



Cal State Apply

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

Contact Information:

www.csulb.edu/cob-graduate-programs

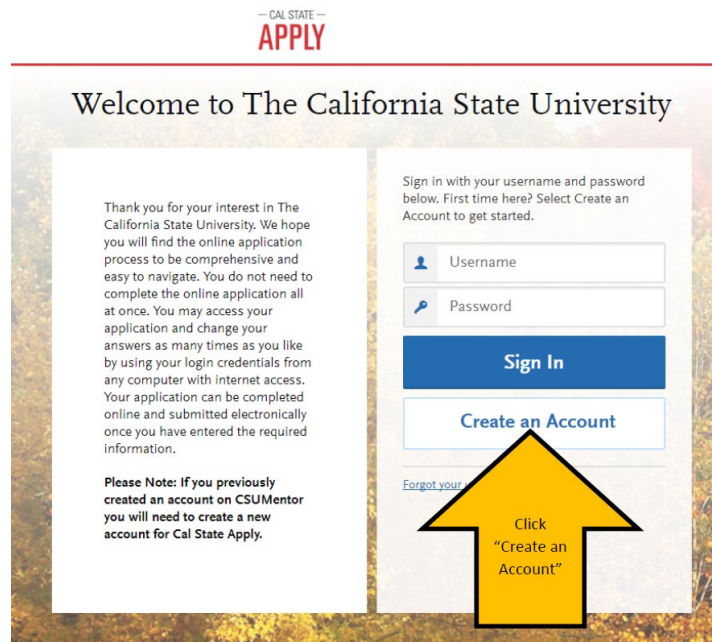
COB-GradPrograms@csulb.edu

562-985-5565

Graduate Programs Office, COB-363

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 Extended Profile, select "Graduate, including credential and certificate programs."
- Under Type of Degree, select "Master's degree or higher."

Extended Profile

Below is the current information used to create your account. If you need to update or change any of the following i

Education

What level of degree are you seeking?

Undergraduate Graduate, including Credential and Certificate Programs

Select: Graduate

Type of degree

Select: Master's degree or higher

Step 3: Select the Program

- Under Campus, select "CSU Long Beach."
 - o Under Source, select "Extended Education" if applying to: **Accelerated MBA, Saturday MBA, or MS Information Systems**
 - o Under Source, select "Campus" if applying to: **Evening MBA, Online MBA, MS Accountancy, MS Finance or MS Marketing**
- Click your Program.

PROGRAM NAME	DEGREE TYPE
Long Beach Extension	
+ Business Administration - Daytime Accelerated MBA	MBA
+ Business Administration - Saturday MBA	MBA
+ Criminology and Criminal Justice	MS
+ Emergency Services Administration	MS
+ Engineering Management	MS
+ Geographic Information Science	MS
+ Health Care Administration	MS
✓ Information Systems	MS
+ Kinesiology - Sport Management	MA
+ Supply Chain Management	MS

- Click "I am Done, Review My Selections."
- Click "Continue to My Application."

APPLICATIONS READ FOR SUBMISSION: 1

Click "I am Done, Review My Selections"

I am Done, Review My Selections

Campus: CSU Long Beach | Location: Location | Delivery Format: Delivery Format | Source: Source

Show: Available Programs | Past Programs | Future Programs | Reset Filters

Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

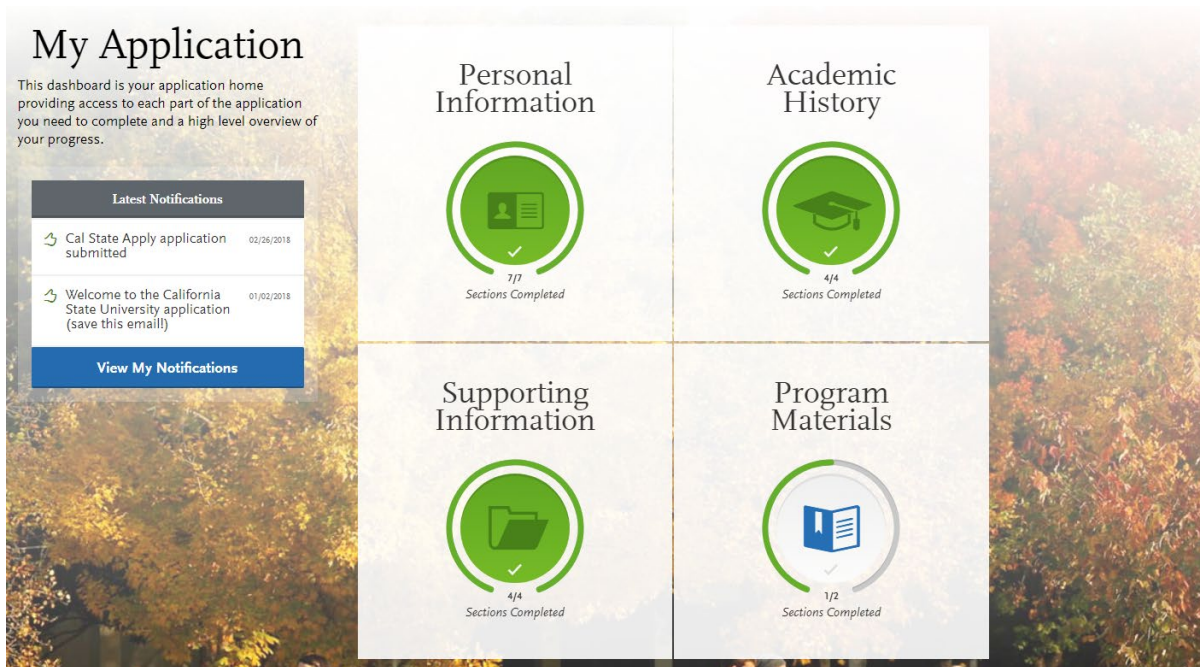
APPLICATIONS READ FOR SUBMISSION: 0

Continue To My Application >

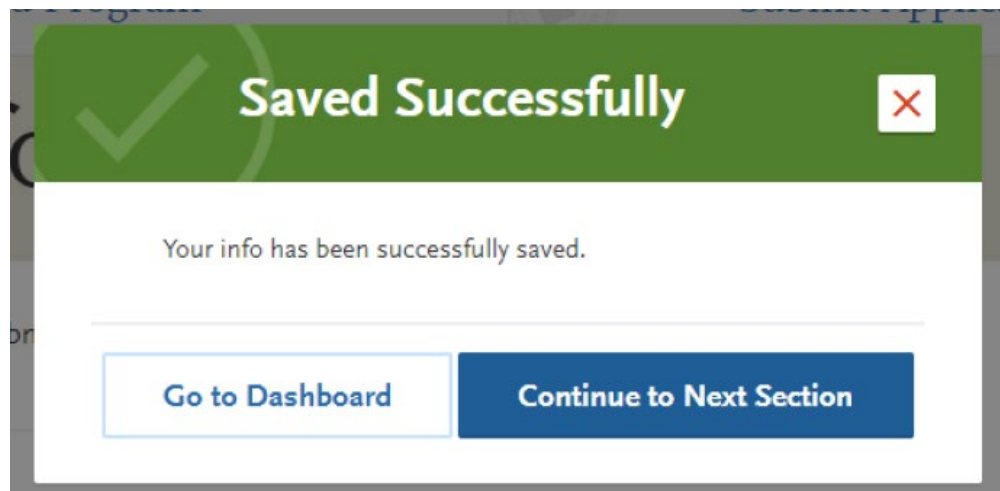
Sort By: Deadline

Step 4: My Application

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

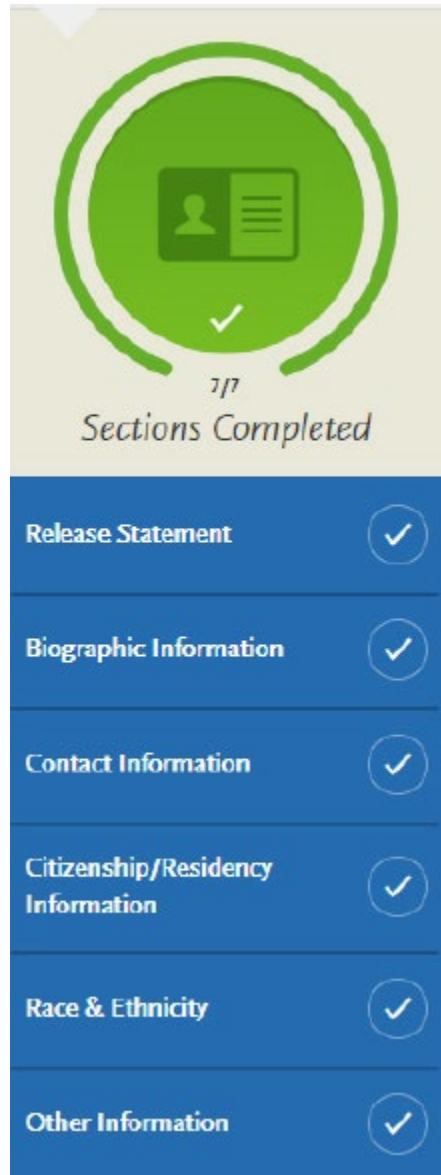


- As you complete each section, you will receive a pop-up letting you know you have completed a section and the information has been saved.



Quadrant 1: Personal Information

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



A progress indicator for Quadrant 1: Personal Information. It features a large green circle with a white checkmark inside, and the text "7/7 Sections Completed" below it. Below this is a list of six sections, each with a white checkmark in a circle to its right, indicating that all sections are completed.

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

Quadrant 2: Academic History

- Complete the information requested in all sections.
- You will only need to enter the courses you are currently enrolled in or are planning to take in a future semester in your current program, not courses you have previously completed.
- If you are not currently enrolled in any courses, you do not need to enter any courses.
- Within Quadrant 2, it will ask for Transcript Entry- click "I am not adding any college transcripts."

The screenshot shows the 'Transcript Entry' section of the application portal. On the left, there is a sidebar with a progress indicator for 'Sections Completed' (1/4) and three menu items: 'Colleges Attended' (checked), 'Transcript Entry' (selected), and 'GPA Entries'. The main content area has a title 'Transcript Entry' and two paragraphs of text. The first paragraph explains that transcript information will be reviewed by a quality assurance team. The second paragraph states that after entering transcript information for all colleges, the user will complete a Transcript Review. Below the text is a button labeled 'I Am Not Adding Any College Transcripts', which is highlighted by a large yellow arrow pointing to it with the text 'Click this option'.

- For Standardized Tests, click the exam (either GMAT or GRE) that you completed and enter the test scores.
 - o If you have not completed the exam yet, then enter the date you have registered to take the exam.

The screenshot shows the 'Standardized Tests' section of the application portal. On the left, there is a sidebar with a progress indicator for 'Sections Completed' (1/4) and three menu items: 'Colleges Attended' (checked), 'Transcript Entry' (checked), and 'GPA Entries' (checked). Below these is a section for 'Standardized Tests'. The main content area has a title 'Standardized Tests' and a paragraph of text explaining that users should provide information about tests taken or planned for submission. Below the text is a button labeled 'I Am Not Adding Any Standardized Tests'. Underneath this button are three sections for 'ACT', 'GMAT', and 'GRE', each with an 'Optional' label, a text input field, and an 'Add Test Score' button.

Quadrant 3: Supporting Information

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

Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.

+ Add an Experience

I Am Not Adding Any Experiences

Click this option

- In the Achievements section, click “I am not adding any achievements.”

Achievements

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Achievements, but you will not be able to update or delete completed Achievements.

For Undergraduate applicants: Achievements are optional, and you may skip ahead by clicking I Am Not Adding Any Achievements. Achievements reported will not be used during the consideration of your application for admission.

+ Add an Achievement

I Am Not Adding Any Achievements

Click this option

- In the Documents section, scroll to the bottom of the page and click “I am not adding any documents.”

Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 3MB.

TIPS:

- Passwords: Do not password protect your files.
- Sensitive Information: If you are uploading a document that contains your social security number, please use a correction fluid or a security redacting marker to cover your social security number. Your social security number can still be seen after covering it with a regular marker. It is your responsibility to ensure your social security number cannot be seen in the document you are uploading.


UPLOAD TIPS

+ Add Document

I Am Not Adding Any Documents

Click this option

- In the Statement of Purpose section, type in "Video Link will be submitted."



3/4
Sections Completed

- Experiences ✓
- Achievements ✓
- Documents ✓

Statement of Purpose

Statement of Purpose

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Write a brief statement of purpose describing reason(s) for pursuing graduate or post baccalaureate study. Include any additional information concerning your preparation that is pertinent to the objective specified.

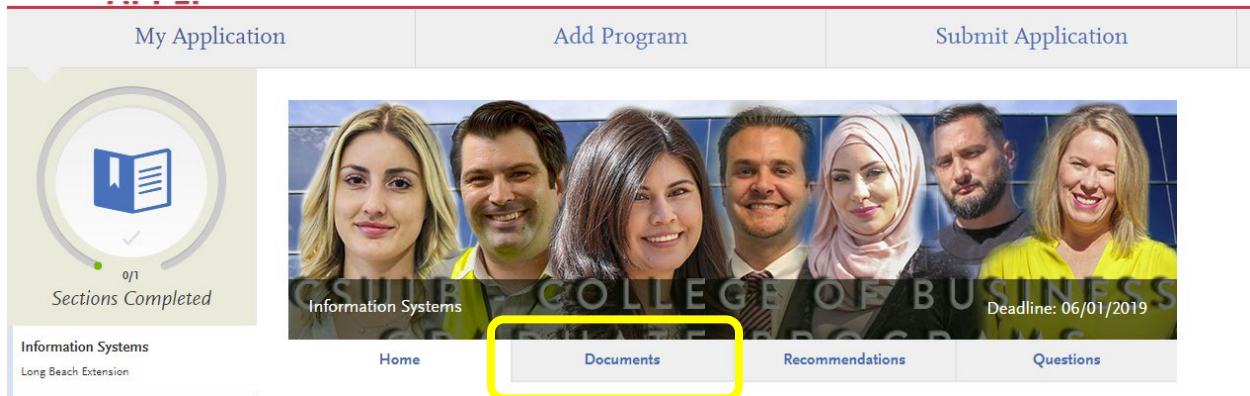
Optional

0/5000

[Save and Continue](#)

Quadrant 4: Program Materials

- Under the Documents Tab, upload your resume.



- 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.



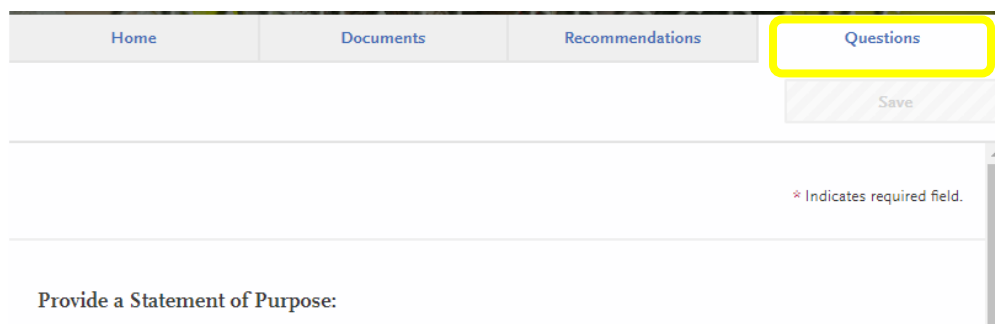
Create a Recommendation Request!



Once you have saved the recommendation request, an email request will 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. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

* Indicates required field.

- 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 with 250 word maximum. Enter the video link in the Provide a Statement of Purpose textbox.



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

- You will receive an email confirmation once the fee has been paid.

