



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 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 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

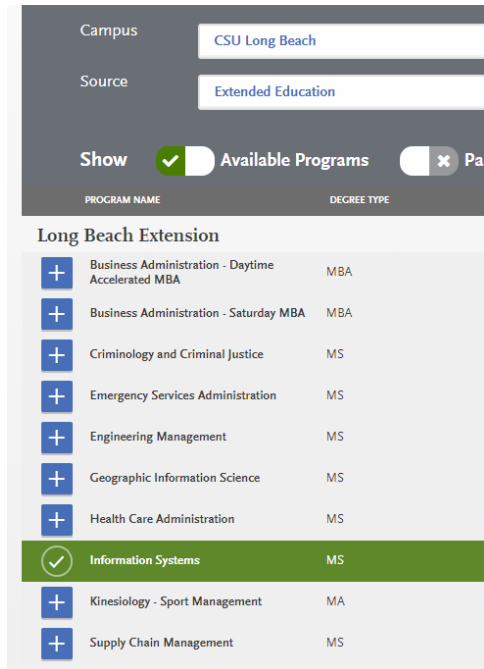
Type of degree

Master's degree or higher

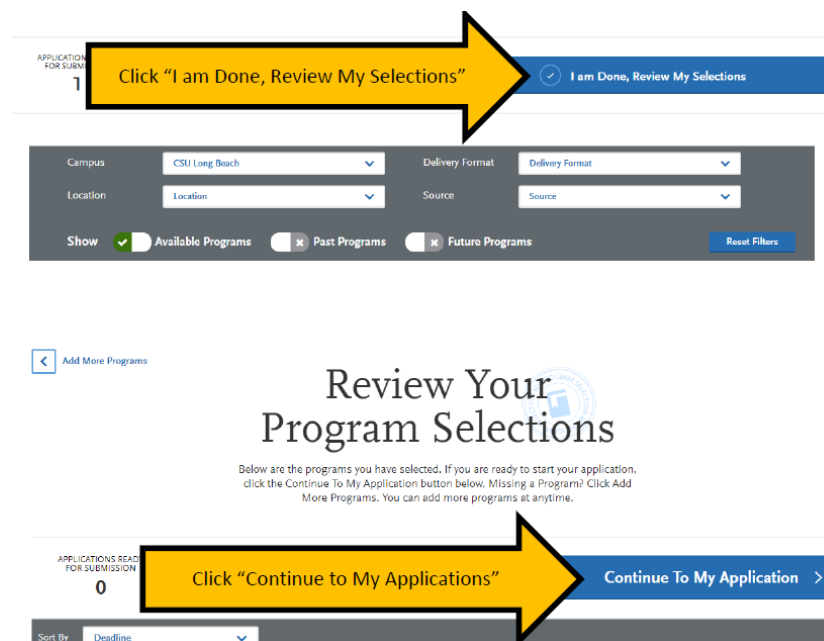
Select: Master's degree or higher

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 Analytics**
- Click your Program. Applicants may only apply to ONE program at CSULB per admission cycle.

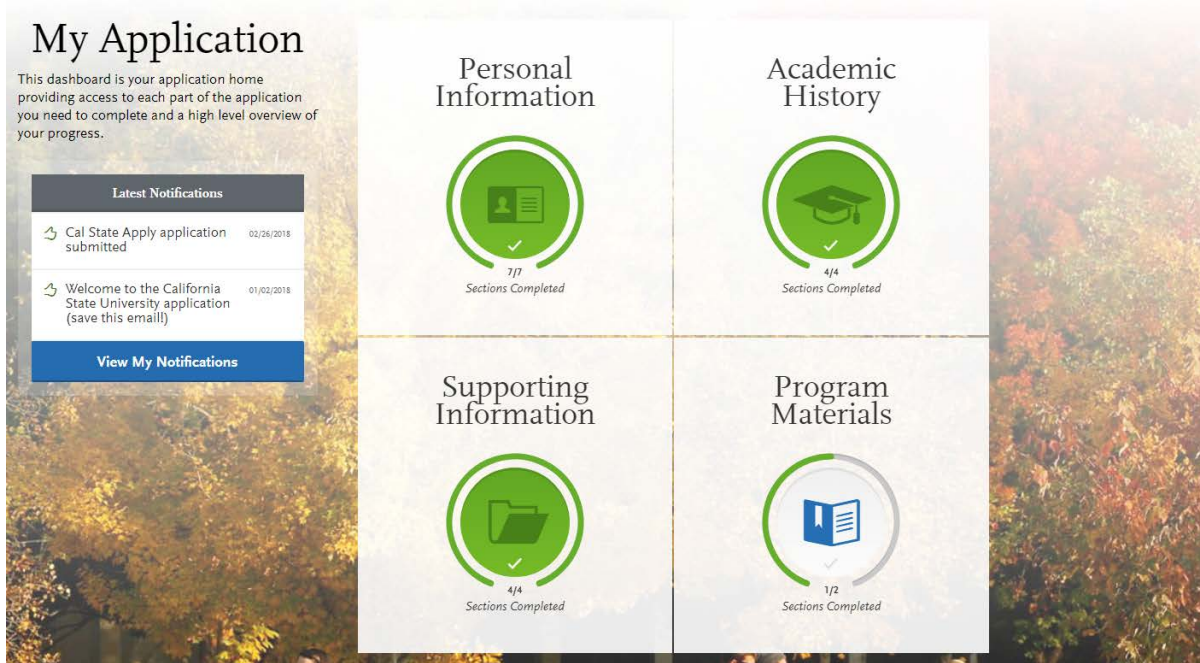


- Click “I am Done, Review My Selections.”
- Click “Continue to My Application.”

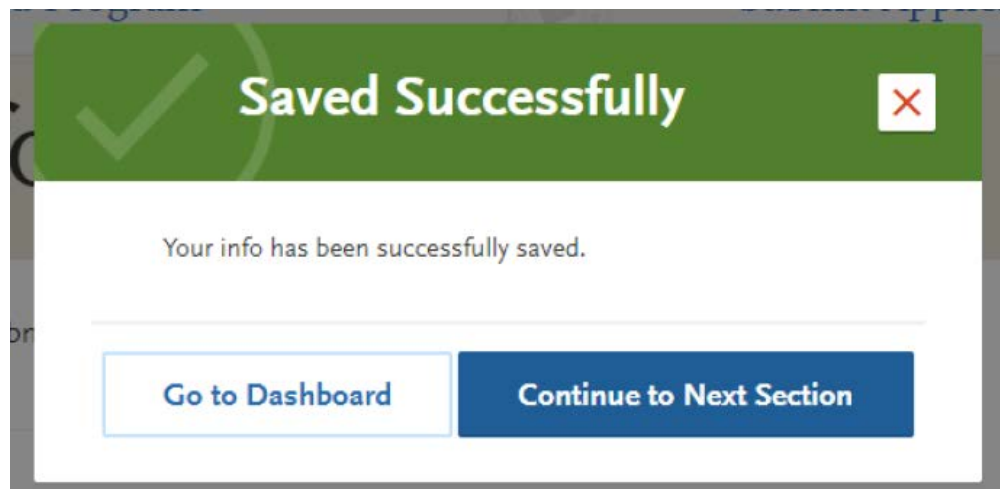


Step 4: My Application

- 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 appear as you complete each section.



Personal Information

1/1 Sections Completed



Release Statement	<input checked="" type="checkbox"/>
Biographic Information	<input checked="" type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>
Citizenship/Residency Information	<input checked="" type="checkbox"/>
Race & Ethnicity	<input checked="" type="checkbox"/>
Other Information	<input checked="" type="checkbox"/>
Financial and Parental Information	<input checked="" type="checkbox"/>

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.
- For Standardized Tests, select "I am not adding any standardized test scores." The GMAT/GRE Test requirement is WAIVED for ALL 2021 applications.




Academic History
0/3 Sections Completed

Colleges Attended

GPA Entries

Standardized Tests



Standardized Tests

Please provide information about the tests you have taken or plan to take prior to submission. Once you have submitted, you will be able to add or delete completed tests, but you will not be able to update or delete completed tests.

I Am Not Adding Any Standardized Tests

ACT Optional

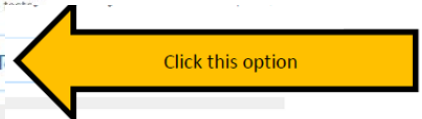
Add Test Score

GMAT Optional

Add Test Score

GRE Optional

Add Test Score



Quadrant 3: Supporting Information

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



Experiences

A screenshot of the "Experiences" section in an application. It features a folder icon and a progress indicator showing 0/4 sections completed. Below the icon is a blue box labeled "Experiences". To the right, there are two buttons: a blue "Add an Experience" button and a white "I Am Not Adding Any Experiences" button. A large yellow arrow points from the right towards the "I Am Not Adding Any Experiences" button, with the text "Click this option" written inside the arrow.

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.

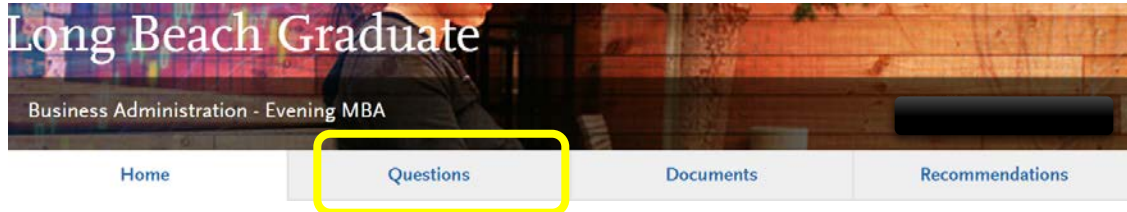
List all applicable **employment**. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.

[+ Add an Experience](#)

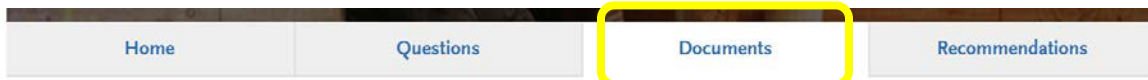
[I Am Not Adding Any Experiences](#)

Click this option

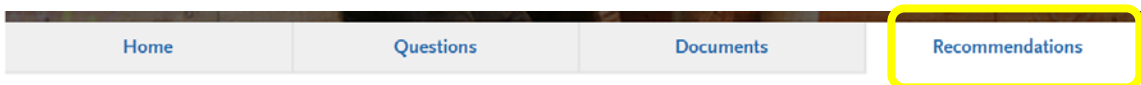
Quadrant 4: Program Materials



- 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: Describe your career goals in the next 3-5 years, and 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 (1500 character maximum; 1 small paragraph): 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?



- 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

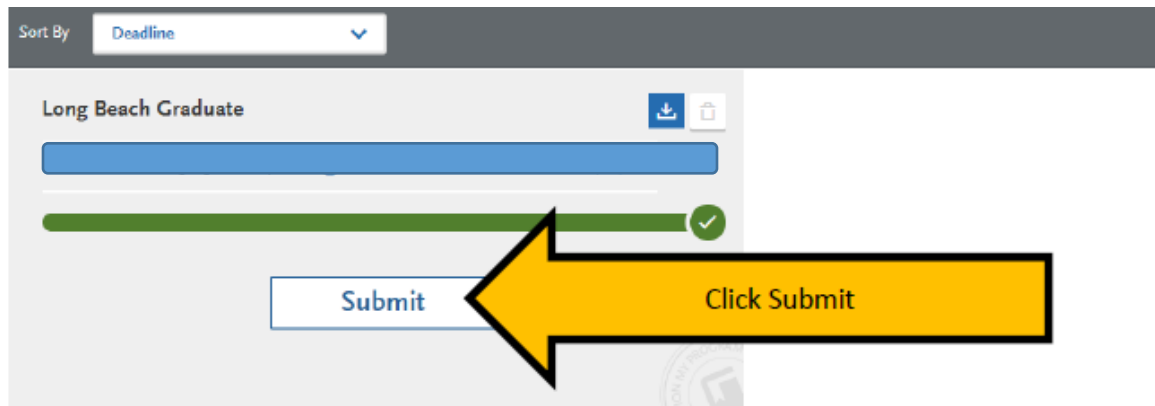
2 required - 3 total allowed

- Under the Recommendations Tab, 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 include:
 - A short summary of your history with the person (How and when did you meet? How long have you worked together (or when were you in their class)? In what capacity do they know you?)
 - A detailed statement of the characteristics that they believe will enable you to excel in graduate studies
 - A few specific descriptions of the contributions you have brought to your organization/the classroom; and
 - A strong closing statement of endorsement for your 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 every college/university you have attended. Do NOT send transcript 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/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 8 weeks.