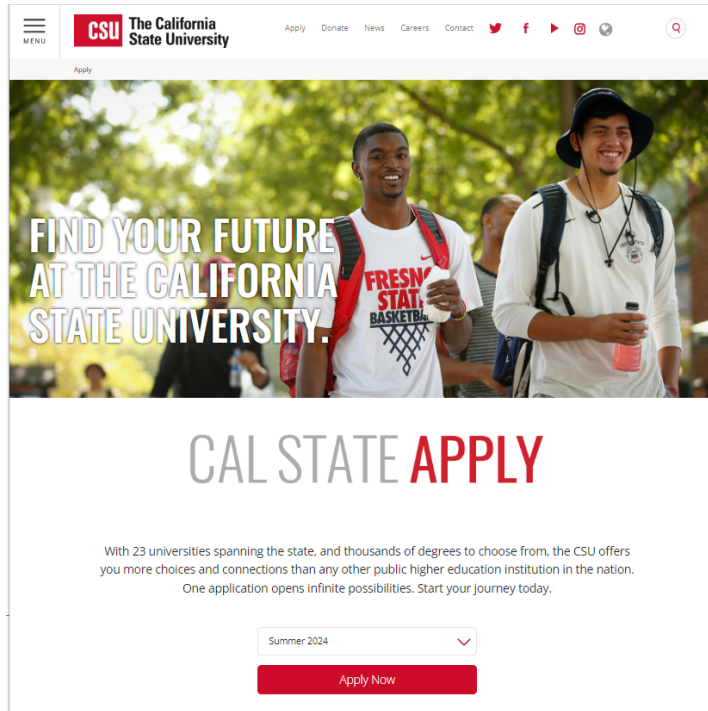


## CSU Apply FEMBA Steps/Instructions

1. Go to CSU Apply Website: <https://www2.calstate.edu/apply>
  - Make sure you click on APPLY for **Summer 2024**



2. Create a username and password then login

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 username or password?](#)

### 3. Complete Your Profile

- Degree Goal: Graduate (e.g. Master's)
- Returning: choose yes or no
- US Military Status
- International Applicant

### 4. Start Your Application in the "Add Program" tab. Filter for the following:

- Campus: Cal State San Marcos
- Start Term: Summer
- Source: Campus

Find Program | View Selected Programs

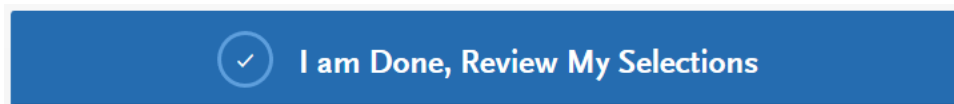
Search for a Program or Organization

Filters

Showing results for: Available Programs Cal State San Marcos Summer

Add	Program Name	Campus Name	Degree Type	Start Term	Academic Year	Location	Deadline
SAN MARCOS EXTENDED LEARNING							
+	Reading, Language and Literacy ...	Cal State San Ma...	MA	Summer	2024	Online	04/10/2024
SAN MARCOS GRADUATE							
✓	Fully Employed MBA - General - ...	Cal State San Ma...	MBA	Summer	2024	Main Campus	06/01/2024

- Once you choose Business Administration press the I am Done, Review My Selections button



### 5. Press the Continue To My Application button and start working on the quadrants

### 6. Quadrant 1: Personal Information

- Release Statement
- Enter remaining Biographic Information
- Contact Information
- Citizenship/ Residency Information
- Race & Ethnicity
- Other Information

- i. If you have a U.S. Social Security number you are required to include it on admission application forms to all CSU campuses pursuant to Section 41201, Title 5, Code of California Regulations and Section 6109 of the Internal Revenue Code.
  - Financial and parental Information
  - Credentials
7. Quadrant II: Academic History
- Colleges Attended
    - i. Press Add a College or University

## Colleges Attended

To add colleges, click the Add a College button below. You may update the information in this section at any time prior to submission.

 + Add a College or University

- Add your Colleges or Universities
- Press and complete Transcript Entry (tab on left)

On the Transcript Entry portion, select:

**I Am Not Adding Any College Transcripts**

You will need to submit all official transcripts to:

Office of Admissions  
California State University, San Marcos  
333 S. Twin Oaks Valley Road  
San Marcos, CA 92096-0001

Transcripts may also be sent electronically to: [transcripts@csusm.edu](mailto:transcripts@csusm.edu)

- Press and complete GPA Entries (left tab)
  - i. Press Add GPA
  - ii. If degree is currently in progress or you do not know your GPA, press I don't have a GPA to add

## Ok, great. Next let's add a GPA

 Add A GPA

I don't have a GPA to add

- Press and add Standardized Test Scores (left tab)
  - i. Add GMAT and/or GRE scores
    - 1. If you have not yet take GMAT/GRE press:

I Am Not Adding Any Standardized Tests

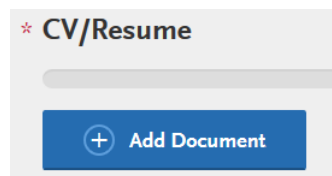
- ii. You will need to submit your official GMAT/GRE scores by March 12, 2023
    - iii. Press My Application on top left to get to Quadrant III: Supporting Information
- 8. Quadrant III: Supporting Information
  - Experiences
    - i. You are not required to enter any experiences. Press:

I Am Not Adding Any Experiences

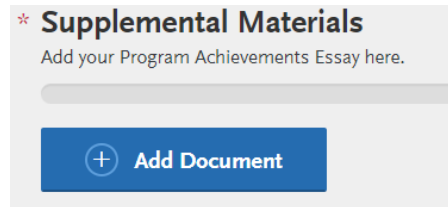
**ii. You will upload your resume at a later time**

## 9. Quadrant IV: Program Materials

- Home
  - i. Review all application and admission requirements
- **Documents**
  - i. Scroll down and upload all required supplemental application material
  - ii. Upload CV/Resume



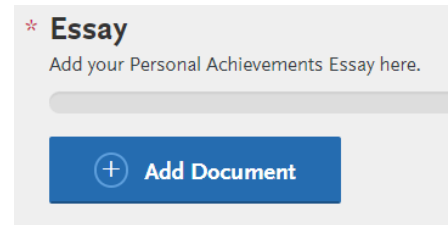
- iii. Upload Program Experience essay to Essays



\* **Supplemental Materials**  
Add your Program Achievements Essay here.

+ Add Document

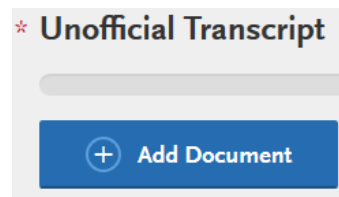
- iv. Upload Personal Achievements essay to Personal Statement



\* **Essay**  
Add your Personal Achievements Essay here.

+ Add Document

- v. Upload all Unofficial Transcripts



\* **Unofficial Transcript**

+ Add Document

**1. You will need to add all unofficial transcripts to one document**

- **Recommendations**
  - i. Add three professional references
  - ii. You will be asked to provide the following information about your recommender/evaluator:
    1. First Name
    2. Last Name
    3. Email Address
    4. Due Date (All application materials are due by May 10<sup>th</sup>, but you can enter an earlier date)
    5. Personal Message/Notes
  - iii. This is a sample of the email your recommender will get

Dear D [REDACTED] T [REDACTED]  
S [REDACTED] V [REDACTED] has requested that you provide an online recommendation as part of their application to the CSU.

[Access the Cal State Apply Recommendation Portal](#)

S [REDACTED] V [REDACTED] provided the following comments to you in their recommendation request:

*test campaign*

Your Personal Message/Note

To help you create and submit this important information for the applicant, please follow these steps:

1. Navigate to this URL:  
<https://recommendations.liaisoncas.com/recommendation/ui/login>
2. If this is your first time accessing the Evaluator Portal, you will need to create an account.
3. If you have previously created an account, use the login information previously established to log back in and complete this evaluation.

After logging into the Recommendation Portal, you'll be taken to an account page where you add your details and contact information, then you will be able to Accept or Decline the recommendation request.

If you accept the request, click the Accept button, then click the applicant's name to open the recommendation form.

If you have technical questions about this recommendation request, please contact Liaison Student Support at 857-304-2087 .

Sincerely,  
Cal State Apply

## 10. Submit Application

- Press Submit Application (tab on top)
- Press submit and pay \$70.00 Application Fee

My Application Add Program Submit Application Check Status

### Submit Application

Review your program selections here, check on status of individual program tasks, and pay for your program selections.

Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION: 0

TOTAL FEE(S): \$70.00

Submit All

Sort By: Deadline

San Marcos Graduate Term: Summer

Fully Employed MBA - General - Summer Deadline 06/01/2024

Submit

Please contact the MBA Office at [mba@csusm.edu](mailto:mba@csusm.edu) or 760-750-4267 if you have any questions.  
You can review our application requirements here: <https://www.csusm.edu/mba/femba/apply.html>