



SACRAMENTO
STATE

MSBA Program Application Tips

Redefine the Possible™

Application Deadlines

Spring 2022 Application

Opens: August 1, 2021

Deadline: December 1, 2021

Fall 2022 Application

Opens: October 1, 2021

Closes: May 16, 2022

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

Application & Admission Timelines

- Cal State Apply closes on **December 1, 2021 at midnight**
- Admission decisions will be made on a rolling basis for Spring – Apply Early!
- New Student Orientation in December 2021
- Classes for Spring 2022 will begin in January 2022

Required Application Components

- Completed Cal State Apply application
 - **Two (2) Letters of Recommendation** – requested and submitted through Cal State Apply
 - **Professional Resume**
 - **Statement of Purpose**
- Official transcripts from ALL institutions attended – sent to the Office of Graduate Studies
 - Foreign degree evaluation for applicants who earned degree outside of USA
- Completed College of Business application
 - Unofficial transcripts and resume to verify eligibility

Cal State Apply Application

- Your official application to the program/university
- \$70 fee required to submit your app
- Once you create a profile, you can edit and exit whenever you wish
- **CA Residents:**
<https://www2.calstate.edu/apply/graduate>

Let's take a look!

Tips For Your Letters of Recommendation

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

Letters of Recommendation, cont'd

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

Letters of Recommendation, cont'd

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

Warning!

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

- If you've clicked submit on your Cal State Apply application, it does NOT mean you have submitted a complete application to the program. That will only happen once both LORs show as "Completed [Date], 2021"
- Continue to check your application until both LORs are received – Add new recommenders if necessary!

Tips For Your Statement of Purpose

- Writing sample clear of grammatical, spelling, or other errors
 - no specific format required, but please separate answers (i.e. not one big paragraph) and upload as PDF
- This statement should include a description of your long- and short-term career goals, and the ways in which you believe the MSBA degree will help you to achieve them.

Tips For Your Resume

- 1-2 page basic professional resume detailing:

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

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

Tip: if part-time work, state how many hours worked per week

e.g. Sacramento State PRIDE Center, Student Assistant (20 hrs/week), April 2020 - Present

- Good resumes SHOULD NOT:

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

Transcripts

- Official transcripts from ALL institutions attended are required – whether you received a degree there or not
- Go to your university’s website and search for “Transcripts” or “Registrar” and follow the instructions
- Digital transcripts are preferred
 - Send to gradtranscripts@csus.edu
 - If sending paper copies, mail to:

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

Transcripts for Sac State Students

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

Warning!

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

- Be sure to submit your official transcripts or degree evaluation to the Office of Graduate Studies (OGS) (gradtranscripts@csus.edu)
- 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).

Minimum Admission Criteria

- 2.50 cumulative GPA from an accredited institution – no exceptions!
- English Proficiency Scores (TOEFL: 550, 80; IELTS: 6.5, PTE: 65) – for international students or those whose undergraduate degree was in a language other than English

Disclaimer: The COB reserves the right to admit fewer applicants than those meeting the minimum criteria

Admission Decision Process

- The MSBA Admissions Team will notify you via email of your admission recommendation, using the email provided in your Cal State Apply application
- The Office of Graduate Studies (OGS) will then notify you via email of your official admission decision

Admission Decision Process, Cont'd

Things to Remember:

- After receiving a decision, your status in your Sac State Student Center may not be updated for weeks
- If admitted, you must complete the Intent to Enroll process to notify the university you will be attending. Only *after* completing this step will you be given a registration date (Instructions contained in your admission letter)
- If you are denied, you may always reapply! We have a large pool of applicants and some cycles are more competitive.

In Review

- You need to complete the entire Cal State Apply application **and** pay the \$70 fee **and** have both LORs submitted to be considered an official applicant
- Connect with your recommenders before sending your LOR request – follow-up if needed!
- Take your time on your application documents – EDIT & REVIEW!
- Request your transcripts ASAP
- Monitor your email for updates