

CSU Apply SMBA Steps/Instructions

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

CAL STATE APPLY

With 23 universities spanning the state, and thousands of degrees to choose from, the CSU offers you more choices and connections than any other public higher education institution in the nation. One application opens infinite possibilities. Start your journey today.

Fall 2024

Apply

Campuses and programs may have different application deadlines. Visit [Application Dates & Deadlines](#) to find yours. Visit our [Applicant Help Center](#) for additional assistance.

2. Create username and password then login

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 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. Select the program to which you want to apply

- Campus: Cal State San Marcos
- Start Term: Fall
- Source: Extended Education

+	Specialized MBA - Business Analytics	Cal State San Marcos	MBA	Fall	2024	Main Campus	05/10/2024
+	Specialized MBA - International Business	Cal State San Marcos	MBA	Fall	2024	Main Campus	05/10/2024
+	Specialized MBA - Supply Chain Management ...	Cal State San Marcos	MBA	Fall	2024	Main Campus	05/10/2024

- Select Specialization: Business Analytics, International Business, or Supply Chain Management

i. You can change your specialization at a later date

5. Click on the “I am Done, Review My Selections” button



6. Click on the “Continue To My Application” button and start working on the quadrants



7. Quadrant I: 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
8. 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.

 A blue rectangular button with a white plus sign icon on the left and the text "Add a College or University" in white.

- Press and complete Transcript Entry, (left tab):
 - i. on the Transcript Entry portion, select:

I Am Not Adding Any College Transcripts

Submit all official transcripts to:

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

Transcripts may also be sent electronically to: transcripts@csusm.edu.

- Press and complete GPA Entries (left tab)
 - i. Press Add GPA

- ii. Enter your cumulative **GPA** earned for each of your postsecondary institutions
- iii. 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](#)

- Add Standardized Test Scores

[I Am Not Adding Any Standardized Tests](#)

9. Quadrant III: Supporting Information

- Experience
 - i. You are not required to enter any experiences. Press:

[I Am Not Adding Any Experiences](#)

- Documents
 - i. Scroll down to the bottom of the website and click the “I am not adding any documents” link

[I Am Not Adding Any Documents](#)

10. Quadrant IV: Program Materials

- Home



- i. Instructions and program details

- Questions



- i. Answer all information needed
 - 1. Additional Information
 - 2. Statement of Acknowledgement
 - ii. Press Save and then Close

- Documents

- i. Upload
 - 1. Unofficial Transcripts
 - 2. CV/Resume
 - 3. Personal Statement

- Recommendations

- i. Add one recommenders (academic or professional)
 - 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 10th, but you can enter an earlier date)
 - 5. Personal Message/Notes

11. Submit Application

1. Click on the Submit Application tab
2. Submit and pay \$70.00 Application Fee

Additional Application Requirements

1. GMAT scores. Request your official score report to be sent directly to CSUSM. The CSUSM code for the GMAT test is V38-PT-22. If you are sending GRE scores the CSUSM school code is 4155.

GRE scores can also be mailed to:
California State University, San Marcos
Admission and Recruitment
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001 USA

2. Official transcripts from each college or university previously attended

Submit official transcripts to:
California State University, San Marcos
Office of Admissions
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001 USA

Transcripts may also be sent electronically to transcripts@csusm.edu.

To inquire on the status of your application contact the MBA office at mba@csusm.edu or (760)-750-4267.