



## Cal State Apply

# Spring 2024 Application Guide

This guide provides detailed instructions for applicants interested in applying to one of the following College of Business graduate programs with a **Spring 2024** application cycle:

### MBA Programs

- Evening MBA
- Online MBA

### MS Programs

- Accountancy

**Deadline is October 1, 2023 for BOTH domestic and international applicants.**

Graduate Business Programs Office Contact Information:

COB Building, Room 363

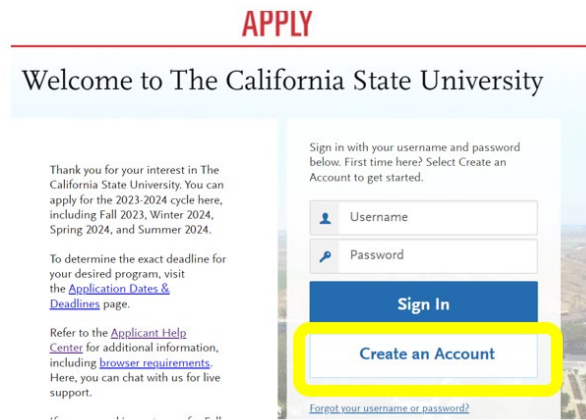
[cob-gradprograms@csulb.edu](mailto:cob-gradprograms@csulb.edu)

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.



## Step 2: Complete your Profile

- Type in your name and contact information.
- Under Degree Goal, select the option for “Second Bachelor’s Degree and Beyond (e.g. Master’s, Teaching Credential, Certificate, Doctoral).”
- Then select the option for “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)

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

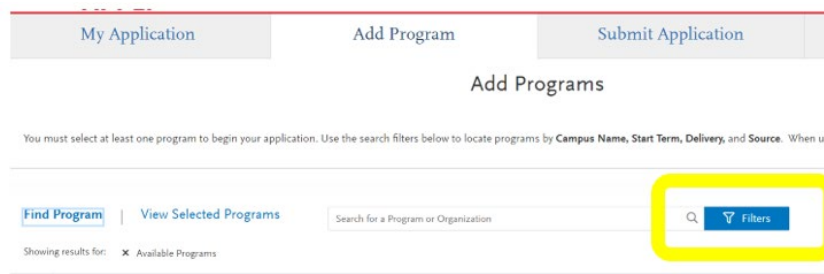
Graduate (e.g. Master's, Doctoral) or Professional's Degree

Teaching and Service Credential Only (e.g. single or multiple subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

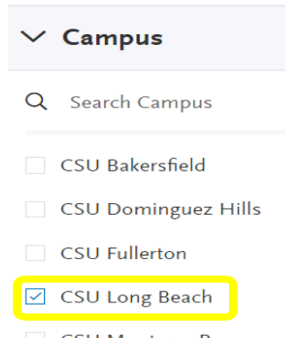
Certificate

## Step 3: Select the Program

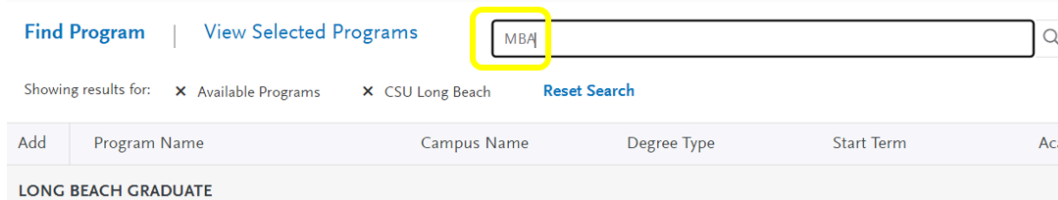
- After creating your profile, select the program you are interested in applying to from the list of available programs. Applicants may only apply to ONE College of Business graduate program at CSULB per admission cycle.
- Click “Filters” to narrow the program selection.



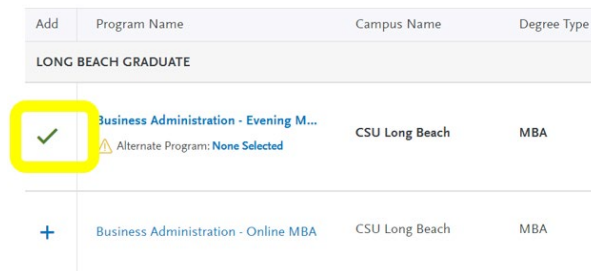
- Under the Campus drop-down options, select “CSU Long Beach,” then click “Close.”



- Now only CSU Long Beach graduate programs will be shown. Use the Search function to find your program.



- Click the + (plus) sign for the program you would like to apply to. When you do this, the + (plus) sign will become a check mark. Then click “Continue.”



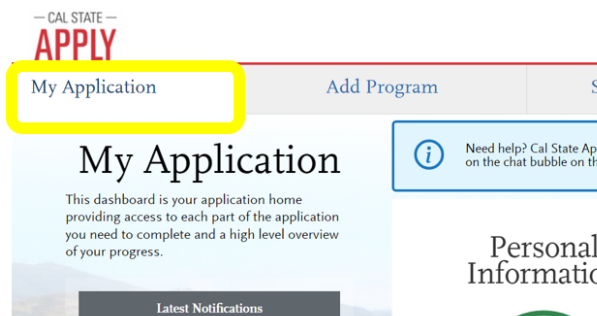
- CSULB recently implemented “Alternate Programs.” The pop-up image below will appear and you may select “No” if you are not interested in an alternate program or select “Yes” if you are interested in an alternate program. If you select “Yes,” you will be taken back to the full list of available programs 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.

#### 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?

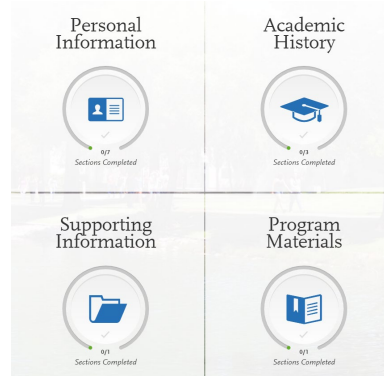
No | Yes

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

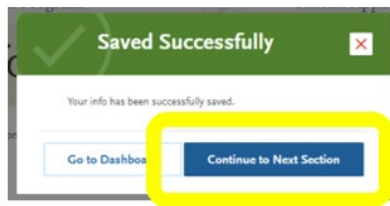


## Step 4: My Application

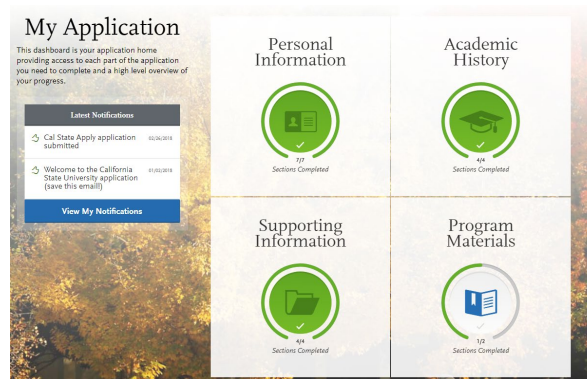
- A new page will load your “My Application” dashboard, which will have 4 Quadrants that need to be completed.



- 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. Click “Continue to Next Section” to move to the next section or quadrant.



- 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 SPRING 2024 applicants.** 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.

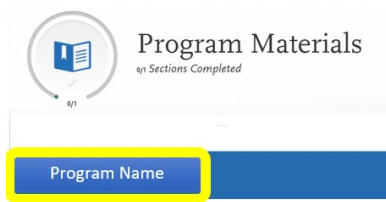
- **Section 3: GPA Entries-** Enter your cumulative undergraduate GPA as accurately as possible. Your GPA entry will be verified when submitting official transcripts to Admissions (under What’s Next section in this guide).

## Quadrant 3: Supporting Information

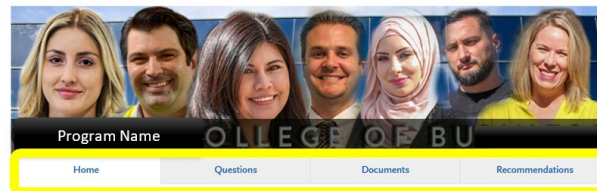
- **Section 1: Experiences-** Click “I am not adding any experiences.” Applicants will upload their resume in Quadrant 4 and should have all relevant experiences within their resume.

## 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.



- **Tab 1: Home-** This 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, Test Waiver, and various Work Experience questions.
  - Video Statement of Purpose (respond to ALL of these prompts):
    - o Briefly introduce yourself and explain your educational and/or career background.
    - o What are your career goals over the next 3-5 years?
    - o What is your long-term dream job?
    - o What are you doing to prepare yourself for graduate school?

The video should be 3-5 minutes total. We recommend spending about 1 minute per prompt. 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

- Test waiver: The **GMAT/GRE will be waived for ALL SPRING 2024 applicants.** Select “Yes.”

**Test Waiver**

Unless you have been granted a test waiver t  
Please see here how to obtain a GMAT/GRE

\* 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 if you have already completed the prerequisite courses or if you are in-progress with the prerequisite courses needed for the MS Accountancy program by selecting the drop-down for each course. All four (4) prerequisite courses must be completed prior to starting the MS Accountancy program. Additional information about these prerequisite courses and how to fulfill them is available on the [MS Accountancy Program Details website](#).

Prerequisite Courses

The following four (4) Accounting courses are required before starting Intermediate Accounting I and Intermediate Accounting II. Please see the [Accountancy MS pr](#)

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

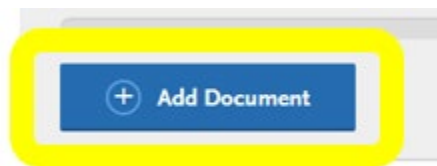
Auditing

Federal Taxation

Intermediate Accounting I

Intermediate Accounting II

- **Tab 3: Documents-** This section will ask you to upload your Resume, Essay, and Test Score/Test Waiver documents. It will also provide the option to unofficial transcripts. Upload these items by clicking “Add Document” for each document item.

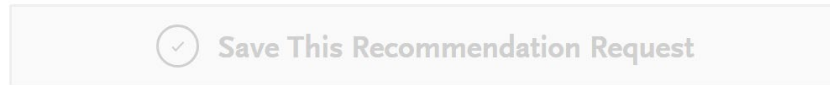


- Resume: Upload your Resume.
- Essay: Short Answer Essay (1 page maximum, 12PT font, double-spaced, 1-inch margins)
  - o Prompt: Describe a time when you experienced a challenge or obstacle. How did you overcome the challenge or obstacle? What would you do differently if you could experience the challenge or obstacle over again?
- Test Score/Test Waiver: The **GMAT/GRE will be waived for ALL SPRING 2024 applicants**. Upload the [Test Score Waiver Spring 2024 PDF](#).
- 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.
- o If you are an International Applicant with international coursework (previously attended or are currently attending an institution outside of the US), upload a copy of your unofficial transcripts (English word-for-word translation required) from your Bachelor's degree-granting institution.
- o 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.
- o **MS Accountancy Applicants Only:** Please upload transcripts that demonstrate completion of prerequisite courses.

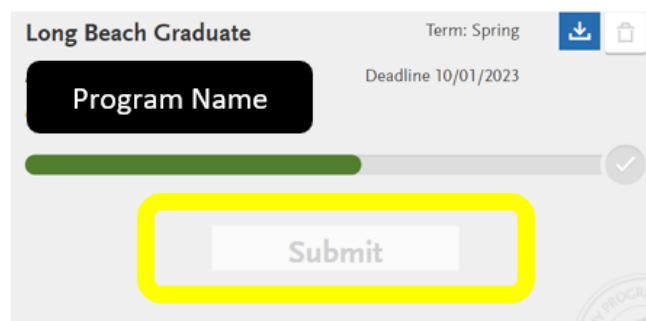
- **Tab 4: Recommendations-** This section will require you to enter your recommenders' contact information.
  - Enter the names and e-mail addresses of two unique recommenders.
  - You also need to enter a deadline date by which you would like your recommenders to complete the recommendation request. 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 system will automatically and immediately send an email to your recommenders once you click "Save This Recommendation Request" for each recommender.



- Advice and additional information for the Recommendations:
  - o 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.
  - o 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
  - o 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

- The Cal State Apply application fee is \$70 per application. Make sure to click "Submit."
- 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.





## What's Next?

### Transcripts:

- The Graduate Business Programs Office does not accept or process transcripts, so please do not send a separate copy to our office. Transcripts are processed by University Admissions.
- 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 transcript to CSULB. CSULB already has access to your transcripts and student records.
- o **Domestic institutions-** 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 institutions-** 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) from your Bachelor's degree-granting institution within the Cal State Apply application Quadrant 4. Official transcripts are required and 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.

For additional information about International Admissions, please visit the [CIE International Admissions website](#). For any questions, please contact the Center for International Education (CIE) International Admissions Office by [submitting a ticket](#).

### Applicant Self Service:

- Check the status of your application using the [Applicant Self Service website](#). 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.