CALIFORNIA STATE UNIVERSITY
LONG BEACH
Graduate Programs in Business

Cal State Apply Application Guide Spring 2023 Programs

This guide provides detailed instructions for applicants interested in applying to one of the following College of Business MBA graduate programs that are open for Spring 2023 admission:

- Evening MBA
- Online MBA

Deadline is October 1, 2022, for international applicants seeking an educational visa.

Deadline is November 1, 2022, for applicants who are domestic.

All applicants are encouraged to apply early.

Graduate Business Programs Office Contact Information:

www.csulb.edu/cob-graduate-programs

COB-GradPrograms@csulb.edu

Please note that email is the best method of communication. For updates about covid-19 and the university's response, please visit www.csulb.edu/covid-19.

Step 1: Create a Cal State Apply account

- Click the link above or click this URL: https://calstate.liaisoncas.com/applicant-ux/#/login.
- Create your Username and Password and record them for future log-in.
- You may complete part of the application, save it, and log back in later to finish the application; it just needs to be completed and submitted by the deadline.
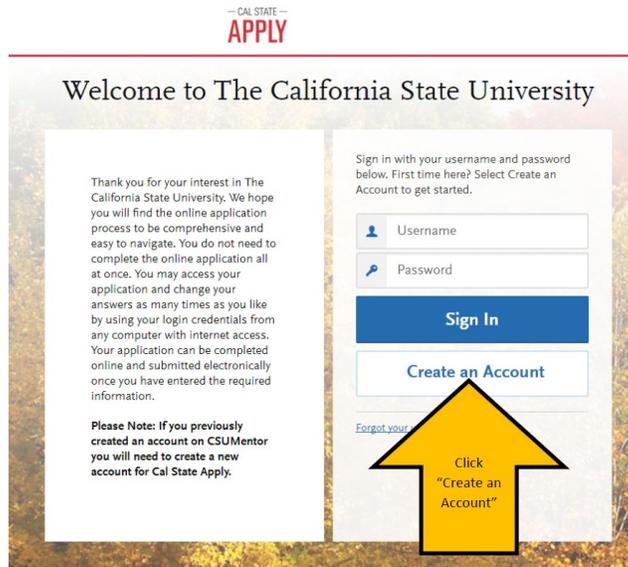
Step 2: Complete your Profile

- Enter your name and contact information.
- Under Degree Goal, select "Second Bachelor's Degree and Beyond (e.g., Master's, Teaching Credential, Certificate, Doctoral)"
- Then select "Graduate (e.g., Master's, Doctoral) or Professional's Degree"

Step 3: Select the Program

- After creating your profile, select the program you are interested in applying to. Applicants may only apply to ONE graduate business program at CSULB per admission cycle.

- Click "Filters" to narrow the program selection.
- Under Campus, select "CSU Long Beach."
- Then click "Close" to exit the Filter options.

- Click the + sign for the program you would like to apply to. When you do this, the + sign will become a check mark.

- CSULB recently implemented "Alternate Programs." The pop-up image below will appear and you may select "No" if you are not interested in an alternate program or select "Yes" if you are interested in an alternate program. If you select "Yes," you will be taken back to the full list of available programs and will need to select your alternate program of interest. Please note that not all programs are participating in the Alternate Program option and applicants cannot select another College of Business graduate program as an alternate program.

Alternate Program Required

This program requires you to choose an alternate in case your first-choice program is not available. Would you like to choose an alternate program now?

No | Yes
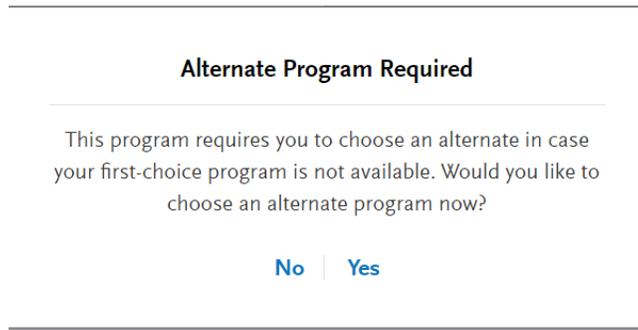
- When you have finished the program selection, click on "My Application" in the top tab area.

— CAL STATE —
APPLY

| 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,** an
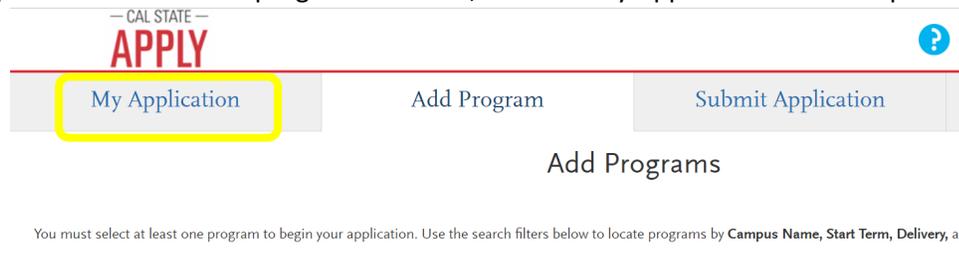
Step 4: My Application

- A new page will load with your "My Application" dashboard, which has 4 Quadrants that need to be completed.

Personal Information

0/7
Sections Completed

Academic History

0/3
Sections Completed

Supporting Information

0/1
Sections Completed

Program Materials

0/1
Sections Completed
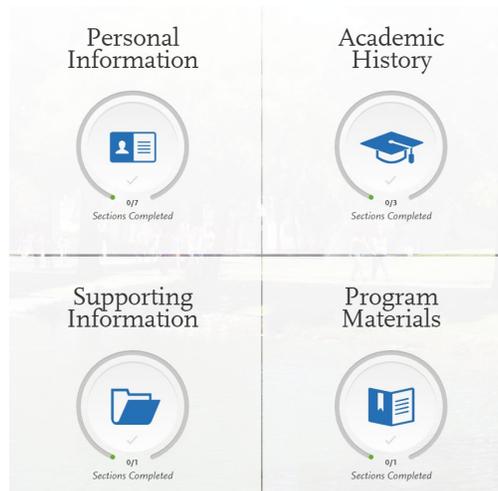
- After completing each section, you will receive a pop-up letting you know you have completed a section and the information has been saved.

✓ **Saved Successfully** ✕

Your info has been successfully saved.

Go to Dashboard | Continue to Next Section
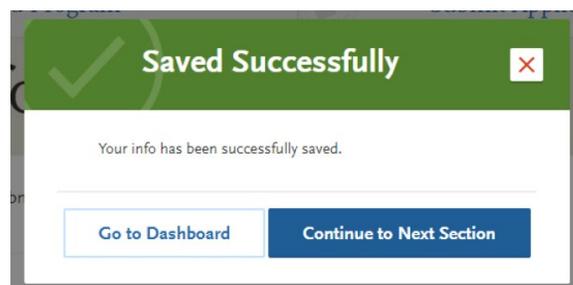
- Each quadrant will also show in green as you complete the required sections.
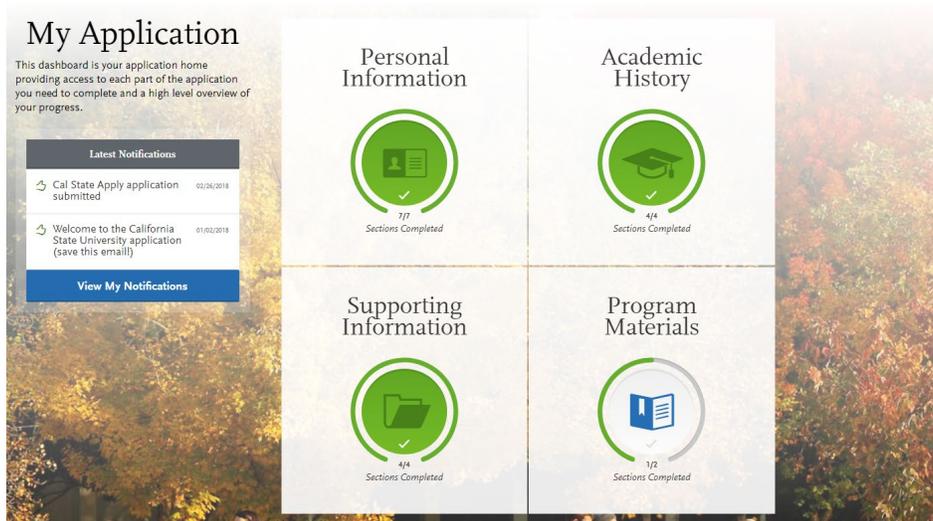
Quadrant 1: Personal Information

- Complete the information requested in all sections of Quadrant 1. You will see check marks appear to the right as you complete each section.

Quadrant 2: Academic History

- Complete the information requested in all sections.
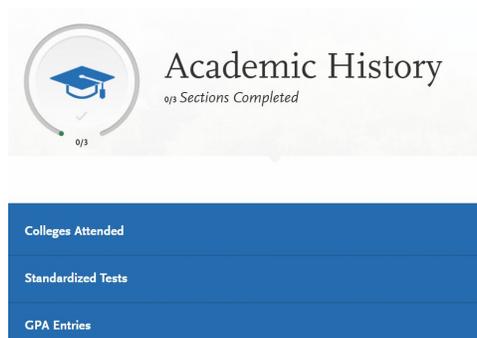
- For the Colleges Attended section, enter the institution/s you have previously attended or are currently attending.
    - o Only enter information about courses you are currently enrolled in or are planning to take in a future semester in your current program (if applicable), not courses you have previously completed.
    - o If you are not currently enrolled in any courses, do not enter any course information.
- For Standardized Tests, select "I am not adding any standardized test scores." The GMAT/GRE has been waived for the Spring 2023 application cycle. If you are an international applicant submitting test scores for the English Language Requirement, please add test scores as required by CIE Admissions. Contact CIE Admissions with any questions about the English Language Requirement.

Note that self-reporting your scores isn't the same as providing official scores to your programs. See Sending Official Test Scores for more information.

I Am Not Adding Any Standardized Tests
GMAT
GRE

- For GPA entry, please enter your cumulative undergraduate GPA to the best of your knowledge. You will be sending an official transcript to University Admissions/Enrollment Services after you submit your application, and your GPA will be verified and corrected as needed before your application is eligible for review by the program admissions committee.

Quadrant 3: Supporting Information
- In the Experiences section, click "I am not adding any experiences." You will upload your resume later in the application portal.

Supporting Information
0/1 Sections Completed

Experiences

Experiences

You may update the information in this section at any time prior to submission. Onc more Experiences, but you will not be able to update or delete completed Experience

Enter your professional employment experiences in several categories, or types, in th employer, if applicable. Do not include summer and part-time work not relevant to yc Help Center for more information.

Once you submit your application, you cannot edit previously entered experiences, b

(+) Add an Experience

I Am Not Adding Any Experiences

Quadrant 4: Program Materials

- Click the program name banner to move on to the Program Materials requirements specific to the College of Business graduate programs.
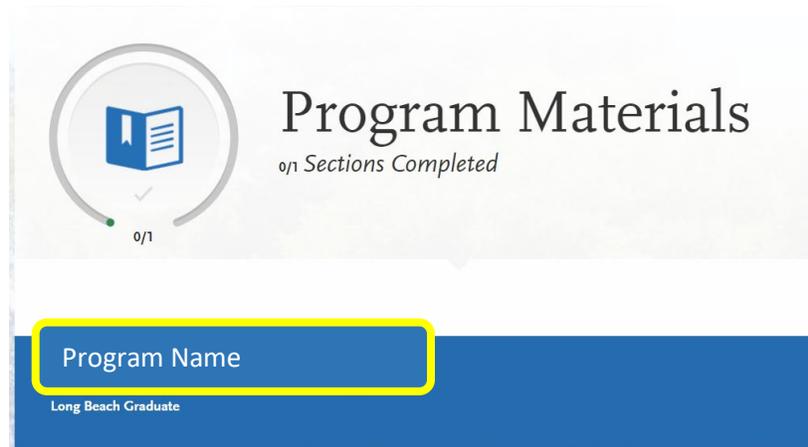
- You will then see this page and will click on each tab in the banner under the image.
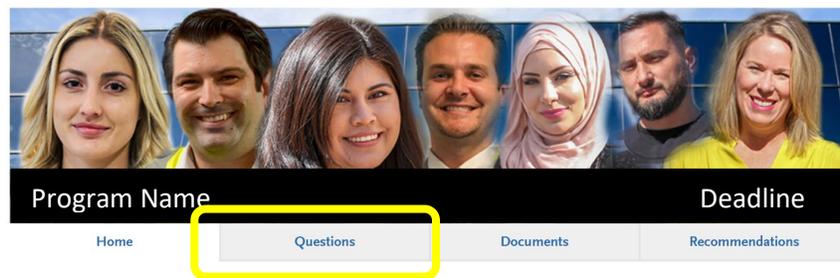
- Under the Questions Tab, you will provide a link to a Video Statement of Purpose and a text for the Short Answer Statement.
- Enter the link for the video in the Statement of Purpose textbox. The prompt for the video is:
  - Through your resume and recommendations, we have a clear sense of your professional path to date. What are your career goals over the next 3-5 years and what, in your imagination, would be your long-term dream job?
  - The video should be 3-5 minutes. You may use any video platform (such as YouTube) as long as the video is public and viewable without the admissions committee having to log-in/create an account to view the video.
- Answer the Short Answer Statement in the text box provided. You can type this is a separate Word Document and then copy and paste the text into the text box, however you cannot upload any attachment in this section. The prompt for the short answer statement is (2500 **characters [not words]** maximum; approximately one page):
  - o Describe a time when you dealt with someone who was difficult. How did you handle that situation? What would you do differently if you could do it over again?
- Test Waiver- GMAT and/or GRE testing requirements are currently waived for Spring 2023 applicants. All applicants should select "Yes" when asked if they have received a Test Waiver.
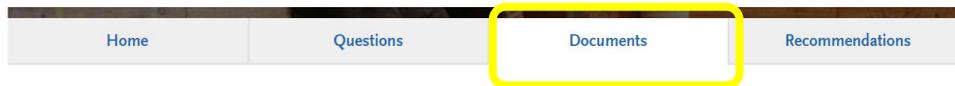
- Under the Documents Tab, upload your Resume.
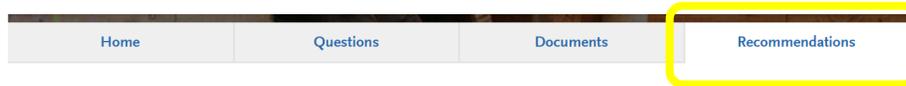
Recommendations

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 - 3 total allowed

- Under the Recommendations Tab, enter the name and e-mail of two different recommenders. The system will automatically send an email to your recommenders as soon as you enter their contact information. Also, enter a date by which you would like your recommenders to complete the recommendation request. You will receive an automated email once recommendations are completed by your recommenders. **Recommendation Letters are due the SAME DAY as the application deadline**, so do not wait until the last minute to enter the name and contact information for your recommenders. You may also enter a third recommender in case one of your other recommenders does not complete the letter in time.

- A Letter of Recommendation should be on formal letterhead with a signature and contact information of the recommender and should include:
    - A short summary of their history with the candidate (How/when did they meet? How long have they worked together or when were they in their class? In what capacity do they know them?)
    - A detailed statement of the characteristics they believe will enable the candidate to excel in graduate studies
    - A few specific descriptions of the contributions the candidate has brought to the organization/ classroom; and
    - A strong closing statement of endorsement for their candidacy

Step 5: Submit the Application and Pay the $70 Fee
- You will receive an email confirmation once the fee has been paid.

What's Next?

Transcripts:

- University Admissions/Enrollment Services will initially request an official transcript from your bachelor's degree institution. If additional transcripts are requested, they will follow-up with you directly and you will need to send any additional requests. Do NOT send transcript/s until AFTER you have submitted and paid for your Cal State Apply application. Official transcripts may be submitted electronically directly from a U.S. college or university to ES-IDPTrans@csulb.edu. Official transcripts may also be sent in a sealed envelope to the address below:

  Enrollment Services/Admissions
  California State University, Long Beach
  1250 Bellflower Blvd.
  Long Beach, CA 90840

- International applicants who will be studying on a visa or applicants with international degrees- contact cie-admission@csulb.edu for any questions regarding international degrees and transcript requirements. Official transcript may be submitted to the address below:
  International Admission
  CSULB Foundation Building
  6300 East State University Drive, Room 180
  Long Beach, CA 90815 U.S.A.

- If you attended CSULB, you do NOT need to send a CSULB transcript to CSULB.

Applicant Self Service:

- Check the status of your application using the Applicant Self Service website. You can track whether transcripts were received. Once your application is in "Graduate Department Review" status, that means that your application has cleared University Admissions and has been forwarded to the program-level admissions committee for their review.

Admissions Decisions:

- We encourage applicants to submit their full application as soon as complete. Once transcripts are received and processed by University Admissions and your application is eligible for graduate study at CSULB, the program-level admissions committee is then able to review your application and determine an admissions decision. This process can take as long as 8 weeks after the application submission. You will receive a formal admissions notification from **both** the University and the program. The program admissions notification will require a response.