

# How to Apply

MBA, Online iMBA, MSF, MSBA, MSA

**CSU Sacramento College of Business**  
[mba@csus.edu](mailto:mba@csus.edu) (MBA & Online iMBA)  
[cobgraduateadmissions@csus.edu](mailto:cobgraduateadmissions@csus.edu) (MSF, MSBA, MSA)



**SACRAMENTO STATE**  
COLLEGE OF BUSINESS

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## Introduction

This document is a step-by-step guide designed to assist you with the Cal State Apply application for the MBA, Online iMBA, MSF, MSBA, and MSA programs 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>.
- International students requiring an F-1 visa to study at Sacramento State must use a separate site: <https://www2.calstate.edu/apply/international>

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 log in 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 College of Business (COB) 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.

## Transcripts

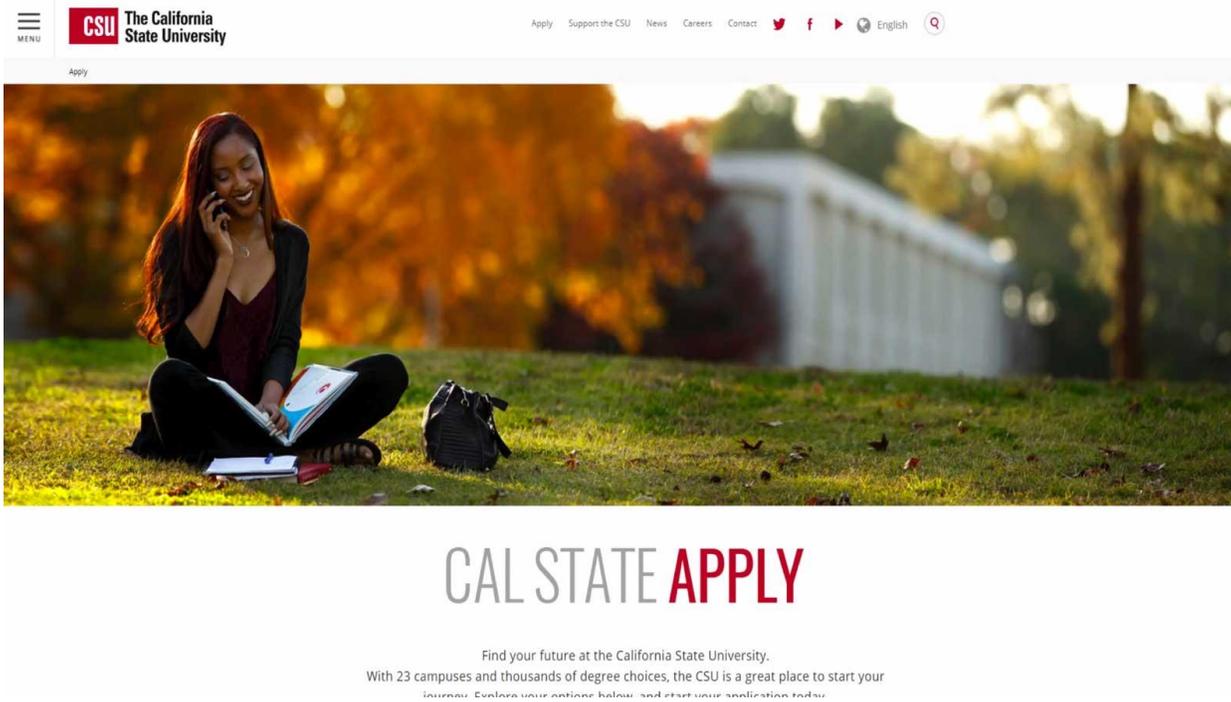
**Unofficial transcript(s) from ALL institutions need to be uploaded to your application. If you are admitted, then official transcripts from ALL institutions are to be sent to the Office of Graduate Studies (OGS).** This is a separate process from your Cal State Apply application.

**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 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](mailto:intlinfo@csus.edu).

# Creating Your Cal State Apply Account

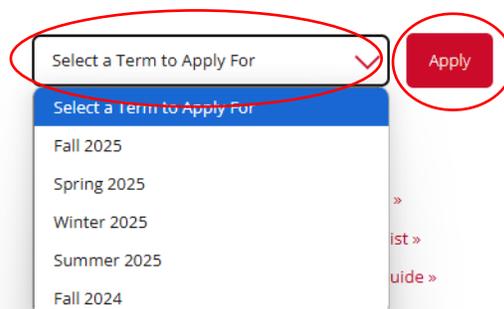
1. Open your browser and go to <https://www.calstate.edu/apply/graduate> or to <https://www.calstate.edu/apply/international>.



2. Scroll down until you see the option to select your term. Once you have selected your term click on “Apply.”

## Graduate

The California State University offers hundreds of graduate programs, as well as some doctoral programs. Explore the possibilities for your degree — then get started on your application.



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

## Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2025-2026 cycle here, including Fall 2025, Winter 2026, Spring 2026, and Summer 2026. [Click here to apply to the 2024-2025 cycle.](#)

You can apply for the Summer Arts 2025 program here. <https://calstate2025.liaisoncas.com>.

To determine the exact deadline for your desired program, visit the [Application Dates & Deadlines](#) page.

Refer to the [Applicant Help Center](#) for additional information, including [browser requirements](#). Here, you can chat with us for live support.

Background Image Courtesy of CSU Bakersfield

Sign in with your username and password below. First time here? Select Create an Account to get started.

Sign In

Create an Account

[Forgot your username or password?](#)

[Reapplying to The California State University?](#)

4. 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 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 <small>Optional</small>	<input type="text"/>
First or Given Name	<input type="text" value="Ifunanya"/>
Middle Name <small>Optional</small>	<input type="text"/>
Last or Family Name	<input type="text" value="Onyima"/>
Suffix <small>Optional</small>	<input type="text"/>
Display Name <small>Optional</small>	<input type="text"/>

---

### Contact Information

Email Address	<input type="text" value="cba-mbaadmissions@csus.edu"/>	Work <input type="button" value="v"/>
Confirm Email Address	<input type="text" value="cba-mbaadmissions@csus.edu"/>	
Preferred Phone Number	<input type="text" value="+19172786772"/>	Work <input type="button" value="v"/>
Alternate Phone Number <small>Optional</small>	<input type="text" value="(201) 555-5555"/>	Work <input type="button" value="v"/>

5. After clicking “Continue” button, you should be taken to the “Complete Your Profile” page. Fill in the appropriate fields with your personal information and save changes
  - a. **VETERANS PLEASE NOTE:** You may not be able to pay for and submit your application without uploading your DD 214 discharged documents into the Cal State Apply application. Please have these documents ready to be uploaded into the Cal State Apply system.

**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, PPE, Librarian, Admin., ChildEd/EdCIS)
- 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

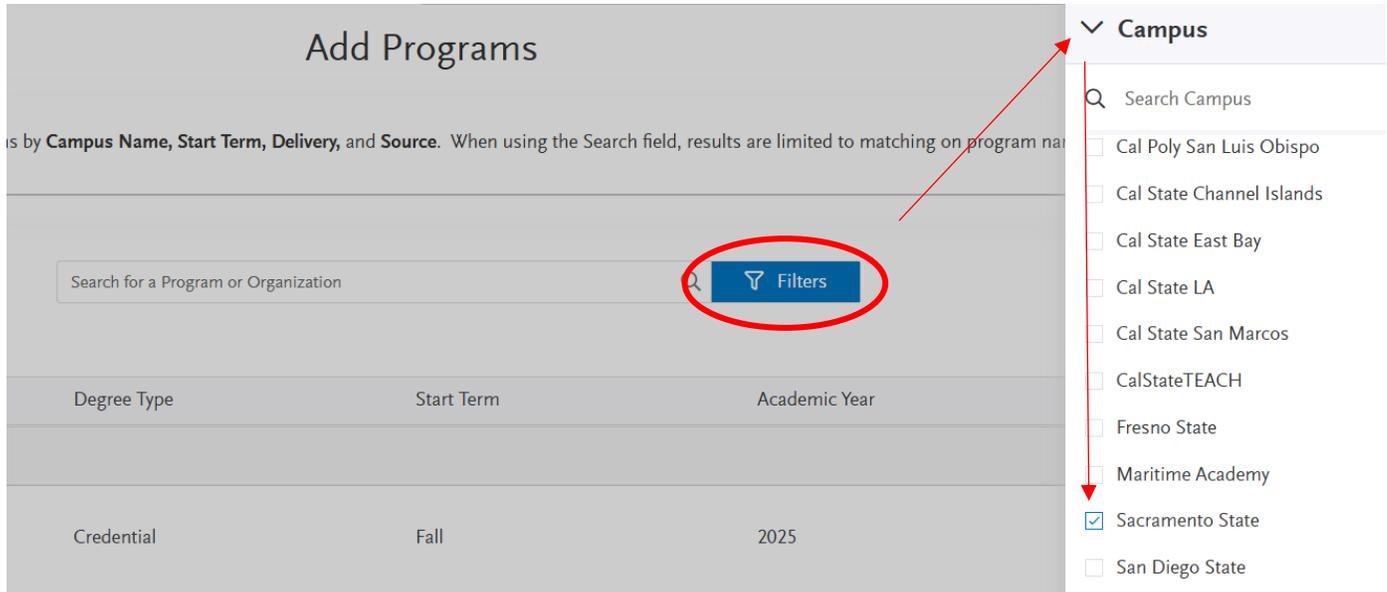
**Save Changes**

6. After saving your changes, you will be taken to the following page to start your application.
  - a. **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.



# Selecting Your Program

1. In the top navigation bar select Add Program.
  - a. Click the blue “Filter” button
  - b. Select the campus drop down and check “Sacramento State.” This will filter your selections to only Sacramento State degree offerings.



2. You should now be able to scroll down and choose your degree option. *(Another way to search for degree programs is type into the search bar: “Sacramento” for the MBA program or “Sacramento Extension” for the Online iMBA, MSF, MSBA)*
  - a. **MBA (only)**
    - i. Under the **Sacramento Graduate** section, one of the **MBA** concentrations available. Once you find your program, select the blue “+” and it will then turn into a green check mark:
      1. Business Administration (MBA General)
      2. Business Administration - Entrepreneurship and Global Business
      3. Business Administration – Finance
      4. **NOTE:** *You can change your selection 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.*
  - b. Online **iMBA, MSF, MSBA, or MSA (only)**
    - i. Under **Sacramento Extension** select the below for the **Online iMBA, MSF, MSBA, or MSA** program:
      1. Business Administration (International) – Online (*iMBA*)
      2. Business Analytics (*MSBA*)
      3. Finance (*MSF*)
      4. Business Accounting (*MSA*)

SACRAMENTO EXTENSION			
✓	<a href="#">Business Administration (International) – Online</a>	Sacramento State	MBA
+	<a href="#">Business Analytics</a>	Sacramento State	MS

3. Click on “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](#)

🔍
Filters

Showing results for: ✕ Available Programs

Add	Program Name	Degree Type	Start Term	Academic Year	Location
SACRAMENTO EXTENSION					
+	<a href="#">Business Administration (International) – Online</a>	MBA	Spring	2022	Online
+	<a href="#">Business Administration - Executive (EMBA)</a>	MBA	Spring	2022	Main Campus

# Understanding Your Dashboard

This is called your Dashboard where you will be able to access all aspects of your application. To get back to this location click the “My Application” tab in the upper left corner of the screen.

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 to begin completing your application.

**My Application**

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

**Latest Notifications**

Welcome to the Cal State Apply application (save this email!) 02/06/2025

[View My Notifications](#)

Need some extra help? Visit our [Cal State Apply Applicant Help Center](#) for tips on completing your application.

Section	Progress
Personal Information	2/7 Sections Completed
Academic History	0/3 Sections Completed
Supporting Information	1/1 Sections Completed
Program Materials	0/1 Sections Completed

Green bar shows how much has been completed in this section. Solid green indicates this section has been completed.

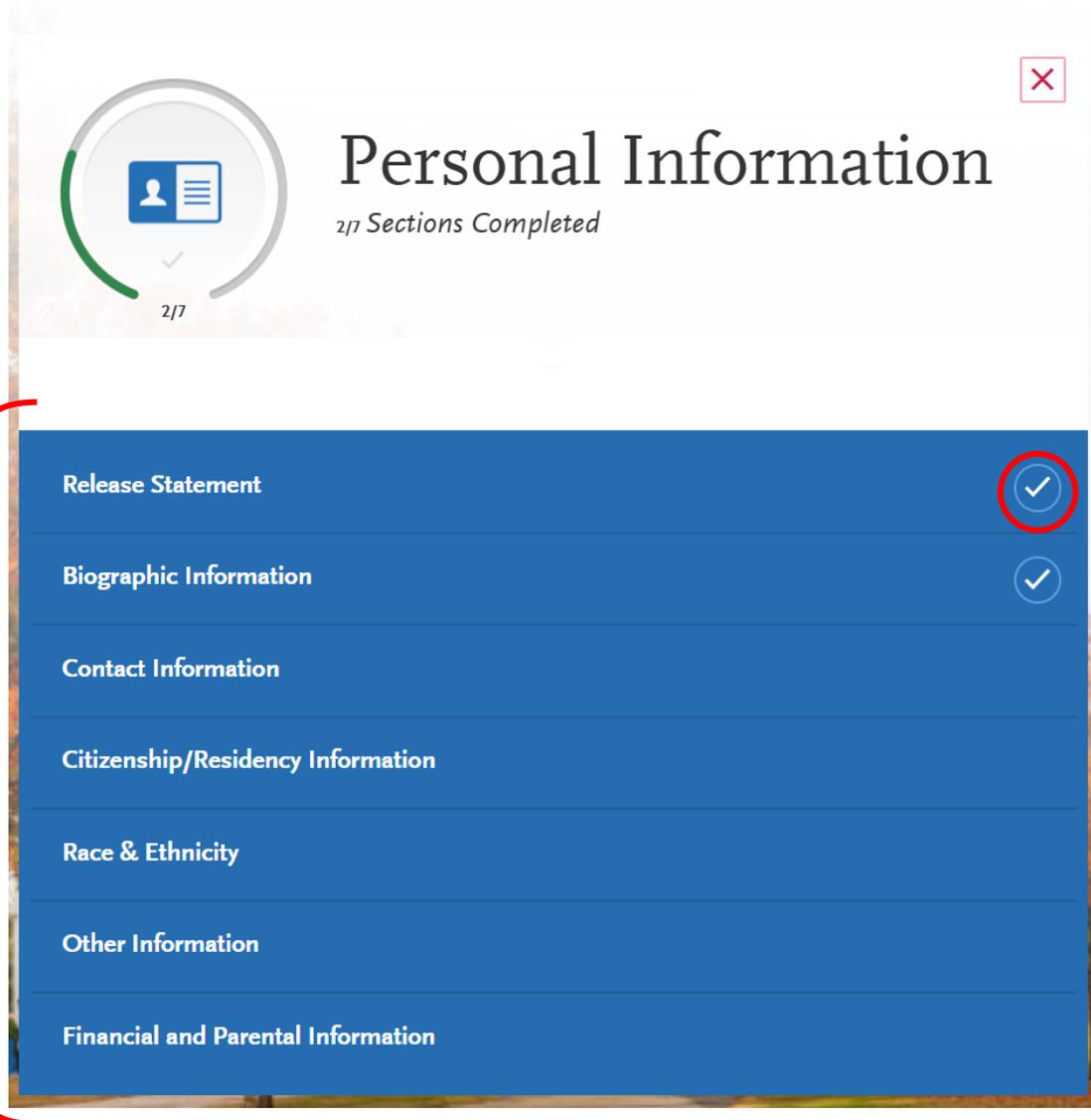
# Completing Each Quadrant

## How To Get Started

To start you will select one of the four quadrants

- Personal Information
- Academic History
- Supporting Information
- Program Materials

Once you click on a quadrant, you will see a list of sections. When each section is complete, a checkmark will appear, notifying you that the section has been completed.



Personal Information

2/7 Sections Completed

2/7

Release Statement	✓
Biographic Information	✓
Contact Information	
Citizenship/Residency Information	
Race & Ethnicity	
Other Information	
Financial and Parental Information	

Once you enter a section, you can navigate through all sections within a quadrant using the left-hand side navigation bar. It will also display white checkmarks for completed sections.

41

Sections Completed

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

Help Center for more information.

Any changes you make after you submit your application must be ser

**Current Address**

- \* Country / Territory
- \* Street Address 1
- Street Address 2
- \* City
- \* State/Province
- \* County
- \* Zip/Postal Code

Approximate date through which current address is valid

\* Is this your permanent address?

Yes  No

After you have filled in each section and completed all requires question indicated by a red “\*” click “Save and Continue” at the bottom. It will then redirect you to the next section in the quadrant.

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.

Check box to Acknowledge

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

- “Go to Dashboard” – Takes you back to your dashboard.
- “Continue to next section”- Takes you to the next section.

Add Program Submit Application

**Saved Successfully** ✕

Your info has been successfully saved.

## Academic History

In this quadrant, you will upload your unofficial transcript, exams, and GPA information.

1. Colleges Attended: Here you will add all the institution(s) you have attended. To get started click on the “Add a College or University” button.

Standardized Tests

GPA Entries

your application.

Once you submit your application, you cannot edit previously entered colleges and universities.

**+ Add a College or University**

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 you attended. The page should now look similar to the one below:

\* What college or university did you attend?  
CALIFORNIA STATE UNIVERSITY - SACRAMENTO

\* Did you obtain or are you planning to obtain a degree from this college or university?  
 Yes  No

\* Degree Info 🗑️  
 Degree Awarded  Degree In Progress

\* What type of degree did you earn? \* When did you earn that degree?  
Bachelor of Arts January  
2025

\* What was your major? What was your minor?  
Political Science Business/Management

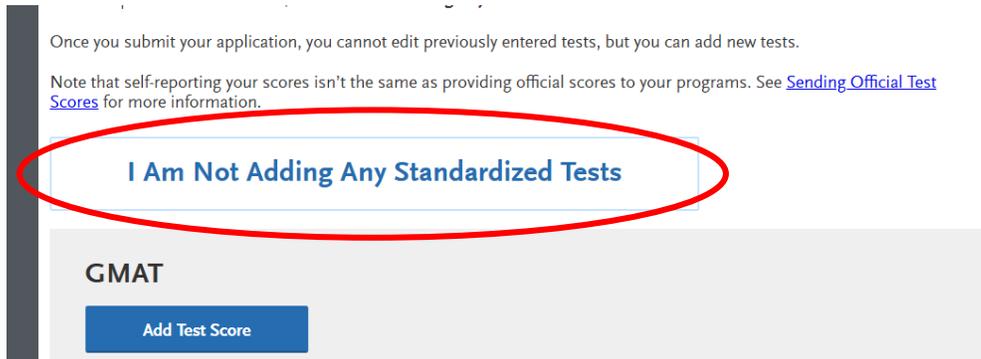
Check if you were a double major

**+ Add another Degree**

**NOTE:** If your degree is still in progress select “Degree in Progress” and enter your expected graduation dates. Continue filling out the rest of this section. When finished select the “Save” button. To add another college, select “Add a College.”

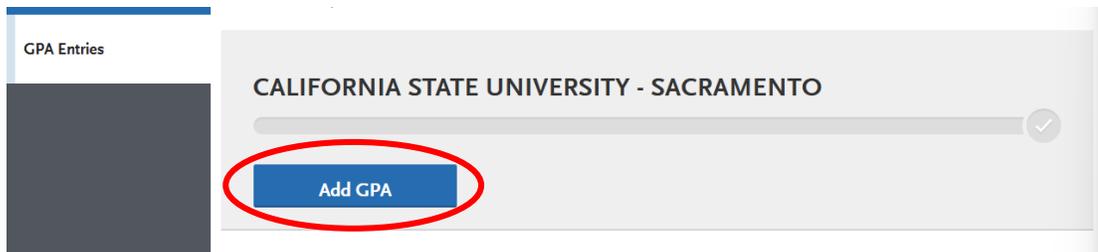
## Standardized Tests

NOTE: GMAT or GRE are NOT required for our programs. You can simply select the “I Am Not Adding Any Standardized Tests” button and continue. However, if you have taken any of these two exams, you are more than welcome to add your results.

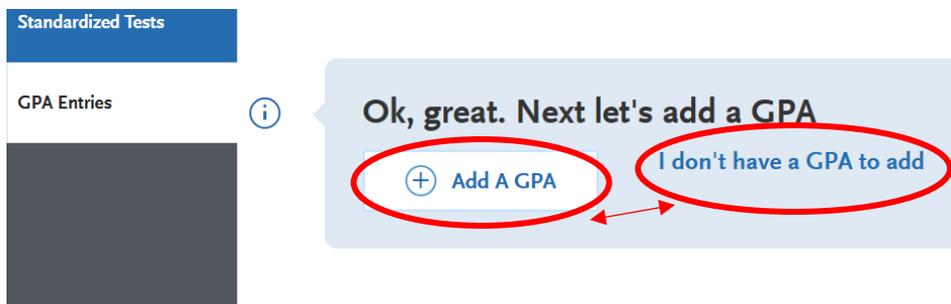


## GPA Entries

On this page, use your transcripts to submit your GPA information for each university attended. You have the option to submit your overall GPA.



If you do not have a GPA to add select “I don't have a GPA to add.”



Select "Undergraduate" for University and Community College

Select "Graduate" for master level degree or PhD/EdD

Select "Other" for certificates

Enter your total credits hours, GPA, and select "Save."

* SCHOOL LEVEL	* TOTAL CREDIT HOURS	* GPA	QUALITY POINTS
Undergraduate	120	3.0	360

School Level: Graduate    Total Credit Hours: 26    GPA: 4.0    Quality Points: 104    Cancel

+ Add A GPA

Once you are done adding all GPA select "Save and Exit" in the top right-hand corner to continue to the next quadrant.

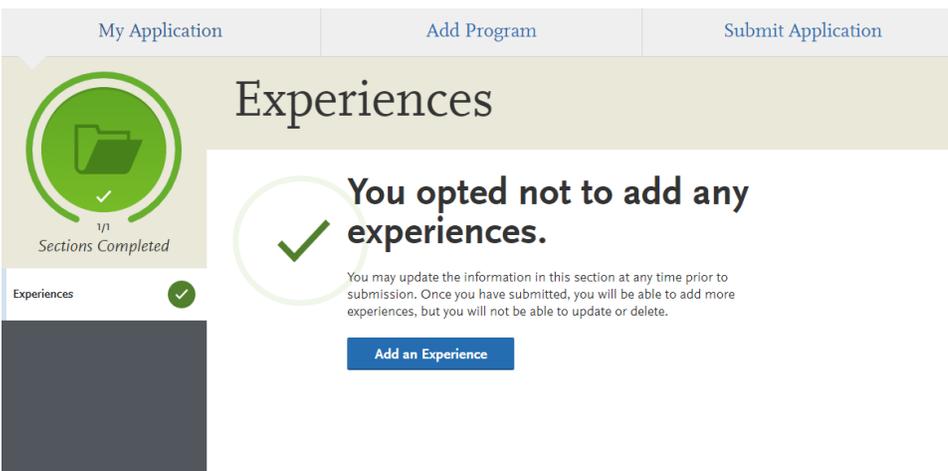
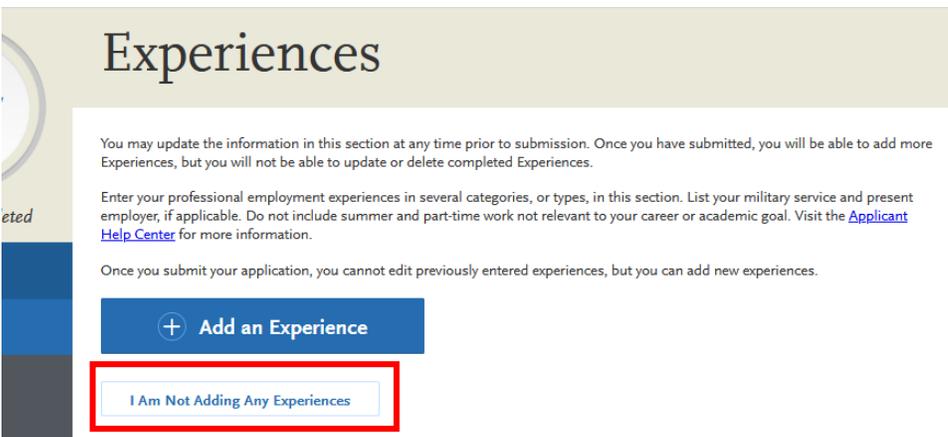
# CALIFORNIA STATE UNIVERSITY - SACRAMENTO Transcript

Fall August 2021 - Winter January 2025

Save and Exit

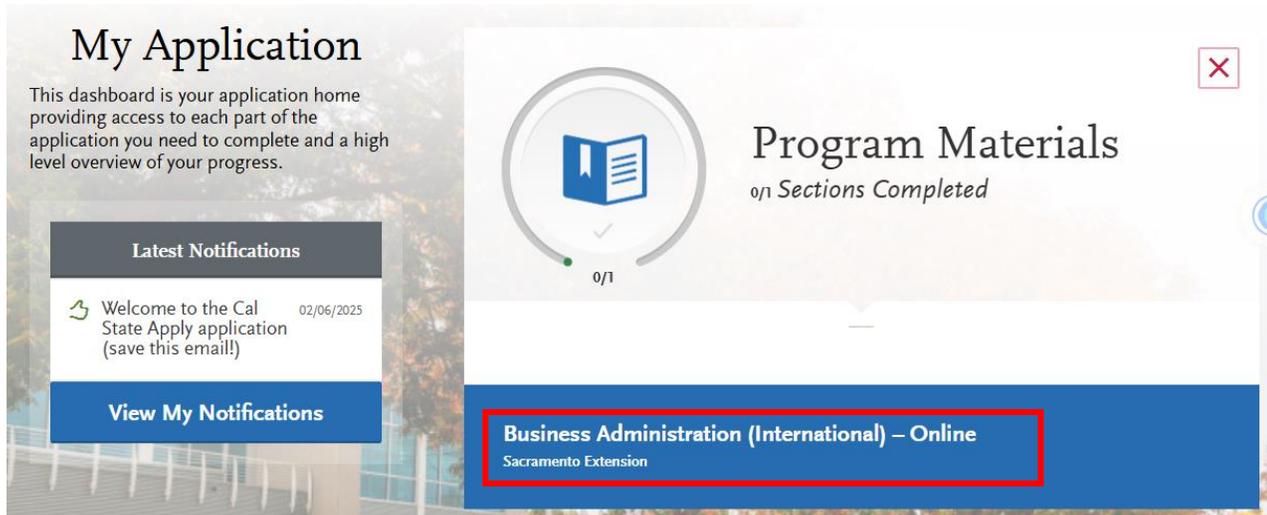
# Supporting Information

You will be submitting your professional resume in the Program Material section, so you are not required to fill in anything in this section. Simply Select “I Am Not Adding Any Experience” and continue to the next quadrant.



# Program Materials

Now it is time to add your supplemental documents into your application. Then click “Program Name – [Concentration you selected if any].”



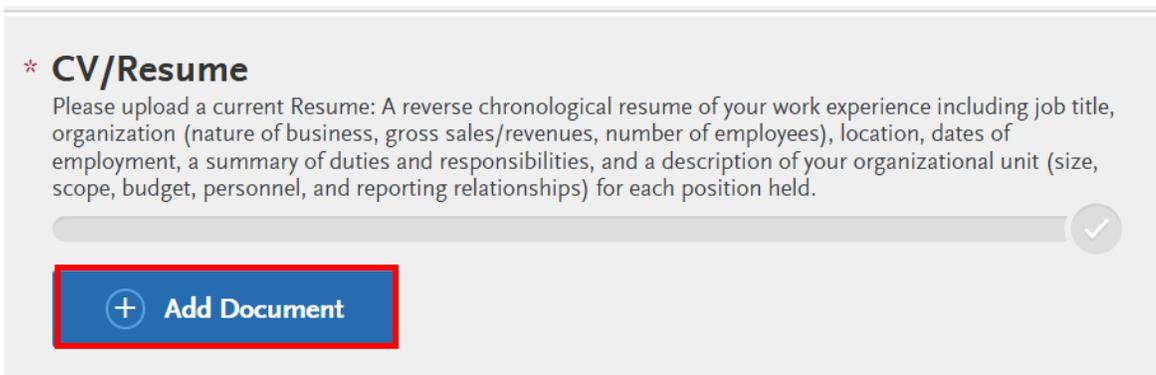
You will need to complete all materials in the top three tabs (Questions, Documents, and Recommendations). You will always default to “Home” when entering program materials. Here you will see your program overview, admission requirements, and more.

## Documents

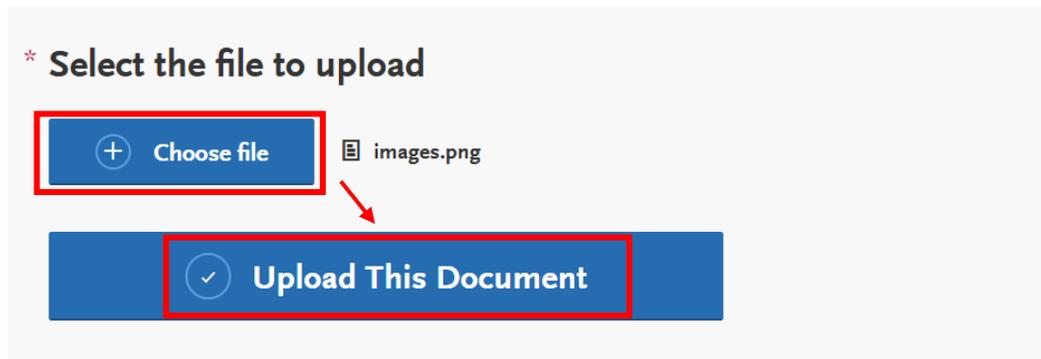
Here you will upload all required documents such as your resume, statement of purpose, and unofficial transcripts.

### Let's Upload a Document

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.



\* Indicates required field



Once complete you will see a green bar with a checkmark indication that section has been completed.

## Required Documents

\* **Statement of Purpose**

This 1-2 page statement should include a description of your long- and short-term career goals, and the ways in which you believe the MBA (International) - Online degree will help you to achieve them.

Progress bar: [ ] ✓

**+ Add Document**

\* **CV/Resume**

Please upload a current Resume: A reverse chronological resume of your work experience including job title, organization (nature of business, gross sales/revenues, number of employees), location, dates of employment, a summary of duties and responsibilities, and a description of your organizational unit (size, scope, budget, personnel, and reporting relationships) for each position held.

Progress bar: [█] ✓

 **images.png**    Uploaded: **03/19/2025**

Repeat this process for all required sections, which should also be uploaded as a single PDF.

# Recommendations

Next comes the letters of recommendation (LOR). Click on the Recommendations tab.

Select the blue arrow and click on “Request New Recommendations”

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 (\*).

## 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 MBA program for the Fall 2025 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 with any questions.  
With sincere thanks,  
(Student Name)

52 words 301/500

I would recommend a minimum two-week due date.

Strongly recommend that you add a personal note to your recommenders.

**Note:** You may choose to NOT waive your right to access your LOR. However, this is not recommended. If you wish to read your LOR, 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.

#### 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**

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

General Program with Letter Upload		2 required - 2 total allowed	
Robert Smith	Requested: Jul 26, 2021	Status: <b>Requested</b>	<a href="#">Edit</a> <a href="#">Delete</a>
Anne Shirley	Requested: Jul 26, 2021	Status: <b>Requested</b>	<a href="#">Edit</a> <a href="#">Delete</a>

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](#)

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@liaisoncas.com](mailto:CalStateApply@liaisoncas.com)

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[Chat with Us](#)

Once an LOR is received, the Status of that request should change to “Completed [Date], 2021.” It will continue to say “Requested” if your LOR has not been received.

You can resent your request as a reminder by clicking 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.

## Recommendations

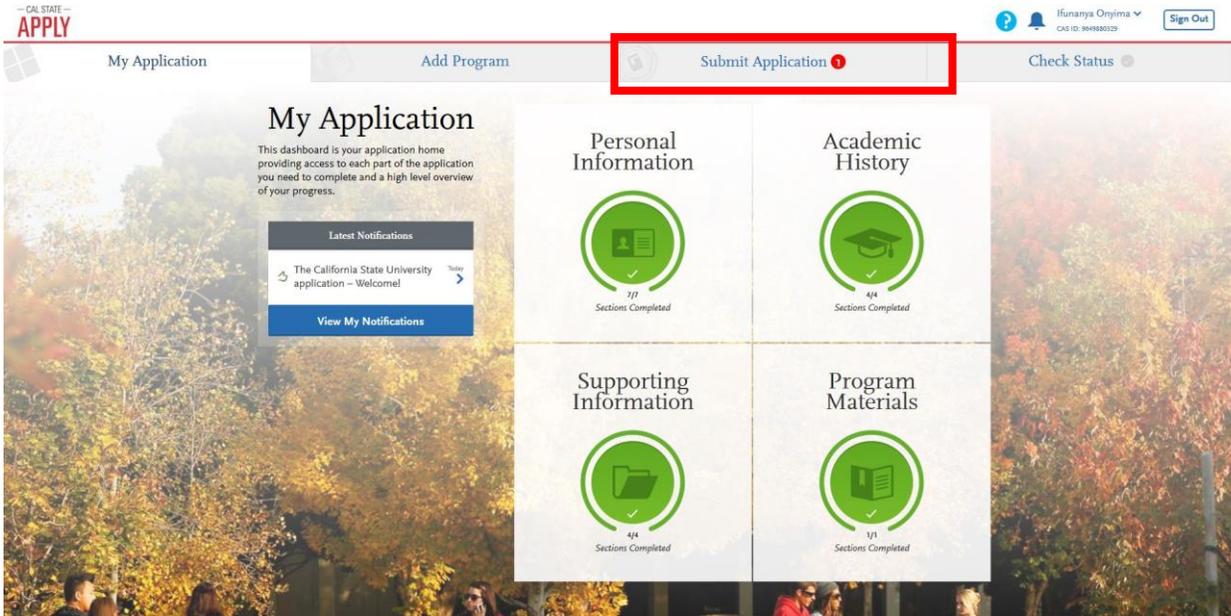
Two letters of recommendation are required

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.

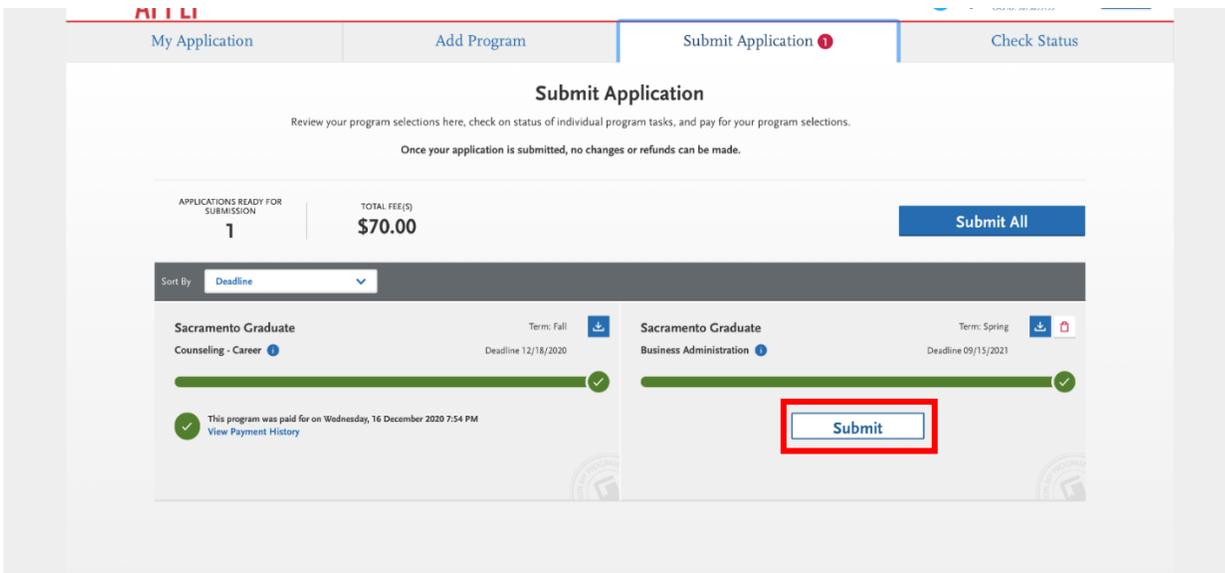
General Program with Letter Upload		2 required - 2 total allowed	
Sophie Duncan	Requested: Aug 23, 2021	Status: Completed Aug 23, 2021	
Anne Shirley	Requested: Aug 23, 2021	Status: Requested	Edit  Delete

# Submitting the Cal State Apply Application

All your sections should now be complete and show as green circles. In the menu bar near the top of the page select “Submit Application” and click to to continue.



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



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. At the top, there is a navigation bar with 'My App', 'Add', 'Submit' (with a red notification icon), and 'Status'. Below the navigation bar, the page title is 'Enter Your Payment Details' with a sub-note: 'Once your application is submitted, no changes or refunds can be made.' A small asterisk icon indicates required fields.

The 'Payment Method' section includes radio buttons for 'Credit Card' (selected) and 'PayPal'. Below this are input fields for 'Name as it appears on card', a 'Card Type' dropdown menu, a 'Credit Card Number' field, an 'Expiration' section with 'Month' and 'Year' dropdowns, and a 'CVV Code' field.

The 'Billing Address' section has a note: '\* Please select a billing address or enter a new one.' It features a radio button for a selected address (partially obscured by a grey box) and another radio button labeled 'Use a different address'.

Below the address section, it shows 'Selected Programs (1)'. At the bottom of the form, the 'Fee Total' is displayed as '\$70.00' on the right, and a 'Continue' button is centered.

At the very bottom of the page, there is a footer with links for 'CSU Admissions', 'Help Center', 'Contact Us', '357-304-2087', 'The California State University', 'Privacy Policy', 'Refund Policy', and 'Accessibility Statement'. Social media icons for Facebook, Twitter, and YouTube are also present.

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 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.
- We will not review your application until BOTH letters of recommendation are received. So even though you’ve clicked submit and paid your application fee 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],” 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!
- If admitted be sure to submit your official transcripts or degree evaluation to the **Office of Graduate Studies (OGS)** ([gradtranscripts@csus.edu](mailto:gradtranscripts@csus.edu)) or **International Admissions** ([intlinfo@csus.edu](mailto:intlinfo@csus.edu)). Include your full name, program name, and 9-digit Student ID number on all correspondence (e.g. Anne Shirley, MBA Program, Spring 2022, 246123890).
- Please refrain from email the Admissions Team requesting an update on your application. We will notify you as soon as you have been selected and/or a decision has been made. We process a high level of application, and it can take time for us to respond.

### Please save the admissions contact information below for each program:

- MBA & Online iMBA
  - [mba@csus.edu](mailto:mba@csus.edu)
  - 916-278-4501
- MSBA, MSF, and MSA
  - [cobgraduateadmissions@csus.edu](mailto:cobgraduateadmissions@csus.edu)
  - 916-278-5767



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