How to Apply to Sacramento State’s MBA Program via the Cal State Apply Online System

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Introduction & Requirements

This document is a step-by-step instruction guide designed to assist you with the Cal State Apply graduate application process for Sacramento State’s MBA Program. Please be sure follow the steps within this guide to successfully submit all of the required materials and information to the Cal State Apply system before the application deadline.

The Cal State Apply application for domestic applicants can be found at https://www2.calstate.edu/apply. To help guide you, screen shots of the steps required to create an account, and then complete and submit your application are listed in the sections below entitled *Creating a Cal State Apply Account* and *Completing the Cal State Apply Application*.

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.

**DO NOT UPLOAD ANY DOCUMENTS INTO THE CAL STATE APPLY APPLICATION.**

The MBA program has its own MBA Supplemental Application portal into which you will upload application documents. The Supplemental Application can be completed at any time and does not require a valid Sac State email address or Sac Link account. (A link to the MBA Supplemental Application can be found under the Application Checklist section of the MBA webpage: https://www.csus.edu/college/business-administration/graduate/mba.html)

*EXCEPTION*: DD 214 discharge documents for veteran applicants. Veteran applicants may need to upload this paperwork into Cal State Apply in order for the application to be submitted.

Once you have created a Cal State Apply account, you may log-in again to edit/add/remove information at any time **up until you submit your application**.

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 but do not submit any documents directly to OGS; instead use the MBA Supplemental Application portal.

Email is the primary means of communication with applicants. Sacramento State will send important messages to you using the email 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 you filter email addresses, please add the following email accounts to your safe sender list:

- mba@csus.edu
- gradctr@csus.edu
- grad_admissions@csus.edu
Basic Overview, Common Mistakes, & FAQs

Basic Overview
Updates can be made up until the application is submitted. **Once an application is submitted, you cannot change any information.**

There are four sections (shown below) within the Cal State Apply application that must be completed and display as green before you are permitted to submit your application.

Each section contains multiple subsections that will allow you to submit different pieces of information, all of which will go towards your entire Cal State Apply application. Keep the following suggestions in mind when completing each section.

**Program Materials:** This section only includes the information required for your Sac State application. It is complete after you have selected the school and program to which you are applying.

**Personal Information:**
- **Release Statement:** Please read the release statement in its entirety before signing it.
- Answer all of the demographic questions as accurately and honestly as possible.
- The **Statewide Student ID** is for people who are applying to an undergraduate program. **Please do not submit anything into this field.**
- You are required to submit your U.S. Social Security Number if you currently possess one in the “Other Information” subsection.

**Academic History:**
- **Colleges Attended:** Please add all of the college and universities you have attended.
- **Transcript History:** **DO NOT INPUT TRANSCRIPT/GRADE INFORMATION INTO THIS SECTION!** Instead, you are required to submit official transcripts as part of the application process.

You must send transcripts from **ALL** colleges and universities attended to both the MBA Program Services office and the Office of Graduate Studies. You will be required to submit official transcripts from **all** colleges and universities you list on your application.
Sacramento State current students or graduates: only submit transcripts not previously submitted to the university or from institutions attended after graduation (even if it was just one class).

- **GPA Entries**: Enter GPA information as accurately as possible, but please note that we will ultimately retrieve your GPA information from your official transcripts.

- **Standardized Tests**: Please DO NOT submit test score information in this subsection. You do not need GMAT/GRE scores to complete your application. **Please opt out of completing this section, because the MPS office will download your official GMAT/GRE scores from the GMAT/GRE website.**

**Supporting Information**:

- **Experiences**: You are only required to submit information about your LAST TWO employers. You may submit two separate entries if you worked for the same company/organization but worked in two different positions.

**Common Mistakes to Avoid**:

- Using the back arrow before completing and saving a section
- Entering incorrect biographical information
- Name, birthdate, citizenship, address
- Not reviewing selected program(s) to ensure submission to correct/desired program
- Not reading or responding to CSU application related emails

**Frequently Asked Questions (FAQs)**:

*Do I have to enter my entire undergraduate transcript history/classes?*

NO. Select the ‘I Am Not Adding Any College Transcripts’ button on the Transcript Entry page.

*Can I apply for the program before I finish my bachelor’s degree?*

YES. So long as you complete the bachelor’s degree before the application term, you may apply.

*I don’t see the campus or program I want to apply to on the “Add Programs” page. Why is this?*

Only programs that are currently open to applications will appear on this page. If your desired program is not listed, check the Office of Graduate Studies Application Dates & Deadlines page to see which campuses and programs are open: [https://www.csus.edu/graduate-studies/future-students/graduate-programs-deadlines.html](https://www.csus.edu/graduate-studies/future-students/graduate-programs-deadlines.html)

For more information about available programs outside of Sacramento State, contact that university directly.

*When and where do I send my transcripts?*

You may request official transcripts from prior universities prior to beginning your Cal State Apply application, however please do not send them until after the application opens.

Two (2) official, unopened copies of transcripts are required, one to be sent to the Office of Graduate Studies, and one to the MBA Program Services Office (MPS). If sending them together in one packet via mail, 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 2021).

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

**Office of Graduate Studies (OGS)**
River Front Center, Room 206  
CSU, Sacramento  
6000 J Street  
Sacramento, CA 95819-6112

**MBA Program Services (MPS)**
Tahoe Hall, Room 1030  
College of Business Administration  
CSU, Sacramento  
6000 J Street  
Sacramento, CA 95819-6088

*I submitted my application but made a mistake. How do I correct my application?*
Changes cannot be made after submission. Contact the Office of Graduate Studies (grad_admissions@csus.edu) and the MBA Admissions team (mba@csus.edu) if you need to make corrections.
Creating a Cal State Apply Account

1. Open your browser and go to https://www2.calstate.edu/apply. 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”.

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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.

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

- Freshman
- Transfer
- Graduate
- International
- Teaching Credential

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

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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:

Click this button to get started!
Completing the Cal State Apply Application

9. You should now be at the following page.

In the “Campus” section, be sure to select Sacramento State. 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 Analytics in Healthcare
- Entrepreneurship and Global Business
- Finance

You can change your concentration at any time during the program but may select the one you are interested in at this time if you wish. If you are undecided, please select “Business Administration.”

Your selection will look similar to the example below:
Please note that you can choose to apply to more than one degree program at this point, but that each program may require different application documents.

10. You should now be at the following webpage:
Please review your selections to make sure you have selected the right campus (Sacramento State) and your desired degree program. Click “Continue to My Application” to continue.
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 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 submitting information for your application.

The “Program Materials” section is already completed because you already selected CSU Sacramento’s MBA program as your program of interest. We will begin submitting information in the “Personal Information” section. Please click on that selection now.

12. 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 (step 9)
“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)

**PLEASE NOTE:** Please leave the Statewide Student ID section blank. This section is for prospective students applying for an undergraduate degree.

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. via 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. Please 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.
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 show your income, type “$999,999” in adjusted gross income field.**
23. Now you can move to the next session

24. You should now be competed with 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:

After selecting a college, your page should look 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.
Once finished, click on the “Transcript Entry” button to continue (in red above).

25. You should be at the following page
Please do not add transcripts! Instead, you will send official, unopened copies of your transcripts to MPS and OGS.

In this example, we will OPT OUT of adding transcripts to our application.

26. You should be viewing the following page, indicating that you are NOT adding any college transcripts:

Click “GPA Entries” to continue
27. 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 MPS will be receiving a hard-copy of your official transcripts (which will contain GPA information), you are not required to submit a GPA here.

For submitting 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

28. If you have test scores to submit, you can enter them in this section (e.g. GMAT, GRE, TOEFL, etc.). If you do not, 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.

29. Your dashboard should now indicate that you have one section left to complete. Please click “Supporting Information” to continue.
30. You should be viewing the following page

**PLEASE NOTE**: You will be submitting your current resume, statement of purpose, and letters of recommendations via your MySacState, so you do NOT need to submit these documents through Cal State Apply. 
Click “Experiences” to continue

31. You should now be at the following page

**PLEASE NOTE**: Only your two most recent employers are required in this section (if you have them). You can also only add one employer if you do not have two employers to add. If you have no experience to add, click “I Am Not Adding Any Experience.”
If you choose to submit experience, your page should look like the following. Please fill out the fields appropriately

Fill out the fields with your employer information. When you are finished, click, “Save and Continue”

Your page will look similar to this after submitting work experience. Click “Add an experience” to add additional job experience (our program only requires your two most recent employers)
32. The folder icon on the right-hand side should now be green, indicating that you have completed the required information for this section (see below):

Click “My Application” to return back to your Dashboard.
33. You can see on the following page that all of the sections are complete. In the menu bar near the top of the page, you can see that you have one available application to submit (in red below). Click “Submit Application” to continue.

34. When you are ready to 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.

35. On this page, select Sac State’s MBA program as the application you want to submit and pay for. When finished, click “Continue.”
Select the Programs You Want to Pay for and Submit

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

37. You should now be reviewing your order and payment method. If you are satisfied, click “Submit” to complete your Cal State Apply application!
Congratulations on completing the Cal State Apply application! You may now create an account for your MBA Supplemental Application and submit your supplemental documents through your Student Self-Service Center.

Find the MBA Supplemental Application on our website:
https://www.csus.edu/college/business-administration/graduate/mba.html