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://www2.calstate.edu/apply](https://www2.calstate.edu/apply).

International students requiring an F-1 visa to study at Sacramento State must use a separate site: [https://www2.calstate.edu/apply/international](https://www2.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](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

Transcripts:

You must submit official transcripts from ALL institutions you have attended to the Office of Graduate Studies (OGS) by the deadline. We recommend you begin this process early and not wait until right before 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.

Transcripts sent as an electronic PDF are preferred. Please have your transcripts sent to gradtranscripts@csus.edu. 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 2022).

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 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, they must have them evaluated by one of the companies listed here under “Outside Agency Evaluation.”

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.
The Cal State Apply Application

Step One: Creating an Account

1. Open your browser and go to [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply) or to [https://www2.calstate.edu/apply/international](https://www2.calstate.edu/apply/international) if you are an international student. You will be taken to the webpage below.

2. Scroll down until you see the following options, select a term you are applying for, and click on the one that says “Graduate.”
3. You will be taken to the following webpage

Click on the “Apply for “your 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.

**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:

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.

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 four concentrations available to our students:

- Business Administration (MBA General)
- 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:

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Program Name</th>
<th>Degree Type</th>
<th>Start Term</th>
<th>Academic Year</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business Administration (International) – Online</td>
<td>MBA</td>
<td>Spring</td>
<td>2022</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td>Business Administration - Executive (EMBA)</td>
<td>MBA</td>
<td>Spring</td>
<td>2022</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>
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

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

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

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

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 undocumented

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

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

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.
23. Now you can move to the next session

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

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

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.

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”
When you are finished, click “Save.”
Your page should look similar to this after clicking “Save.”

Click “Standardized Tests” to continue
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”

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

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.
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)

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

![Upload This Document Button]

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

**Required Documents**

- **CV/Resume**
  - SOP - Mills Duncan, Sophie 123456789.pdf  
  - Uploaded: 07/25/2021

- **Statement of Purpose**
  - RES - Mills Duncan, Sophie 123456789.pdf  
  - Uploaded: 07/25/2021

**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.

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

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 (*).
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.
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:

<table>
<thead>
<tr>
<th>Business Administration - Finalist</th>
<th>Deadline: 09/15/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Documents</td>
</tr>
<tr>
<td>Recommendations</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>General Program with Letter Upload</th>
<th>2 required - 2 total allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Smith</td>
<td>Requested: Jul 26, 2021</td>
</tr>
<tr>
<td>Anne Shirley</td>
<td>Requested: Jul 26, 2021</td>
</tr>
</tbody>
</table>

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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.

--- CAL STATE ---
APPLY

Hi Sophie,

Sophie Duncan is applying to Cal State Apply and is requesting an online recommendation from you. Sophie Duncan provided the following comments with this request:

Write me a letter!

Please complete your recommendation by September 15, 2021. If you can’t provide your recommendation by this date, notify Sophie Duncan directly.

Log In / Create Account
Continue without an account

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:

--- CAL STATE ---
APPLY

Hi Sophie Duncan,

We just wanted to let you know that Sophie Mills Duncan has completed your Cal State Apply recommendation.

To view the recommendation(s) we received, and to track the status of your application and materials, log in to your application and navigate to the Check Status tab at the top of the application.

Please refer to the Cal State Apply Applicant Help Center for more information or contact Customer Service.

Thanks,

Cal State Apply Customer Service
CalStateApply@liasoncas.com

Chat with Us
44. Once an LOR is received, the Status of that request should change to “Completed [Date], 2021,” 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.” 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.

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**

<table>
<thead>
<tr>
<th>Recommender</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophie Duncan</td>
<td>Completed Aug 23, 2021</td>
</tr>
<tr>
<td>Anne Shirley</td>
<td>Requested</td>
</tr>
</tbody>
</table>

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.
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.

![Submit Application Image]

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.

![Submit All Image]

**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.”

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 with further instructions once your application is under review. Please add mba@csus.edu to your safe-senders list so that these emails are not filtered to junk/spam.
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], 2021” 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 September 15 deadline. We will not check the status of your LORs for you!

APPLICATIONS MISSING TRANSCRIPTS WILL NOT BE REVIEWED AND MAY 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 2022, 246123890).

If after initial review you are determined to be a competitive applicant, you will be requested to complete an interview. We will make final admission decisions thereafter, likely in October and November.

Do not email the MBA Admissions Team requesting an update on your application. We will notify you as soon as you have been selected for an interview and/or a decision has been made.

We look forward to reviewing your application!

**The MBA Admissions Team**

mba@csus.edu

Tahoe Hall – 1020

(916) 278-3354