

# COLLEGE OF BUSINESS ADMINISTRATION MBA PROGRAM SERVICES

## How to Send Official Transcripts

Sacramento State's MBA program requires that all applicants submit official, unopened transcripts from all universities attended to two different offices – the MBA Program Services (MPS) office, and the Office of Graduate Studies (OGS). Applicants must submit one transcript to both offices, which means that a total of two official transcripts will need to be mailed.

If you are a Sacramento State alumni, you need to only submit transcripts not previously submitted to the university.

If you did not attend Sacramento State in the past, you will need to submit official transcripts from ALL colleges and universities that you have ever attended (even if it was one class).

**Please Note:** Applicants with international documents must visit the OGS website to find out which additional official academic records are required (mark sheets, diploma supplement, Certificado de Notas, etc.). Applicants who attended foreign institutions are required to submit transcripts one month prior to application deadline, in order to allow time for foreign credential evaluation.

Transcript Tip: Have all official transcripts sent directly to your home address. If you keep the transcript sealed it is still considered official. Please then write a cover sheet that includes your full name, contact information and explains in which semester and to which degree program you are applying. Put the cover letter and sealed transcripts from all the universities you attended in an envelope and mail one to each of the offices listed below:

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