



## Cal State Apply

# Fall 2023 Application Guide

This guide provides detailed instructions for applicants interested in applying to one of the following College of Business graduate programs:

### MBA Programs

- Accelerated (Day-Time) MBA
- Evening MBA
- Saturday MBA
- Online MBA

### MS Programs

- Accountancy
- Finance
- Information Systems
- Marketing Analytics

### Deadlines:

- International Applicants- March 15, 2023
- Domestic Applicants- June 1, 2023

### Graduate Business Programs Office Contact Information:

COB Building, Room 363

[cob-gradprograms@csulb.edu](mailto:cob-gradprograms@csulb.edu)

562-985-5565

<http://www.csulb.edu/cob-graduate-programs>

## Step 1: Create a [Cal State Apply](https://calstate.liaisoncas.com/applicant-ux/#/login) 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 begin and save the application and log back in at a later time to finish it, as long as it is completed and submitted by the deadline.

— CAL STATE —  
**APPLY**

### Welcome to The California State University

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with internet access. Your application can be completed online and submitted electronically once you have entered the required information.

**Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.**

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](#)

Click "Create an Account"

## 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”

### 1. 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 and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

\* Please select one or more of the following degree goals.

- 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 and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)
- Certificate

### Step 3: Select the Program

- After creating your profile, select the program you are interested in applying to. Applicants may only apply to ONE College of Business graduate program at CSULB per admission cycle.
- Click “Filters” to narrow the program selection.

**Add Programs**

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click [here](#) for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Application status. For more information on application fee waiver eligibility, please click [here](#).

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

[Add Program](#) | [Selected Programs](#)

Search for a Program or Organization

- Under Campus, select “CSU Long Beach.”

▼ **Campus**

Q Search Campus

CSU Bakersfield

CSU Dominguez Hills

CSU Fullerton

CSU Long Beach

- Use the Search function to find your program of interest.

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[Add Program](#) | [Selected Programs](#)

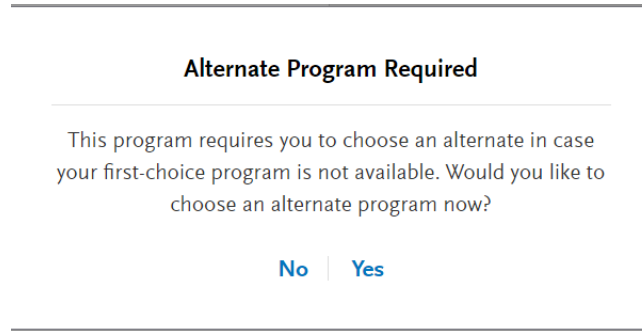
Search for a Program or Organization

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

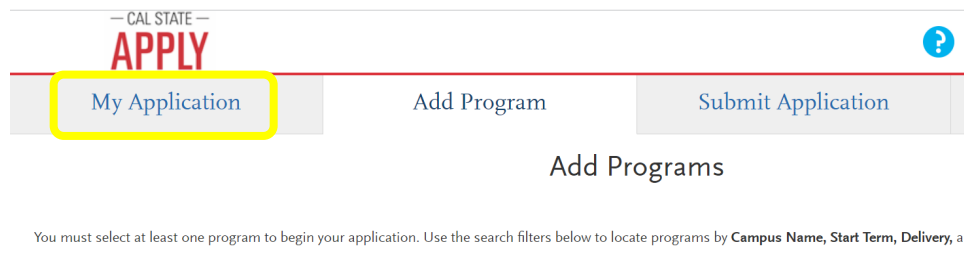
<input checked="" type="checkbox"/>	<b>Business Administration - Evening MBA</b>	MBA
<input type="checkbox"/>	<b>Business Administration - Online MBA</b>	MBA

- Then click “Continue.”
- 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.

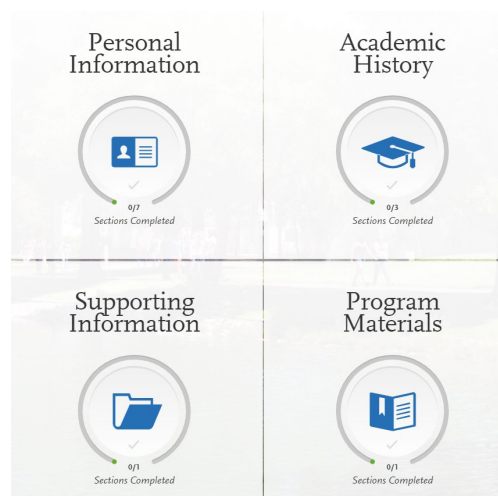


- When you have finished the program selection, click on “My Application” in the top tab area.

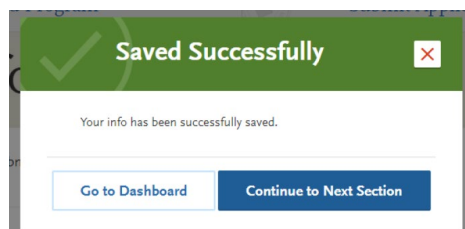


## Step 4: My Application

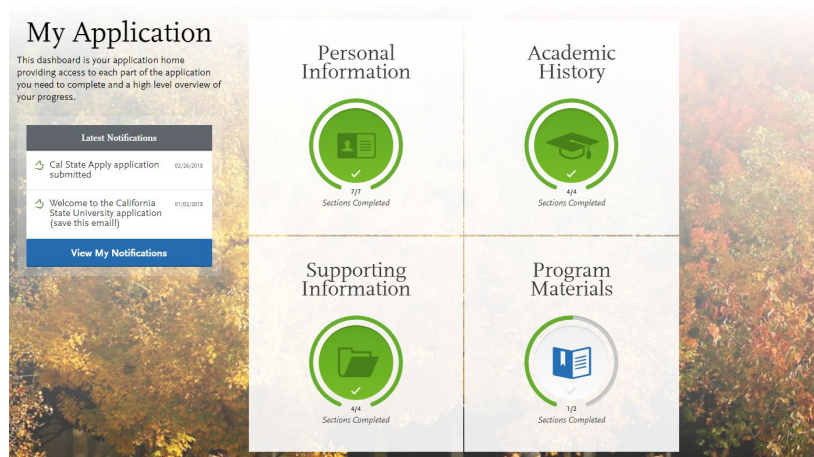
- A new page will load your “My Application” dashboard, which will have 4 Quadrants that need to be completed.



- As you complete each section, you will receive a pop-up letting you know you have completed a section and the information has been saved.



- Each quadrant will also show in green as you complete all required components within the quadrant.



### Quadrant 1: Personal Information

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



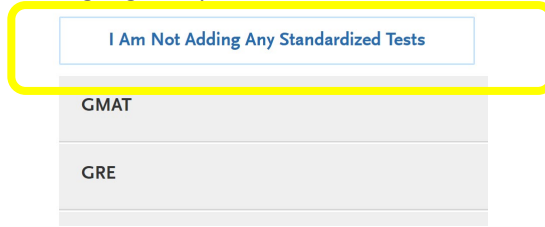
### Quadrant 2: Academic History

- **Section 1: Colleges Attended-** 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.
- **\*If you attended or are attending an institution outside of the US you can upload a copy of your unofficial transcripts (English word-for-word translation required) in Quadrant 4.**



- **Section 2: Standardized Tests-** Select "I am not adding any standardized test scores." **The GMAT/GRE Test requirement is WAIVED for ALL 2023 applications.** If you are an international applicant submitting test scores for

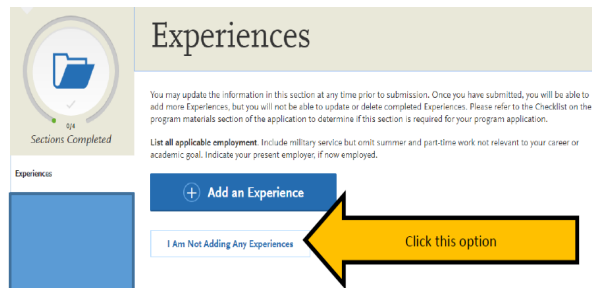
the [English Language Requirement](#), please add test scores as required by [CIE Admissions](#). Contact CIE Admissions with any questions about the English Language Requirement.



- **Section 3: GPA Entries**- Enter your cumulative undergraduate GPA as accurately as possible. Your GPA entry will be verified when submitting official transcripts to Admissions (under What’s Next section in this guide).

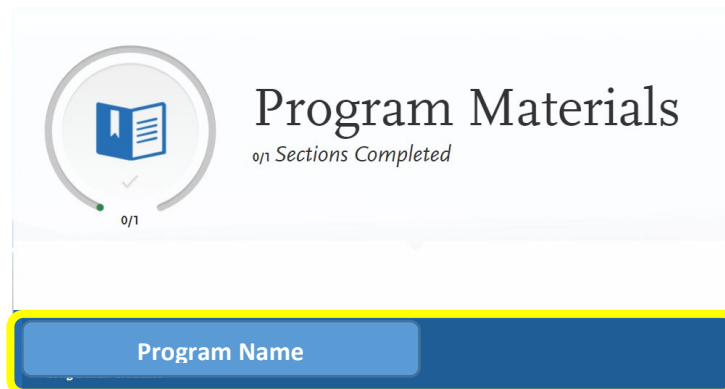
### Quadrant 3: Supporting Information

- **Section 1: Experiences**- Click “I am not adding any experiences.” Applicants will upload their resume in Quadrant 4.

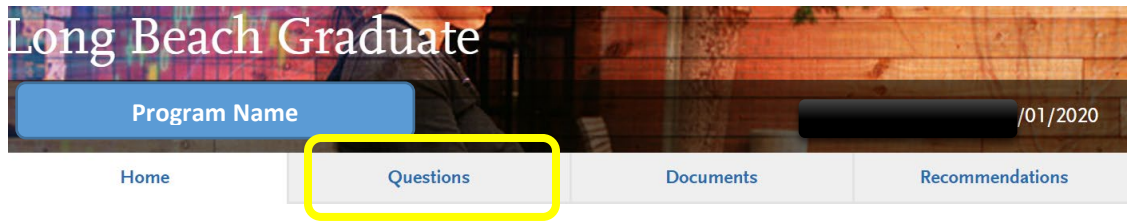


### Quadrant 4: Program Materials

- Click on the Program Materials banner where the program name appears.



- A new page with 4 different tabs will load- Home, Questions, Documents, and Recommendations.
- The **Tab 1: Home** is informational and has the Graduate Business Programs Office contact information.



- **Tab 2: Questions-** This section will ask you for the Video Statement of Purpose link, Short Answer Personal Statement, Test Waiver, and various Work Experience questions.
  - Video Statement of Purpose Prompt: 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 having to log-in/create an account. Copy and paste the video link in the text box.

\* Please provide the link to your Video Statement of Purpose.

0 word 0/100

- Short Answer Personal Statement Prompt (2500 character maximum; approximately 1 page): 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? You may write this statement in a Word Document and then copy and paste your response to the question in the text box. You cannot upload a document in this section.

**Personal Statement**

\* In a short written paragraph please 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? (2500 Character Limit)

0 word 0/2500

- Test waiver: The **GMAT/GRE will be waived for ALL 2023 applicants.** Select “Yes.”

**Test Waiver**

Unless you have been granted a test waiver by the Program Director, you are required to take the GMAT or GRE (see our [website](#) for details). Please see [here](#) how to obtain a GMAT/GRE test waiver.

\* Have you received a test waiver?

Yes  No

- Work Experience questions:
  - o Question 1: Please select the total number of years of your full-time work experience by utilizing the drop-down option (if you have only completed internships, answer ‘0 years’).
  - o Question 2: Please list your current place of employment/internship (or last employer if unemployed) by typing your response in the textbox provided.
  - o Question 3: Please select the industry in which you are employed or were last employed by utilizing the drop-down option.
  - o Question 4: Please select your function within your industry by utilizing the drop-down option.

- **MS Accountancy Applicants Only:** Please indicate which pre-requisite course(s) you have completed by using the drop-down option and selecting completed, in progress or N/A.

The following six (4) Accounting courses are required before starting the MSA program: Auditing, Federal Taxation, Intermediate Accounting I and Intermediate Accounting II. Please see the Accountancy MS [pre-requisite course website](#) for additional details.

Please indicate below which course(s) you have completed.

\* Auditing

\* Federal Taxation

\* Intermediate Accounting I

\* Intermediate Accounting II

- **Tab 3: Documents-** This section will ask you to upload your resume. It will also provide the option to upload additional documents.



- Resume: Upload your Resume by clicking “Add Document.”

\* CV/Resume

[+ Add Document](#)

- Optional Documents: Unofficial Transcripts

UNOFFICIAL TRANSCRIPT(S):

- **International Applicants:** Please upload the unofficial transcript from the institution where you earned (or will earn) your bachelor's degree and any other institutions where you completed relevant coursework. If you have more than four transcripts you may combine them into one .pdf document.
- **All Applicants:** You are required to send an official transcript from your bachelor's degree issuing institution to University Admissions.

- If you are an International Applicant (attended or are attending an institution outside of the US), you can upload a copy of your unofficial transcripts (English word-for-word translation required) from your Bachelor’s degree-granting institution.
- For All Applicants- you may upload an Unofficial Transcript here, however University Admissions/Enrollment Services will still require that you send an Official Transcript once you submit your application.
- **MS Accountancy Applicants Only:** Please upload transcripts that demonstrate completion of pre-requisite courses here.

Optional Documents

Unofficial Transcript

[+ Add Document](#)

Unofficial Transcript

[+ Add Document](#)



# 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.

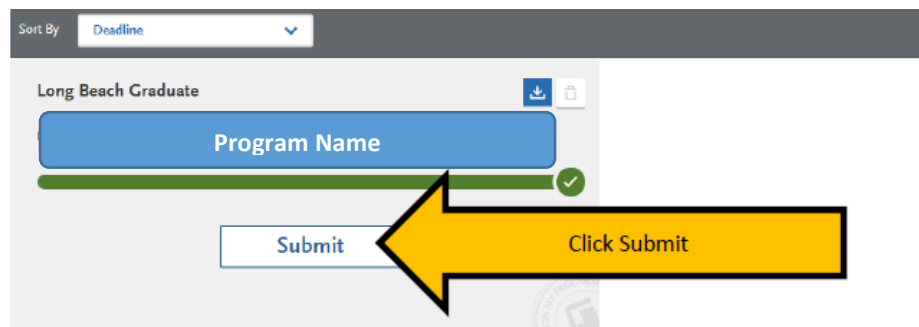
General Program with Letter Upload

2 required - 3 total allowed

- **Tab 4: Recommendations-** This section will require you to enter your recommenders.
  - Enter the names and e-mail addresses of two unique recommenders. The system will automatically send an email to your recommenders. You also need to enter a deadline date by which you would like your recommenders to complete the recommendation request. You will receive an automated email once the recommendation has been completed. **The 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. The Recommendation tab will allow you to add up to three names and emails, however, only two letters are required. A third entry is provided 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:
    - o 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?)
    - o A detailed statement of the characteristics they believe will enable the candidate to excel in graduate studies
    - o A few specific descriptions of the contributions the candidate has brought to the organization/ classroom; and
    - o A strong closing statement of endorsement for their candidacy
  - Applicants should submit their application as soon as it is completed. Applicants do NOT have to wait for the Letters of Recommendation to be completed to click Submit, however their recommenders MUST submit the letter on/by the deadline date or the application will be considered incomplete.

## Step 5: Submit the Application and Pay the \$70 Fee

- You will receive an email confirmation of your application submission once the fee has been paid.
- Unfortunately, the [California State University system](#) does not waive the application fee for any graduate-level applicant. The application fee waivers are provided only to undergraduate first-time freshman and undergraduate transfer applicants who are seeking a Bachelor-level degree. The Cal State Apply application fee is \$70 per application.



## 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.
  - o **CSULB Alumni**- If you attended CSULB, you do **NOT** need to send a CSULB to CSULB. CSULB already has access to your transcripts and student records.
  - o **Domestic applicants**- Official transcripts may be submitted electronically directly from a U.S. college or university to [ES-IDPTrans@csulb.edu](mailto: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
  - o **International applicants**- If you attended or are attending an institution outside of the US, you can upload a copy of your unofficial transcripts (English word-for-word translation required) for your Bachelor's degree-granting institution within the Cal State Apply application Quadrant 4. Once you are formally admitted to the university, you will be required to submit official transcripts to Enrollment Services or your admission to the university will be at risk. For any questions, please contact the Center for International Education (CIE) International Admissions Office by [submitting a ticket](#). For additional information about International Admissions, please visit the [CIE International Admissions website](#).

### Applicant Self Service:

- Check the status of your application using the Applicant Self Service website: <https://www.csulb.edu/admissions/applicant-self-service>. You can track transcripts you have sent as well.

### Admissions Decisions:

- We encourage applicants to submit their application as soon as it is completed. Once transcripts are received and processed by University Admissions/Enrollment Services and your application is deemed eligible for graduate study at CSULB, the College of Business Admissions Committee is then able to review your application and determine an admissions decision. This process can take up to 6 weeks after the application deadline. Applications are processed on a rolling basis, however the University Admissions/Enrollment Services team must prioritize applications across all 60+ graduate degree programs across the university based on the programs' respective deadline dates.