



Cal State Apply

Fall 2022 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

Graduate Office Contact Information:

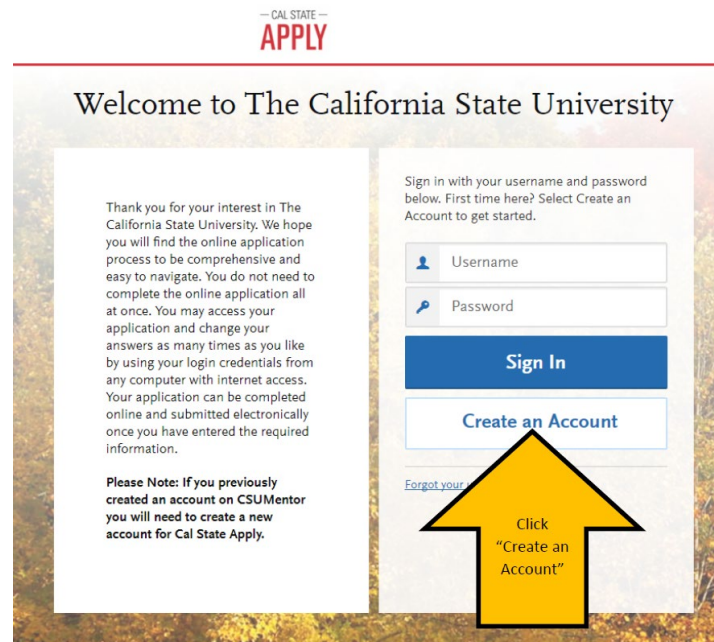
www.csulb.edu/cob-graduate-programs

COB-GradPrograms@csulb.edu

Please note the university remains open, however College of Business Graduate Office staff are working remotely during this time and email is the best method of communication. We sincerely appreciate your patience. For updates about covid-19 and the university's response, please visit www.csulb.edu/covid-19.

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.

Username

Password

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

- Once you have created your profile, you can select the program you are interested in applying to. Applicants may only apply to ONE program at CSULB per admission cycle.

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 waiver 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



Filters

- Click “Filters” to narrow the program selection.
- Under Campus, select “CSU Long Beach.”
- Under Source, select “Campus” if applying to: **Evening MBA, Online MBA, MS Accountancy, MS Finance, or MS Marketing Analytics** OR “Extended Education” if applying to: **Accelerated MBA, Saturday MBA, or MS Information Systems**.
- Then click “Close” to exit the Filter options

▼ Campus

Q Search Campus



- ☐ CSU Bakersfield
- ☐ CSU Dominguez Hills
- ☐ CSU Fullerton
- ☒ CSU Long Beach
- ☐ CSU Monterey Bay
- ☐ CSU Northridge

▼ Source

Q Search Source

- ☐ Campus
- ☐ Extended Education

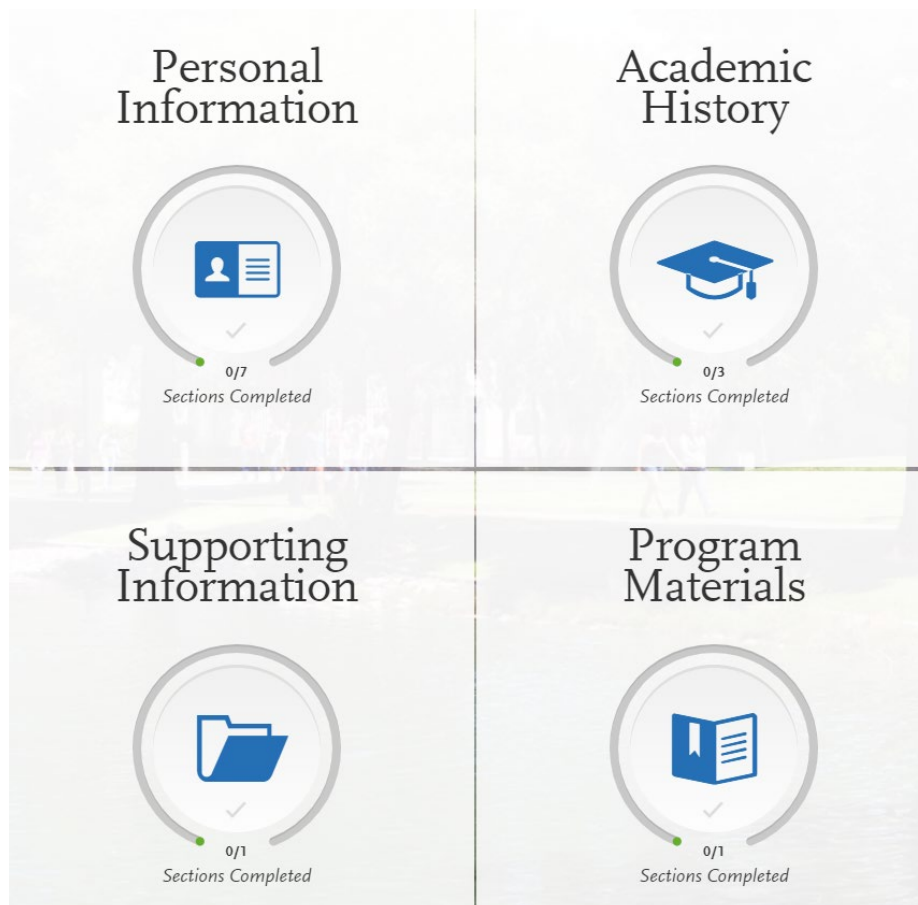
- You can then view and select your program of choice.
- Click the + sign for the program you would like to apply to. When you do this, the + sign will become a check mark.

	Business Administration - Evening MBA	MBA
	Business Administration - Online MBA	MBA

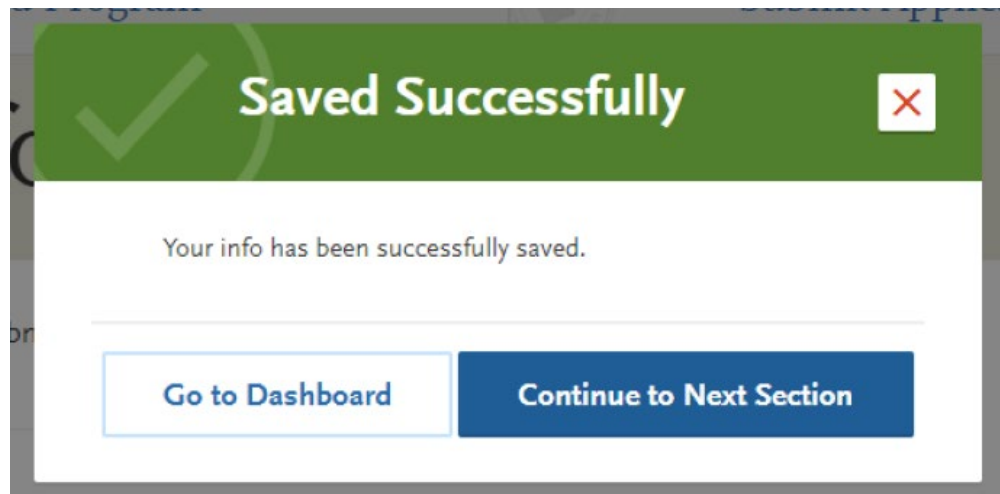
- Then click "Continue."

Step 4: My Application

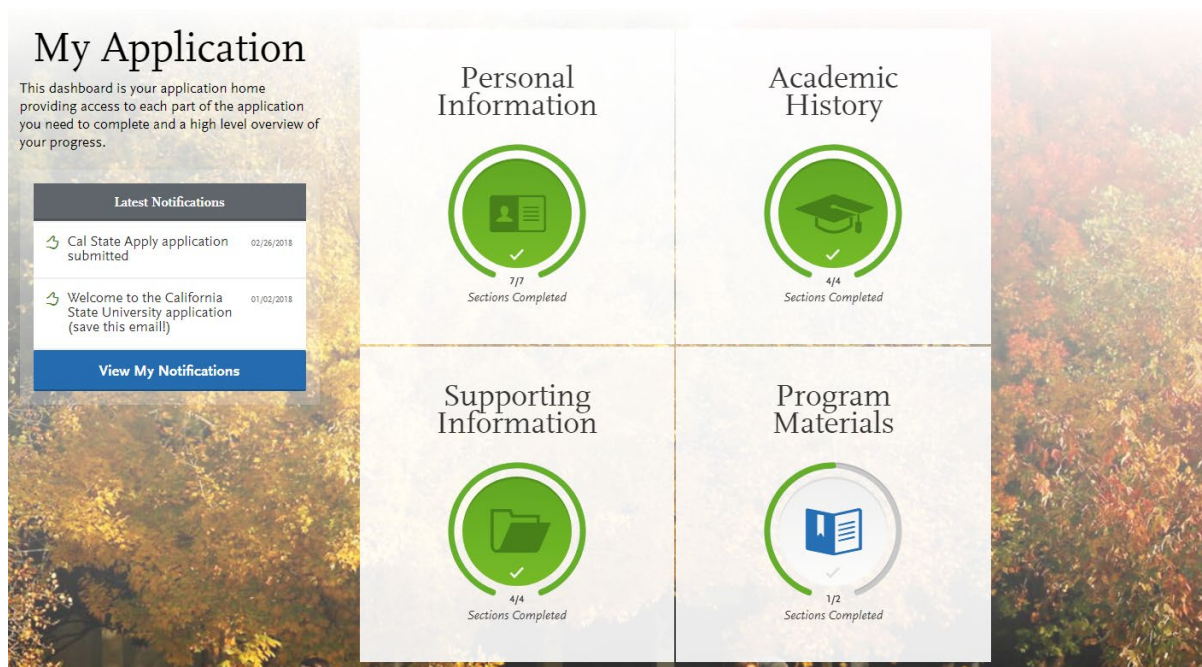
- A new page will load your "My Application" dashboard, which will have 4 Quadrants that need to be completed.



- 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 each quadrant.



Quadrant 1: Personal Information

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

✕

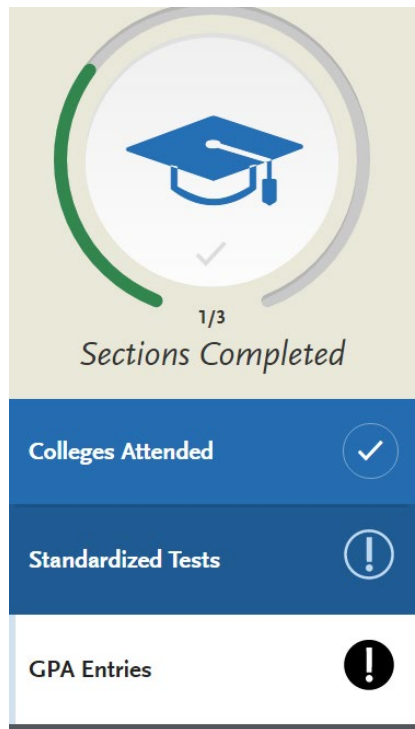
Personal Information

7/7 Sections Completed

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

Quadrant 2: Academic History

- Complete the information requested in all sections.
- For Standardized Tests, select “I am not adding any standardized test scores.” **The GMAT/GRE Test requirement is WAIVED for ALL 2022 applications.**
- Your GPA entry will be verified when submitting final transcript to Admissions (under What’s Next section in this guide).



I Am Not Adding Any Standardized Tests

Click this option

GMAT

GRE

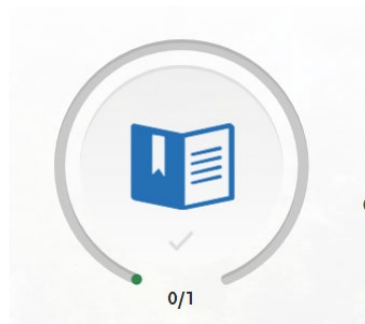
Quadrant 3: Supporting Information

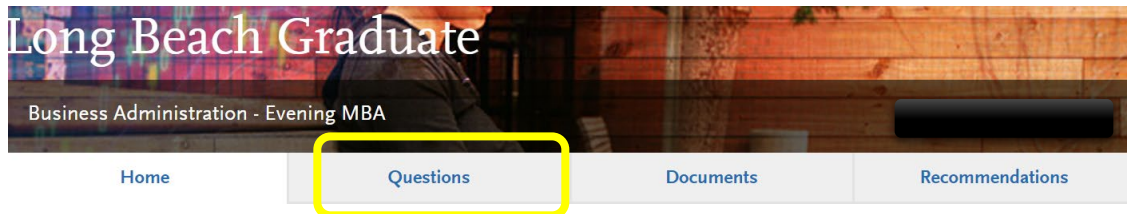
- In the Experiences section, click "I am not adding any experiences."



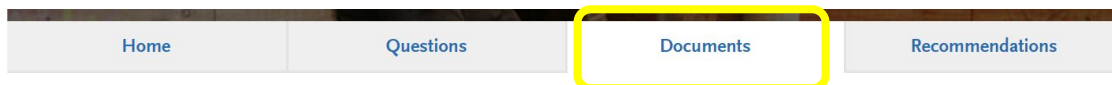
Quadrant 4: Program Materials

- Click on the Program Materials banner.

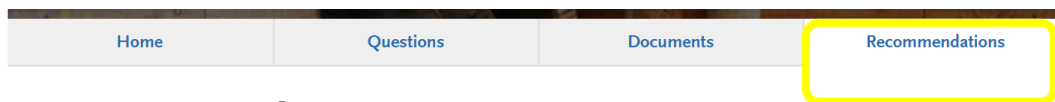




- Under the Questions Tab, you will be required to answer a Short Answer Statement and Provide a Video Statement of Purpose. Answer the Short Answer Statement in the text box provided. Enter the video link in the Provide a Statement of Purpose textbox.
- Video Statement of Purpose Prompt: Prompt: Through 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.
- 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?
- The **GMAT/GRE will be waived for all Fall 2022 applicants**. Select “Yes” under test waiver.



- Upload unofficial transcripts or copies of transcripts for your Bachelor’s degree granting institution here.
 - o MS Accountancy applicants may also upload transcripts for prerequisite courses.



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, you will be required to enter the name and e-mail of two unique recommenders. The system will automatically send an email to your recommenders. You will be able 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. It 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:
 - A summary of their history with the candidate (How and 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:

- Enrollment Services/Admissions will require an official transcript from the institution from which you received a degree. 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/applicants with international degrees- contact cie-admission@csulb.edu for any questions regarding international degrees.

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 full application as soon as it is completed. Once transcripts are received and processed by Enrollment Services/Admissions 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.