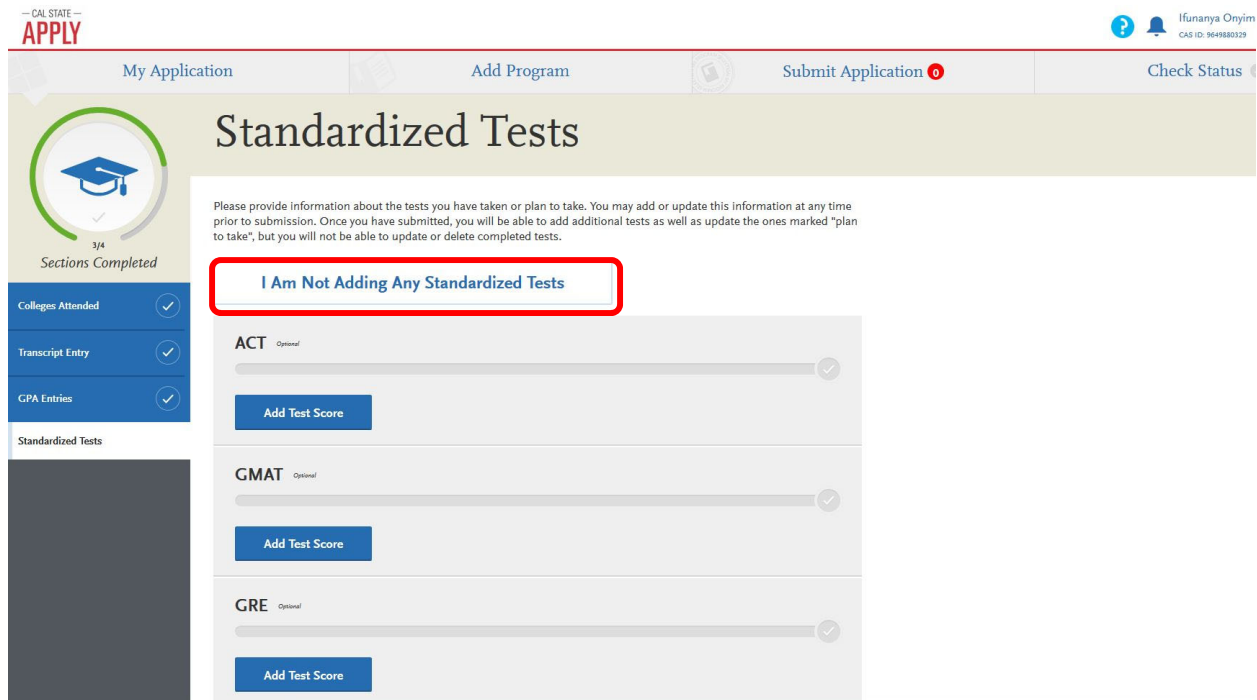
GPA Entries

Standardized Tests

Ok, great. Next let's add a GPA

Add A GPA I don't have a GPA to add

26. The GMAT & GRE have been waived for the Spring 2022 term. Please do not submit a test score in Cal State Apply. Click, “I Am Not Adding Any Standardized Tests”



— CAL STATE —
APPLY

My Application Add Program Submit Application 0 Check Status

Standardized Tests

Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked "plan to take", but you will not be able to update or delete completed tests.

I Am Not Adding Any Standardized Tests

ACT Optional

Add Test Score

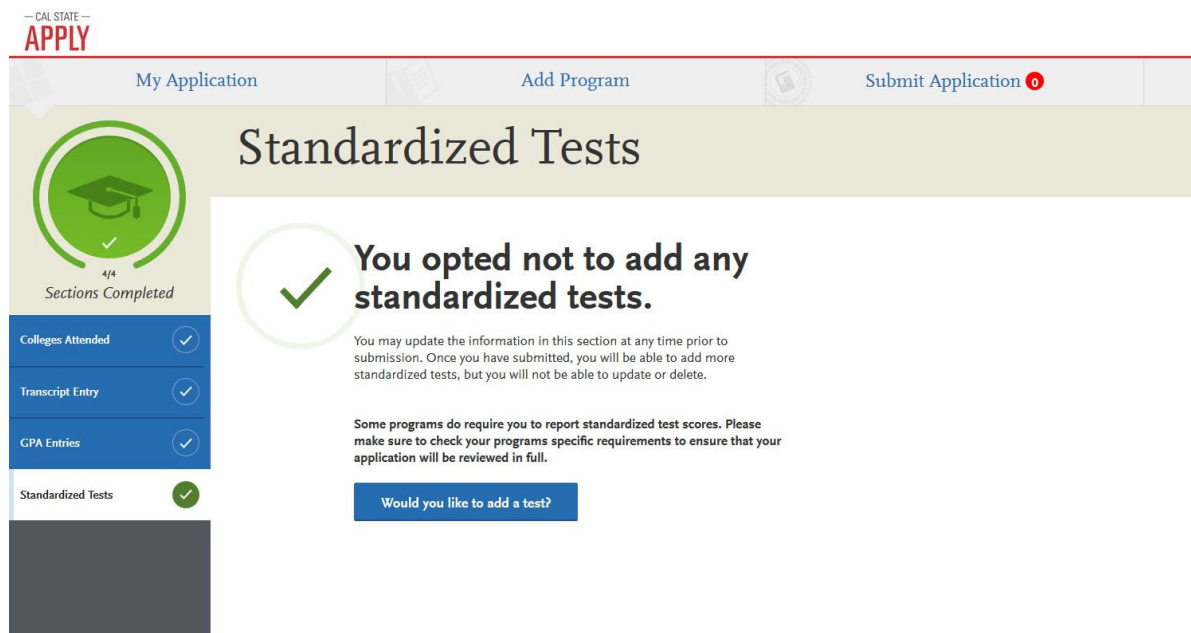
GMAT Optional

Add Test Score

GRE Optional

Add Test Score

You should now be viewing the following page, indicating that you did not add any standardized tests



— CAL STATE —
APPLY

My Application Add Program Submit Application 0

Standardized Tests

You opted not to add any standardized tests.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your programs specific requirements to ensure that your application will be reviewed in full.

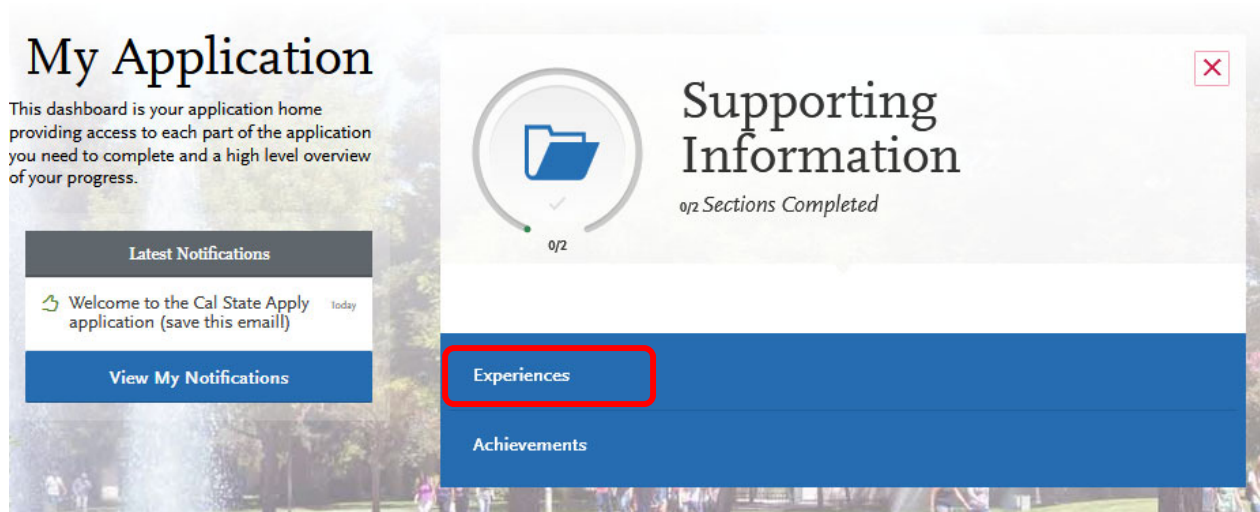
Would you like to add a test?

You have now completed the Academic History Section (indicated by the green graduation hat in the upper-left corner).

Click “My Application” to go back to your dashboard

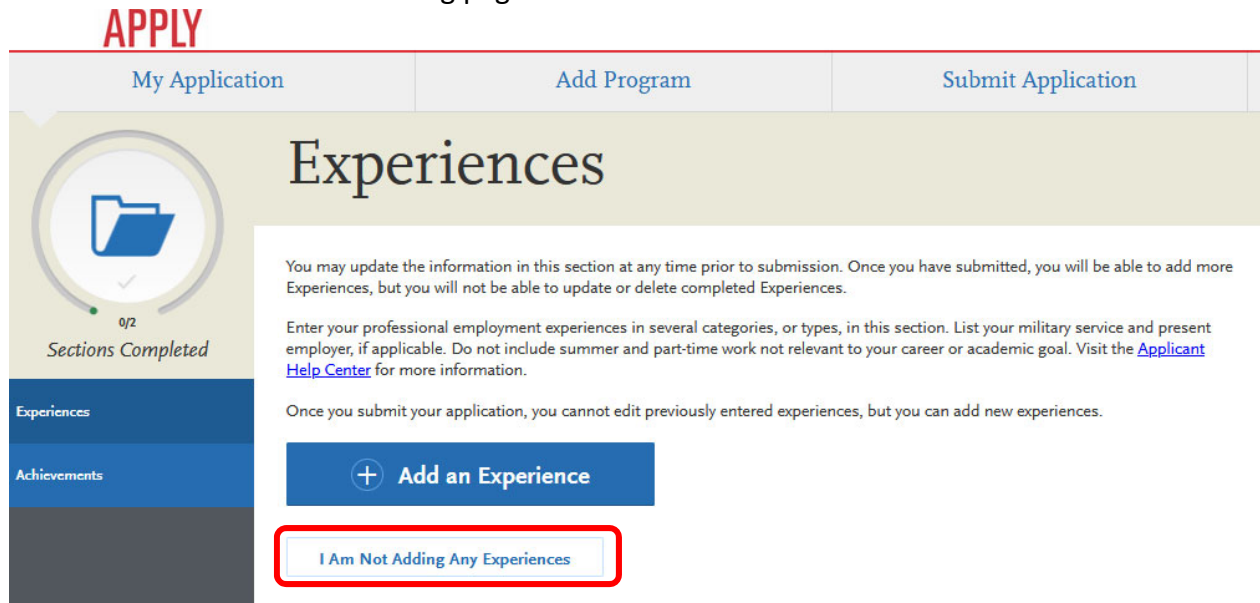
27. Your dashboard should now indicate that you have two sections left to complete. Please click “Supporting Information” to continue.

28. You should be viewing the following page

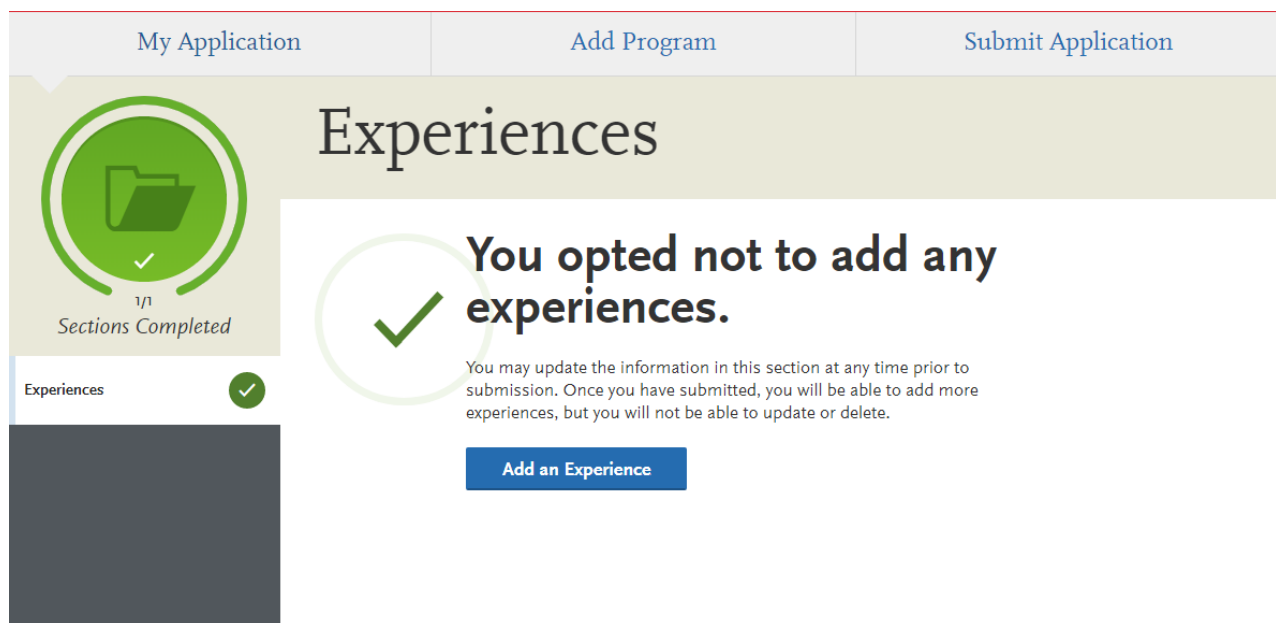


Click “Experiences” to continue

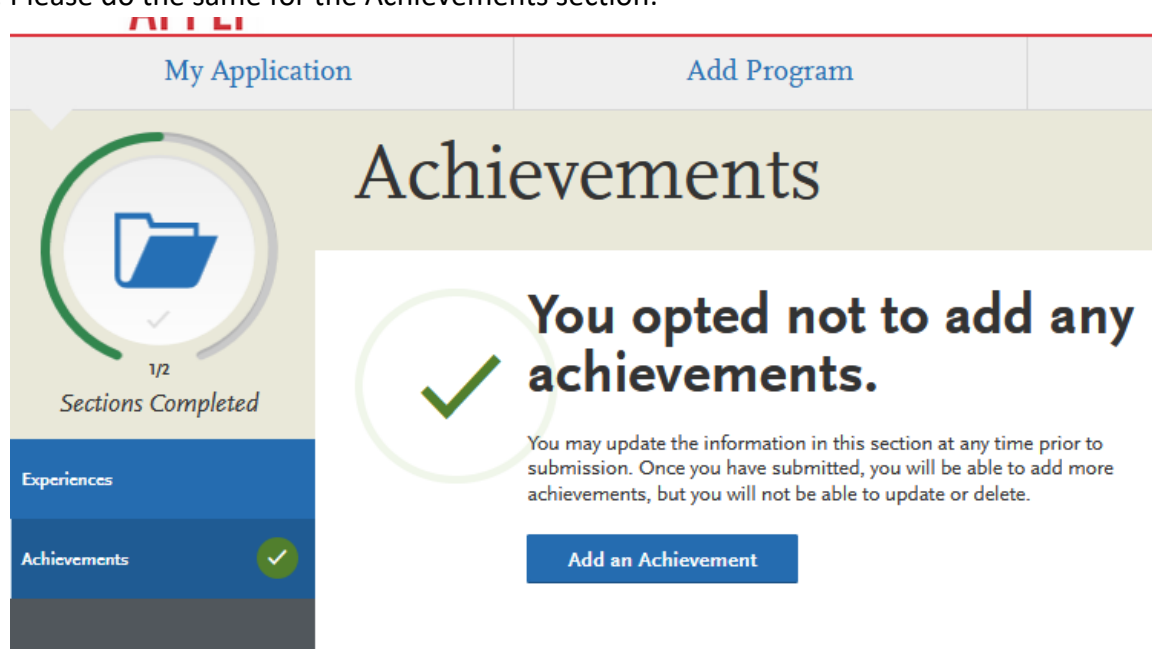
29. You should now be at the following page



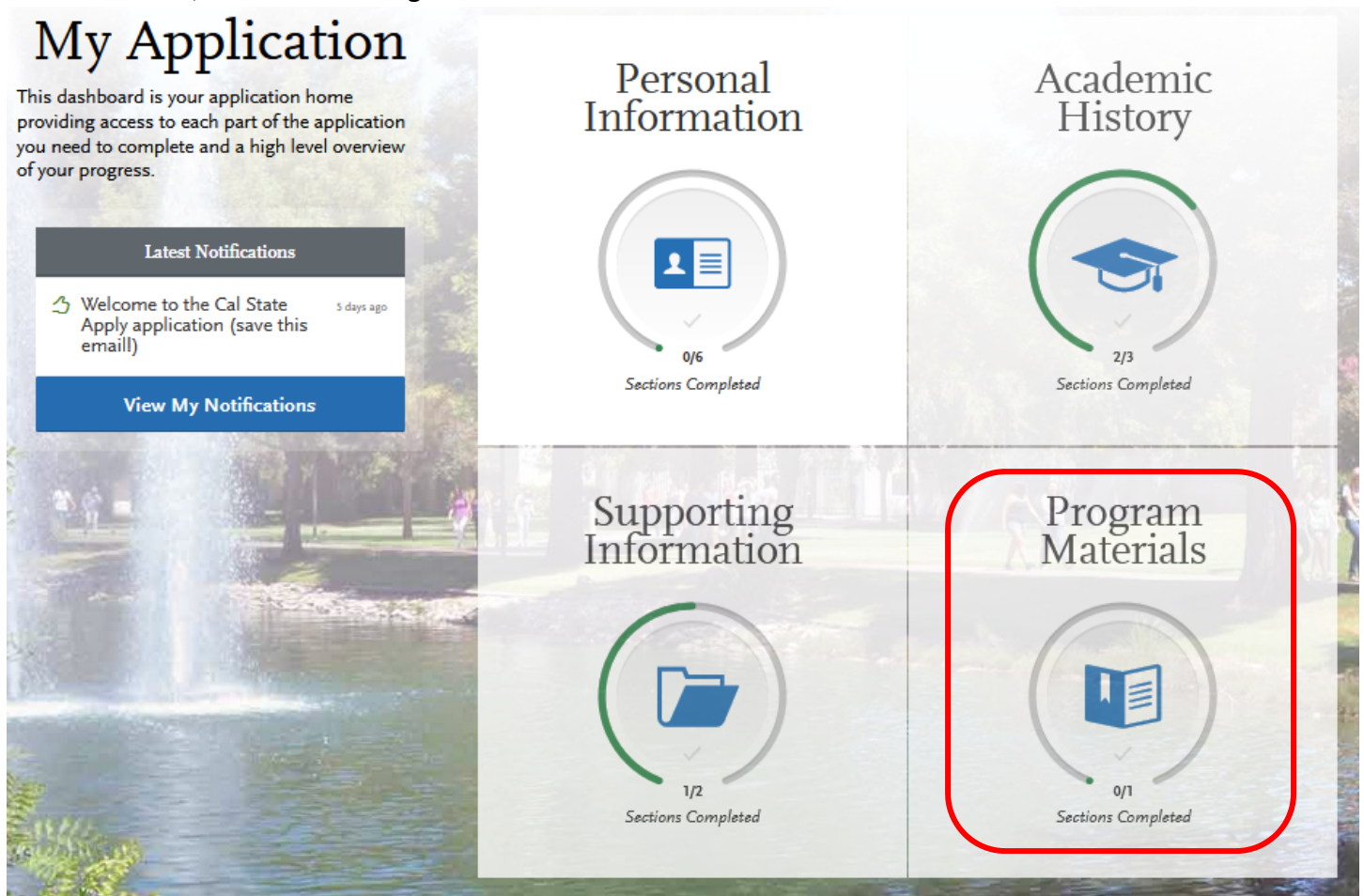
Please click “I Am Not Adding Any Experiences.” You will attach your professional resume later, where you can include this information.



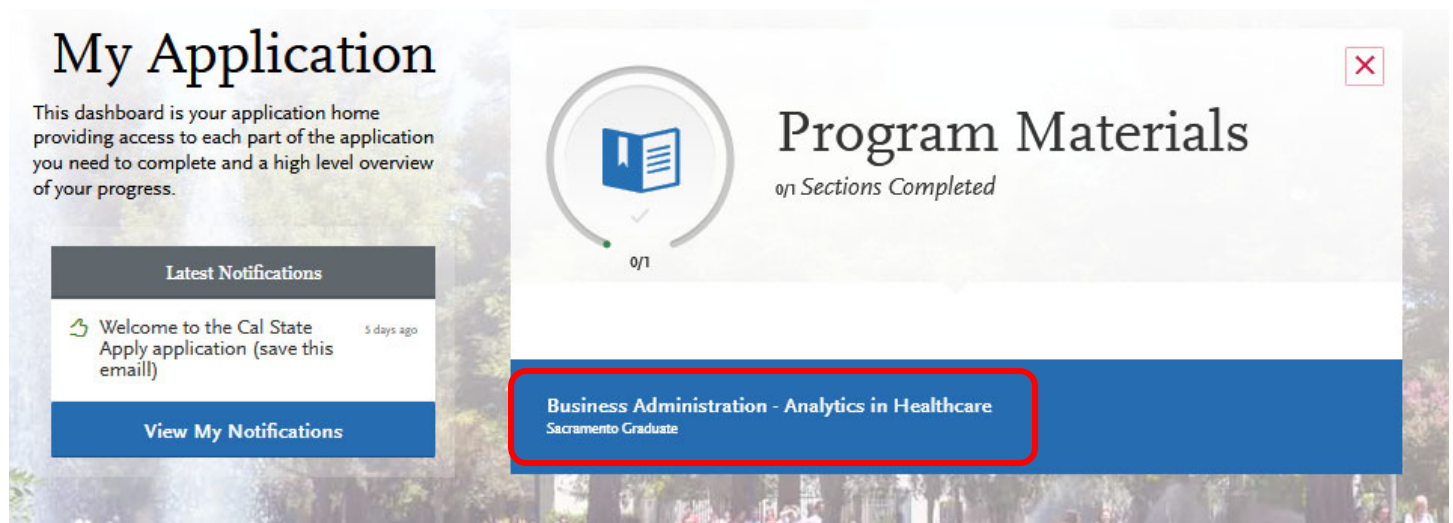
30. Please do the same for the Achievements section:



31. Now it is time to add your supplemental documents into your application. After going back to your dashboard, click on the “Program Materials” section.

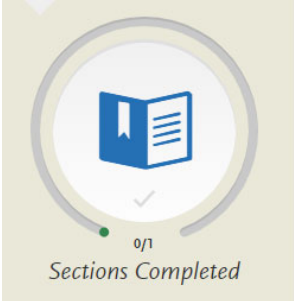


Then click “Business Administration – [Concentration you selected].”

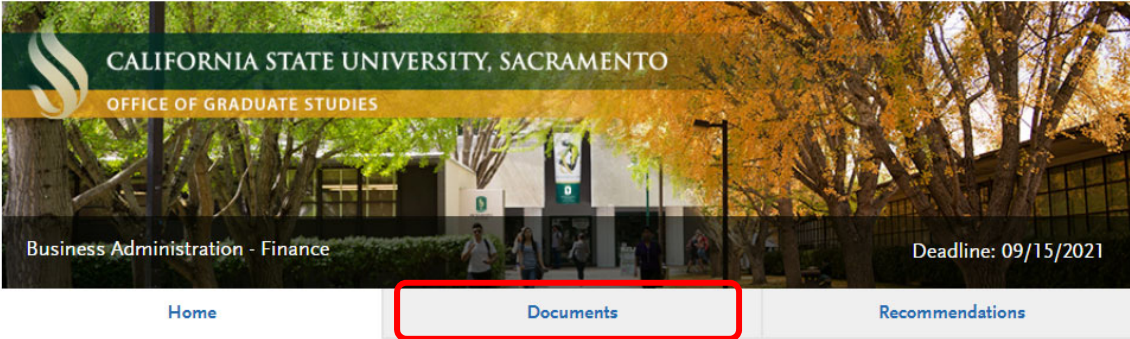


Now click on the “Documents” tab.

Note that the Program Description will display differently depending on which concentration you selected.



Business Administration - Finance
Sacramento Graduate



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
OFFICE OF GRADUATE STUDIES

Business Administration - Finance
Deadline: 09/15/2021

Home Documents Recommendations

Program Description


The MBA is intended to improve the participant's capacity for effective decision making, to facilitate his/her professional growth and development for increasing managerial responsibility, and to broaden his/her knowledge and understanding of management.


MBA Finance concentration provides an advanced understanding of financial theory and techniques, with many opportunities for hands-on experience with state of the art financial tools for analysis. Students earn managerial and technical expertise in areas such as investment, financial advising, banking, asset and portfolio management, security analysis, underwriting, real estate, and risk management. The design of the concentration allows students to pursue several areas of interest while gaining a broad understanding

You should now see the instructions below, which list the required documents and the prompts for the statement of purpose.

Documents


1. Current professional resume: 1-2 pages;
2. Statement of Purpose (prompts below):
 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 max)
 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 max)

**UPLOAD TIPS**




Review Uploaded Documents

The uploading process may have altered your formatting. Please review before submitting.




Accepted File Types

.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.



Do Not Password Protect Your Documents

Protected documents will not be sent with your application.



Conceal Your Social Security Number (SSN)

Only use correction fluid or a redacting marker to conceal your SSN before uploading.

* Indicates required field

32. Scroll down to the Required Documents section and click “Add Document” under “CV/Resume” and upload your resume as a single PDF document using the “Choose File” button to find the document on your computer.

Repeat this process for your statement of purpose, which should also be uploaded as a single PDF. You may format your answers to the questions in either two separate pages, or two separate paragraphs numbered 1 and 2 or with the prompt written above your answer.

***You must respond to BOTH prompts and stay within the word limits for each. Failure to do so will hurt your application.**

* Indicates required field

Required Documents

*** CV/Resume**

+ Add Document

*** Statement of Purpose**

+ Add Document

Optional Documents

There are no optional documents for this program.

Ok, Let's Add Your Documents!



The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

* Indicates required field

*** Select the file to upload**

+ Choose file

No file chosen

33. After you add each document press the “Upload This Document” button in blue to attach the file.

Ok, Let's Add Your Documents!



The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 15MB.

Macintosh Users: Please be sure that the appropriate extension (e.g., .doc, .docx, .pdf) is at the end of the file name you select.

IMPORTANT: Having problems uploading a PDF? With a wide variety of PDF creation software in use, it is possible that the PDF you are trying to upload is in a format that we cannot read. Upload works best with PDF files conforming to the 'Acrobat 5.0 (PDF 1.4)' standard

* Indicates required field

* **Select the file to upload**

Choose file

SOP - Mills Duncan, Sophie 123456789.pdf

Upload This Document

34. It should then look like the image below, with green check marks identifying that each document uploaded successfully.

* Indicates required field

Required Documents

* **CV/Resume**

SOP - Mills Duncan, Sophie 123456789.pdf Uploaded: 07/26/2021

* **Statement of Purpose**

RES - Mills Duncan, Sophie 123456789.pdf Uploaded: 07/26/2021

Optional Documents

There are no optional documents for this program.

35. A green check mark will now appear next to “Documents” representing that section is complete.

36. Next comes the letters of recommendation. Click on the Recommendations tab.



Documents

1. Current professional resume: 1-2 pages;
2. Statement of Purpose (prompts below):
 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 max)
 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 max)

37. Then click the blue plus (+) next to “Request General Program with letter Upload Recommendation” to add your recommender’s contact information.

Recommendations

Two letters of recommendation are required

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Program with Letter Upload	2 required - 2 total allowed
+ Request General Program with Letter Upload Recommendation	

38. You will then input your recommender’s personal information as well as a message to your recommender. Be sure to complete each field marked with a red asterisk (*).


General Program with Letter Upload Recommendation Request



Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

* Indicates required field

Recommender's Information

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email Address	<input type="text"/>
* Due Date	<input type="text"/>  MM/DD/YYYY
* Personal Message/Notes	<input type="text"/>

Waiver of Recommendation

* I waive my right of access to this Recommendation. ☐ Yes ☐ No

* Permission to Contact Recommender

☐ I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* Permission for Schools to Contact Recommender

☐ I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.



Save This Recommendation Request

39. When complete, your section should look similar to below.

Note: You may choose to NOT waive your right to access your letter of recommendation. However, this is not recommended. If you wish to read your letter of rec, we suggest you waive your right to access within this application, but then ask your recommender for a copy of the letter.


Make sure you click both boxes providing permission for Cal State Apply to contact your recommenders. If you do not, you will not be able to proceed.

Recommender's Information

* First Name

* Last Name

* Email Address

* Due Date  MM/DD/YYYY

* Personal Message/Notes

Mr. Smith,
I am applying to the Sacramento State MBA program for the Spring 2022 term. As we discussed previously, I would be honored if you would provide a letter of recommendation on my behalf. Please upload your letter using this portal and contact me if you have any questions.
With sincere thanks,
Sophie Mills Duncan

56 words 322/500

Waiver of Recommendation

* I waive my right of access to this Recommendation. ☒ Yes ☐ No

* Permission to Contact Recommender

☒ I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* Permission for Schools to Contact Recommender



☒ I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

 **Save This Recommendation Request**

40. You will input contact information for two recommenders. Afterwards, be sure to click “Save This Recommendation Request.”

41. Your page should now look similar to below. Note that the “Status” shows as “Requested.”

Business Administration - Finance Deadline: 09/15/2021

[Home](#) [Documents](#)  [Recommendations](#) 

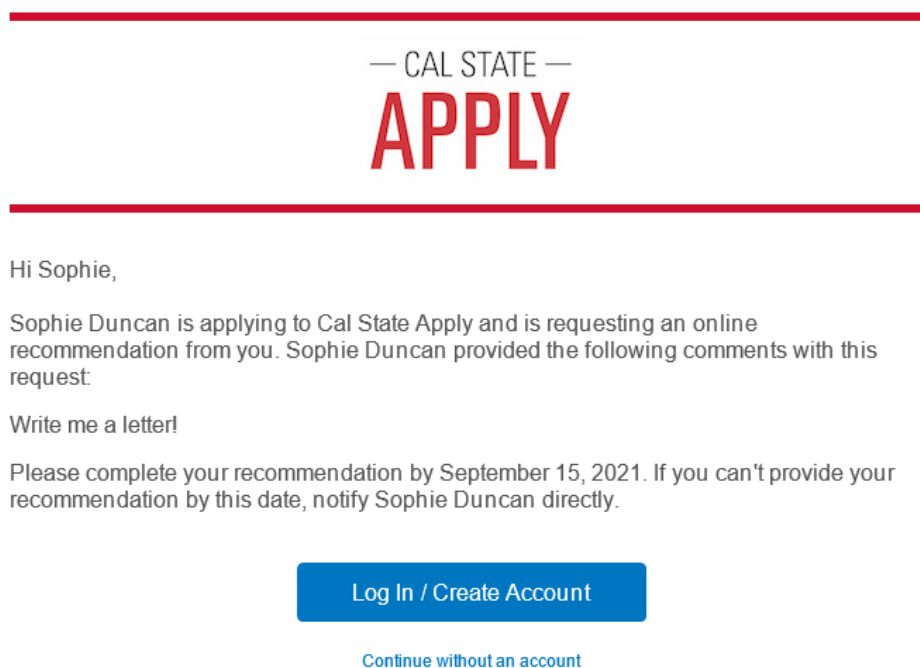
Recommendations

Two letters of recommendation are required

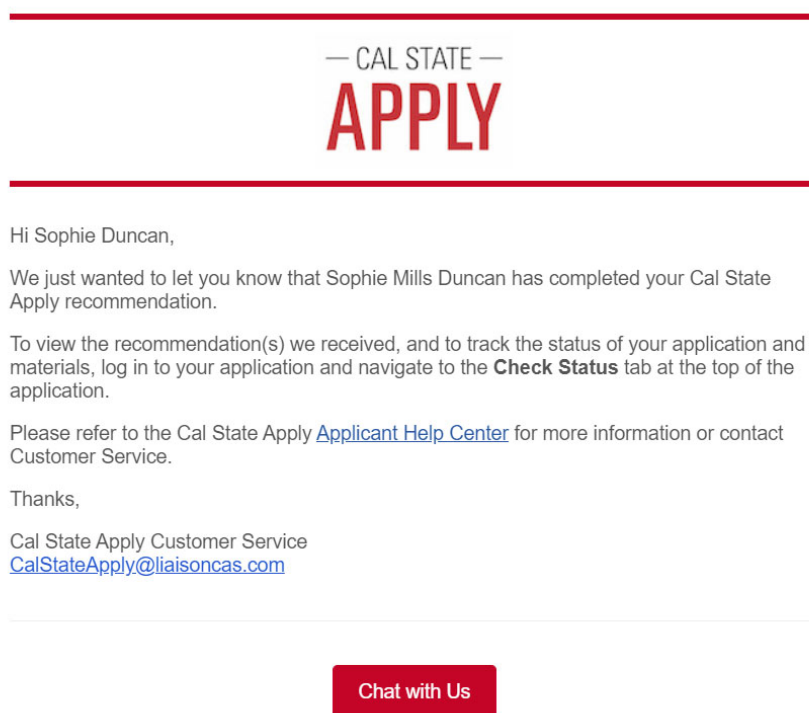
Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Program with Letter Upload		2 required - 2 total allowed	
Robert Smith	Requested: Jul 26, 2021	Status: Requested	Edit Delete
Anne Shirley	Requested: Jul 26, 2021	Status: Requested	Edit Delete

42. Your recommender will receive an email from Cal State Apply similar to the one below. They should create an account and follow the instructions to upload their letter.



43. Once your recommender has uploaded their letter, you should receive an email to the address listed on your account entitled "A Cal State Apply recommendation was received." It should look similar to the one below:



44. Once an LOR is received, the “Status” of that request should change to “Completed [Date], 2022,” as seen in the example below.

Note that we will NOT receive your application or have access to your documents/materials until BOTH LORs have been uploaded and show as “Completed.”

It is up to YOU to manage your LORs, so log-in to your application regularly to check the status of your LORs and check your email for the confirmation email saying an LOR has been received.

Contact your recommenders if it is getting close to the deadline and they have not yet uploaded their letters.

They will continue to show as “Requested” if this is the case, as seen in yellow below.

Click the “Edit” button and scroll down to find the button to “Resend This Recommendation Request” to send your recommender another email reminder.

Click the “Delete” button to delete that recommender and add a new person as your recommender. We recommend you do this if it is a week before the deadline and you have not heard from your recommender and they have not yet uploaded their letter.

Failure to submit both LORs by the application deadline will result in your application being denied as incomplete!

Recommendations


Two letters of recommendation are required


Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Program with Letter Upload			2 required - 2 total allowed
Sophie Duncan	Requested: Aug 23, 2021	Status: Completed Aug 23, 2021	  Edit  Delete
Anne Shirley	Requested: Aug 23, 2021	Status: Requested	

45. The Program Materials section should now be complete, with green check marks next to the Documents and Recommendations tabs.

46. Click “My Application” to return to your dashboard.


[My Application](#)  [Add Program](#) [Submit Application](#) [Check Status](#)




1/1
Sections Completed

Business Administration - Finance

Sacramento Graduate







CALIFORNIA STATE UNIVERSITY, SACRAMENTO

OFFICE OF GRADUATE STUDIES

Business Administration - Finance

Deadline: 09/15/2021

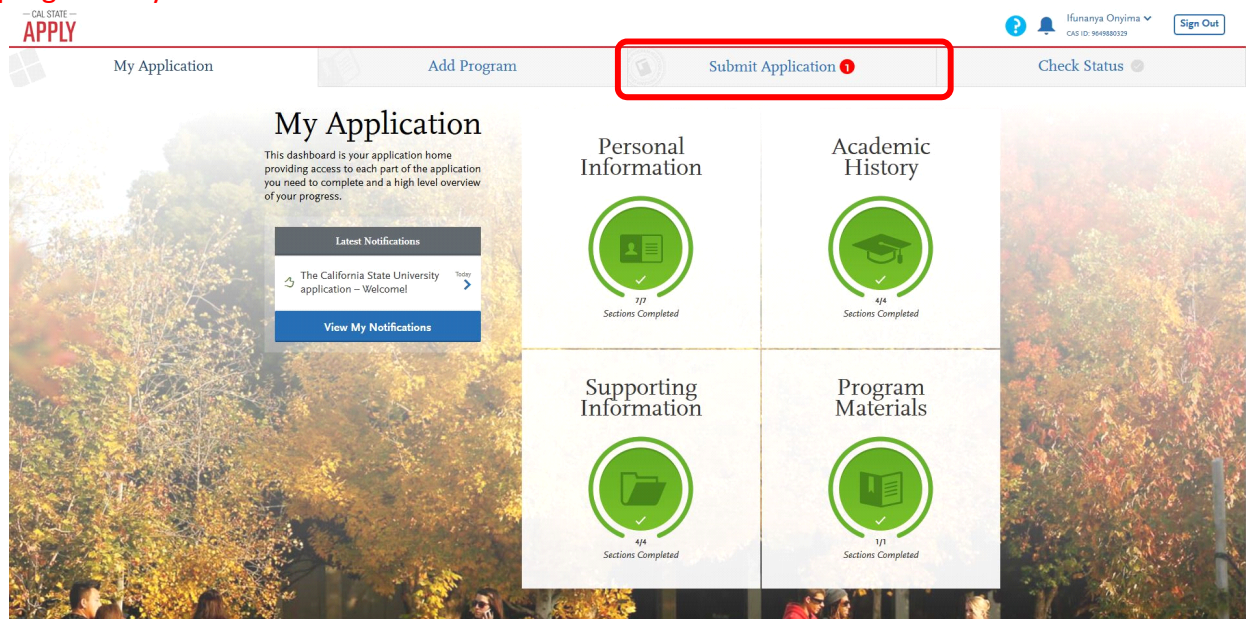
[Home](#) [Documents](#)  [Recommendations](#) 

Recommendations

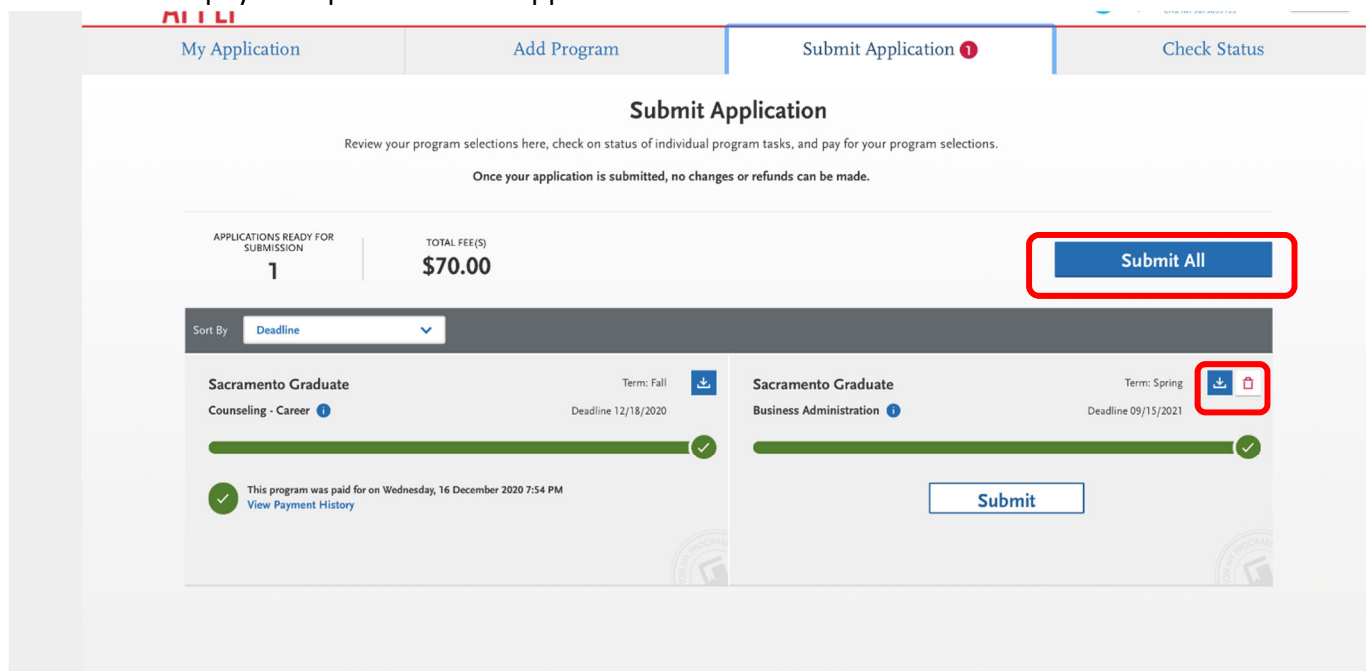
Submitting the Cal State Apply Application

47. All your sections should now be complete and show as green circles. In the menu bar near the top of the page, you should also now see a red “1” next to “Submit Application,” as seen below. Click “Submit Application” to continue.

Please do not wait to submit your application until both LORs are received. You can still access your application and the LOR portion therein AFTER you click submit and pay the fee in order to check the progress of your LORs.



48. When you are ready to submit your application and pay the application fee, click “Submit All” to continue to the payment portion of the application.



NOTE: Students should download a copy of their application for their records. Click the **blue button** with the **downward arrow** to do this.

49. Enter your payment information on this page (valid credit or debit card only). When finished, click “Continue.”

The screenshot shows the 'Enter Your Payment Details' page of the Cal State Apply application. At the top, there is a navigation bar with four tabs: 'My App', 'Add', 'Submit' (with a red notification icon), and 'Status'. Below the navigation bar, the heading 'Enter Your Payment Details' is followed by a note: 'Once your application is submitted, no changes or refunds can be made.' A small asterisk indicates required fields. The page is divided into two main sections: 'Payment Method' and 'Billing Address'. In the 'Payment Method' section, there are two radio buttons: 'Credit Card' (selected) and 'PayPal'. Below these, there are input fields for 'Name as it appears on card', 'Card Type' (a dropdown menu), 'Credit Card Number', 'Expiration' (with 'Month' and 'Year' dropdowns), and 'CVV Code'. The 'Billing Address' section has a note: 'Please select a billing address or enter a new one.' and two radio buttons: one for selecting an existing address (which is currently selected and points to a blurred address) and another for 'Use a different address'. Below the billing address section, there is a section for 'Selected Programs (1)'. At the bottom of the form, there is a summary row showing 'Fee Total' as '\$70.00' and a 'Continue' button. The footer of the page contains links for 'CSU Admissions', 'Help Center', 'Contact Us', '857-304-2087', 'The California State University', 'Privacy Policy', 'Refund Policy', and 'Accessibility Statement', along with social media icons for Facebook, Twitter, and YouTube.

50. Review your order and payment method. If you are satisfied and ready to submit your application, click “Submit.”

Congratulations!
You have finished the Cal State Apply application!

Things to Remember After You've Applied

If you have questions regarding your application or the decision timeline, please first refer to our website and the "How to Apply" section. We will also email you once your application is complete and under review. Please add mba@csus.edu to your safe-senders list so that these emails are not filtered to junk/spam.

Transcripts

Once you have submitted your application, it is now time to request your official transcripts be sent to the Office of Graduate Studies or the Office of International Admissions. Please do not send transcripts before submitting your application, as this will cause delays in processing.

You must submit official transcripts from ALL institutions you have attended to the Office of Graduate Studies (OGS) or Office of International Admissions by the deadline. This is a separate process from your Cal State Apply application.

Late transcripts will not be accepted and failure to send transcripts will result in your application being denied as incomplete. For this reason, please do not wait until the deadline to request your transcripts!

Transcripts sent as an electronic PDF are preferred. Please have your transcripts sent to gradtranscripts@csus.edu (Domestic/CA Resident Applicants) or intlinfo@csus.edu (International Applicants). Do not have them sent to your personal email; they must come directly from the school/transcript provider in order for them to be considered official.

If sending multiple paper transcripts via mail together in one packet, please include a cover sheet with your full name, student ID number (if available), and the program and semester to which you are applying (e.g. Mary Smith, 123456789, Spring 2023).

Mailing Address:

Office of Graduate Studies (OGS)
River Front Center, Room 206
CSU, Sacramento
6000 J Street
Sacramento, CA 95819-6112
gradtranscripts@csus.edu

Domestic applicants with foreign transcripts (i.e. you're a CA/US resident but you completed your undergraduate degree in another country) must submit official copies of their transcripts, marks sheets, and diploma to OGS at least ONE MONTH PRIOR to the deadline (Spring: August 15; Fall: January 15) if they wish OGS to evaluate their transcripts. Otherwise, your transcripts **must** be evaluated by one of the companies listed [here](#) under "Outside Agency Evaluation." Unevaluated transcripts received past the appropriate deadline will not be reviewed and your application will be denied as incomplete.

International applicants may choose to have their transcripts evaluated by an outside company OR have International Admissions evaluate their transcripts. If you choose the latter, please work with the International

Admissions staff to submit your transcripts and other required information in a timely manner before the deadline. They can be contacted at intlinfo@csus.edu.

Applications Missing LORs and/or Transcripts

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

We will not review your application until BOTH letters of recommendation are received. So even though 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], 2022" under the Recommendations tab in the Program Materials section.

Continue to check your application until both LORs are received and contact your recommenders and/or edit your request if you need to add a new recommender before the deadline. We will not check the status of your LORs for you!

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

Failure to submit official transcripts from all universities attended and that include confirmation of conferral of a degree 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) or International Admissions (intlinfo@csus.edu) BEFORE the September 15 deadline. Include your full name, program name, application cycle, and 9 digit Student ID number on all correspondence (e.g. Anne Shirley, MBA Program, Spring 2023, 246123890).

MBA Interview

If after initial review of your completed application you are determined to be a competitive applicant, you will be requested to complete an interview. Interviews will be conducted via Zoom with a College of Business faculty member and will be used to further assess the strength of your application and to make a final admission decision. Not all applicants will be selected for interview and selection for interview does not guarantee admission.

Admission Decision Timeline

The application period ends and *then* the MBA Admissions Office begins reviewing applications and interviewing competitive applicants.

- Spring term – interviews usually begin in October and run through early December.
- Fall term – interviews usually begin in March and run through early May.

If selected for an interview, you should receive your admission decision within 2 weeks. All admission decisions are usually rendered by December for the spring term and May for the fall term.

Do not email the MBA Admissions Team to request an update on your application! We will notify you as soon as your application is considered complete, you have been selected for an interview, and/or a decision has been made.

We hope you found these instructions helpful and we look forward to reviewing your application!

The MBA Admissions Team

mba@csus.edu

Tahoe Hall – 1020

(916) 278-3354