GRADUATE PROGRAM
APPLICATION INSTRUCTIONS
# Table of Contents

Graduate Application Instructions ............................................................................................................. 3
Application Deadlines for Spring 2017 and Fall 2017 ........................................................................ 3
Application Process ................................................................................................................................. 4
International Research Foundation Education (IERF) Process ............................................................... 5
  International Academic Records ........................................................................................................... 8
  English Proficiency Exam Scores (TOEFL, IELTS, PTE) ................................................................ 8
  Where to send/submit documents for Admissions ............................................................................ 8
GMAT/GRE Overview .............................................................................................................................. 9
Admission FAQs for Students .................................................................................................................. 10
  International Students ......................................................................................................................... 11
*CSU Mentor Application Instructions* ................................................................................................. 15
Graduate Admissions Contacts (College application questions only) .................................................... 17
Graduate Program Advisors .................................................................................................................... 17
University Resources ............................................................................................................................... 18
Campus Map ........................................................................................................................................... 19
Graduate Application Instructions

Los Angeles is the gateway to the twenty first century business, and CSULA is at the center of it all. Your application is prudently reviewed by Deans, Chairs, and Faculty who have been part of an AACSB Accredited business school, and ranked as one of the top public institutions in California by U.S news & World report. Our teacher to student ratio allows for the 90% graduation rate amongst our carefully chosen students. Each one of our programs is globally-focused and technology-driven, giving students a truly irreplaceable experience. Submitting an application to CSULA launches an opportunity of being part of a pursuit of excellence in a multicultural, global environment.

The College examines each candidate's potential, taking into consideration all academic and work experience, level of responsibility at work, and other factors that may have a bearing on the individual's potential for success. Applicants are evaluated on the merits of their own application in comparison with those of all other applicants for the semester. Applicants without proper documentation, i.e., test scores, employment history, essays, letters of recommendation etc., will not be processed. Recommendation for admission will only be based upon files that are complete.

Students who are admitted but do not register in the semester for which they applied must reapply through CSU Mentor and pay another application fee if seeking admission to any future semester. There is no deferred admission. Reaplication to the College is not necessary if readmission is sought within one academic year. Admission to our graduate programs is a two-step process. Students must satisfy both the University and the College requirements. We encourage you to complete your application file as soon as possible. Once your file is complete, we can proceed with the evaluation and issue a decision.

Application Deadlines for Fall 2017

<table>
<thead>
<tr>
<th>Semester</th>
<th>CSU Mentor Filing Periods (step 1)</th>
<th>Department Deadline (step 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>International and domestic students October 1st – May 31st, 2017</td>
<td>June 15th, 2017</td>
</tr>
</tbody>
</table>
Application Process

Admission to the Graduate Program in Accountancy at the College of Business & Economics is a two-step process. Students must first be admitted to the University and then must satisfy the College's requirements for admission to graduate programs.

**Step 1 CSU Mentor – Online (please complete this step before completing Step 2)**

- Submit an official CSU Graduate Application to the University at [www.csumentor.edu](http://www.csumentor.edu) (You will need to create an account in order to fill out the application)

- Submit an official, *sealed transcript*, which must include verification of the bachelor's degree directly to the Graduate Admissions. *If you are an international student, 2 sets of transcripts are needed for step 1 (one for Cal State L.A. and one for IERF – see below for more details).* CSULA students and alumni do not need to request/submit their transcripts

- Have an overall grade point average (GPA) of at least 2.5 (4.0=A) and good standing at the last college attended *(MAECON and MSHCM require an overall GPA of at least 2.75)*

- Submit a TOEFL score of at least 80 (internet based test), 213 (computer version) or 550 (paper version) for those applicants who earned a bachelor's degree from a school where English was not the principal language of instruction. The University also accepts other English proficiency test scores, such as IELTS (Band 6) and PTE (53). Please submit your TOEFL score directly to the Office of Graduate Studies.

Please send/submit your transcripts/Language proficiency tests (if you are an international student) to

Cal State LA Graduate Admissions  
Office of Admissions and Recruitment  
ATTN: Graduate Admissions Student Affairs 101  
5151 State University Drive  
Los Angeles, CA 90032  
Telephone: (323) 343-3819
(F & J Visa) International Applicants

International Research Foundation Education (IERF) Process

If you have studied at an institution outside of the US, you will need to have your foreign academic work evaluated by International Education Research Foundation (IERF) for initial evaluation to expedite the admissions process.

Instructions:
Visit https://apply.ierv.org/ to create an online application requesting the “Detailed Report”. The foreign evaluation fee is $165 (USD). When submitting your course work to IERF please make sure to indicate that you were referred by CSU Los Angeles- Office of Graduate Studies and that you would like to have the official agency copy of the evaluation report sent directly to CSU Los Angeles- Office of Graduate Studies. Once the application is submitted, you will need to submit your academic records to IERF for evaluation.

International Education Research Foundation, Inc.

P.O. Box 3665
Culver City, CA 90231
www.ierv.org 310-258-9451

Important Tips for Submitting Official Transcripts to IERF

1. Official transcripts must be submitted from all international institutions attended.
2. Official transcripts must be submitted in sealed envelopes issued by the school and unopened by the applicant. Transcripts that arrive opened will be considered unofficial and will not be evaluated by IERF.
3. Transcripts cannot be submitted by email, copy or fax.
4. Mailing: Official transcripts can be sent directly from the international institution OR applicants can place the sealed, school issued envelope inside another envelope and mail to IERF. If official transcripts are mailed from an international location, we recommend using a guaranteed delivery service. Once the evaluation is complete, your official transcripts and the report will be forwarded to us.

*Please note your application will not be evaluated until the official transcripts are received*

Contact the Office of Graduate Studies
Division of Academic Affairs
Office: ADM 101 Phone: (323) 343-3819
Step 2 College Graduate Program Application

- A separate Graduate Program Application form (please contact the College Graduate Admissions for the application) [https://calstatelacbe.hobsonsradius.com/ssc/aform/M0Bk8KB0SA70x67a3R8.ssc](https://calstatelacbe.hobsonsradius.com/ssc/aform/M0Bk8KB0SA70x67a3R8.ssc)
- A GMAT or GRE score report. A GMAT score of 500 or higher ([www.gmat.com](http://www.gmat.com)) is required. The College also accepts a GRE ([www.ets.org](http://www.ets.org)) test score of 300 or higher (GMAT/GRE not required for MSHCM and MAECON)
- Three letters of recommendation from individuals who can attest to the applicant’s ability to pursue graduate studies. References from employers and faculty members are acceptable (not required for MAECON. MSHCM requires only 2 letters of recommendation)
- A detailed resume or curriculum vitae showing the applicant’s work experience

MSHCM students must also submit the following documents

- A cover letter addressed to the Coordinator, M.S. Health Care Management program, College of Business and Economics, requesting admission to the program, the number of years the applicant has worked in healthcare and GPA
- A statement of the applicant’s career objectives, indicating why the applicant is pursuing the degree
- A completed “course program” and semester-by-semester plan of the courses the applicant intends to take (please contact the College Graduate Admissions, Jane Ratan at [jratan@calstatela.edu](mailto:jratan@calstatela.edu) for the course program form)

If you need assistance, please contact our Graduate Admission Counselor, Jane Ratan, at [jratan@calstatela.edu](mailto:jratan@calstatela.edu)

The admission process from application to faculty review can take anywhere from 8-12 weeks. Completed applications begin the review process as soon as they are received. We recommend you to submit your application as early as possible.
1. CSU Mentor Graduate Application

Submit an official CSU Graduate Application to the University at www.csumentor.edu. You will need to create an account.

2. Transcripts

Transcripts must be official and sealed, and must include verification of the bachelor’s degree. Unofficial or transcripts with a broken seal will not be accepted under any conditions. Include any transcripts with higher division course grades from multiple universities. Please mail to Admissions Office.

Transcripts outside of the U.S

If the transcript is not in English, you must obtain a certified English translation from an accredited professional agency and submit it with a copy of the original transcript.

3. College Graduate Program Application Packet

This is a separate form required by the College once the Admissions Office accepts your CSU Mentor application. Notification of submitting the Graduate Application form will be given after CSU Mentor has been completed. Application can be found at http://www.calstatela.edu/business/gradprog

4. GMAT/GRE

A GMAT score of 500 or higher/ GRE 300 or higher must be included for application to be reviewed. The GMAT measures basic verbal, quantitative, and analytical writing skills that you have developed over a long period of time in your education and work. The GMAT consists of three main parts, the Analytical Writing Assessment, the Quantitative section, and the Verbal section. The GRE has a similar test form.

For more information about the GMAT and GRE, please visit www.gmat.com and www.gre.org

5. TOEFL/IELTS

The purpose of the Test of English as a Foreign Language (TOEFL) or (IELTS) International English Language Testing System is to evaluate the English proficiency of applicants whose native language is not English. The test uses a multiple-choice format to measure the ability to understand North American English. The test consists of three parts: Listening Comprehension, Structure and Written Expression, Reading Comprehension. For more information please visit www.toefl.org or www.ielts.org

6. Résumé

Include a copy of your current professional résumé or C.V. It should include work history, summary of your accomplishments and responsibilities, education history and credentials earned.

7. Letters of Recommendation

Recommendations should be from academic or individuals who can comment about your professional or academic qualifications, ideally from current employers or professors.

8. Essay Questions

Three essay questions will be presented in the College Graduate Application. All three must be completed on a separate paper, and attached to the final packet (student can choose to write a statement of purpose or answer the essay questions). Answers to these questions are a reflection of who you are, your accomplishments, and your professional achievements. They will give you the opportunity to share your story.
International Academic Records

Original international transcripts that have been opened and submitted by an applicant for admissions are NOT considered official transcripts. These records may be used for evaluation purposes, but you must also request that official transcripts from each school, college and/or university you have attended, to be sent directly to the CSULA Office of Admissions & Recruitment. If records are not in English, certified English translations must be submitted with the documents.

English Proficiency Exam Scores (TOEFL, IELTS, PTE)

TOEFL Test - CSULA Code 4399
Tests must be taken within the last two years. After two years, TOEFL scores are no longer valid.

IELTS
Send scores to California State University, Los Angeles. Test Report Forms are valid for a recommended period of two years.

Pearson Test of English (PTE) Academic
Send scores to California State University, Los Angeles. Your score report is valid and will be available online for two years.

Where to send/submit documents for Admissions

Requested documents must be submitted by a term’s established document deadlines. For a list of a term’s deadline, visit http://www.calstatela.edu/univ/admiss/deadlines/.

All transcripts submitted to the CSULA Office of Admissions & Recruitment become University property and will not be released, or copied, except for students that request that their application be redirected to another CSU campus.

By mail:

Cal State LA
Office of Admissions and Recruitment
ATTN: Graduate Admissions
5151 State University Drive
Los Angeles, CA 90032

In person:

Cal State LA
Graduate Admissions
Campus Location: Student Affairs 101
5151 State University Drive
Los Angeles, CA 90032
GMAT/GRE Overview

GMAT Overview

The Graduate Management Admission Test (GMAT) is a standardized assessment delivered in English that helps business schools assess the qualifications of applicants for advanced study in business and management. Schools use the test as one predictor of academic performance in an MBA or in other graduate management programs. For more information, go to www.gmat.com School Code – 4399

GRE Overview

The General Test measures analytical writing, verbal, and quantitative skills that have been acquired over a long period of time and that are not related to any specific field of study.

The analytical writing section tests your critical thinking and analytical writing skills. It assesses your ability to articulate and support complex ideas, analyze an argument, and sustain a focused and coherent discussion. It does not assess specific content knowledge.

The verbal section measures your ability to analyze and evaluate written material and synthesize information obtained from it, to analyze relationships among component parts of sentences, to recognize relationships between words and concepts, and to reason with words in solving problems. There is a balance of passages across different subject matter areas: humanities, social sciences, and natural sciences.

The quantitative section measures your basic mathematical skills, your understanding of elementary mathematical concepts, and your ability to reason quantitatively and solve problems in a quantitative setting. There is a balance of questions requiring arithmetic, algebra, geometry, and data analysis. These are content areas usually studied in high school. For more information, go to www.ets.org School Code - 0519
Admission FAQs for Students

How do I apply?

Please apply to Cal State LA using the online application at csumentor.edu. We encourage you to apply during the first month of the desired term’s application filing period.

When do I apply?

To learn when the University is accepting admission applications, please visit the Available Terms for New Student Admission Applications webpage.

How much is the application fee?

The University Admission Application Fee is $55 USD (non-refundable/non-transferable). Please plan to submit the application fee payment at time of online application submission.

If you do not pay the fee at time of application submission, please make payment (personal check, money order, or cashier’s check) payable to Cal State LA, include your name and CIN on the payment, and mail to Cal State LA by the application term's application fee payment deadline. No other forms of payment are accepted, and we are unable to accept online payments after the application is submitted.

In GET, my Admissions portal shows INCOMPLETE and there are no items in my To Do list. What does this mean?

If there are no items listed in your GET (Golden Eagle Territory) To Do list and you have not yet received an official email notice regarding your admission decision, the admission status may show INCOMPLETE because it is still pending a University admission decision. Please regularly check your email and GET To Do list to ensure that you do not miss any important deadlines.

Where is my Cal State LA CIN?

Your Cal State LA CIN (Campus Identification Number) is noted on the top of emails sent to your from the Admissions Office. Please have your CIN readily available whenever you contact the University for assistance and include it on email inquiries. This will help us locate your student record.
I have not received my PIN. How do I request it?

PINs are emailed to each applicant within 5-7 business days of application acknowledgement. If you do not receive it within this time, please check your email JUNK mailbox before contacting the Cal State LA Registrar's Office. To request your PIN to be re-sent to you, please call the GET Helpline at (323) 343-7438.

International Students

Can I make an appointment to have my international records evaluated?

We do not offer pre-admission advisement for students with international records. To be considered for admission, you must apply to our university, and submit academic records as requested.

(NOTE: International graduate applicants are required to submit their International documents to IERF. If you have studied at an institution outside of the US, you will need to have your foreign academic work evaluated by the International Education Research Foundation (IERF) for initial evaluation. Visit https://apply.iert.org/ to create an online application requesting the "Detailed Report". The foreign evaluation fee is $165 (USD))

What is needed to be considered for admission to Cal State LA?

1. Submit the online CSU Mentor International Admission application (and application fee) by the Cal State LA International Admission Application deadline for the term to which you are applying.
2. Take the English Proficiency Exams (TOEFL, IELTS, PTE), if required.
3. Submit official copies of your record of grades and any degree or diploma received.
4. Submit the Cal State LA Affidavit of Financial Support and related documents to the International Office, as soon as possible, but no later than a term’s stated deadline.
5. If you are a graduate applicant, check with your Cal State LA academic program department for any additional requirements, which may include a supplemental program application.

GRADUATE Applicants - please also visit the International Graduate Admissions webpage.

When will I hear if I have been admitted?

Once the University receives copies of all requested academic documents, please allow 6-8 weeks for evaluation and processing. Once a decision is made, you will be notified via email. Please also regularly check your GET Self Service Student Center To-Do-list, and submit additional information as requested in a timely manner. Missing documents will delay the admission process.
What record of grades are required?

If you have attended institutions outside the U.S., you must submit copies of original academic documents in English and the original language. Certified English translations must be submitted in addition to the documents in the original language. Translations must be literal word-for-word translations and should appear in a format similar to the original language document.

- If you have attended any U.S. institution(s), you must make arrangements to have official transcripts sent directly to Cal State LA.
- Graduate applicants must submit official academic records of post-secondary coursework completed and copies of all diplomas or degree certificates awarded to IERF. For more information, visit the International Graduate Admissions webpage.

Copies of original international records submitted by an applicant are not considered as official documents.

To learn how to submit these academic records, click here.

When should I send all my academic records/documents?

It is always best to send them as early as possible so that your evaluator can notify you if anything more is required. Early submission of your application and all documents required will ensure that you have enough time to be evaluated, and if admitted, processed through immigration. If you are an overseas student, please send all documents by the stated document deadline for the term to which you are applying to ensure adequate time for all processing. These documents may include academic records, English Proficiency exam scores, affidavit of financial support, etc.

Can students with three year undergraduate degrees from India or Pakistan apply to a graduate program at Cal State L.A.?

As a general guideline, a three year degree from a recognized University in India or Pakistan is not considered equivalent to a U.S. baccalaureate. Graduates from these institutions may be admitted in undergraduate standing if coursework is determined to be acceptable and meets undergraduate admission requirements. Completion of a three year degree and a Post-Graduate Diploma from a recognized institution may possibly be considered for graduate admission.
*Who is required to take exams to fulfill the English Language Proficiency requirement for admissions?*

For more information about the English Language Proficiency exam requirement, please click here.

*Does Cal State LA accept an Institutional TOEFL score?*

Cal State LA will only accept institutional TOEFL exams taken at the University from participants in the College of Professional and Global Education’s English Language Program. All other applicants must take the regular TOEFL administered by ETS.

*Do I need to take an English Proficiency Exam if I have completed an English Composition at my college or university?*

If you are an undergraduate applicant, yes, the completion of a transferable college-level English Composition course from a United States post-secondary institution, with a grade of 'C' or better, will exempt you from these exams.

If you are a graduate/post-baccalaureate applicant with a bachelor’s degree from a college or university where the language of instruction is not English, you must take an English Language Proficiency Exam (TOEFL, IELTS, PTE). Three years of education in an English speaking institution, or the completion of a transferable English Composition course, will not exempt you from this requirement.

*How do I send English Language Proficiency exam scores sent to Cal State LA?*

**TOEFL** Test - Cal State LA Code 4399
Tests must be taken within the last two years. After two years, TOEFL scores are no longer valid.

**IELTS**
Send scores to California State University, Los Angeles. Test Report Forms are valid for a recommended period of two years.

**Pearson Test of English (PTE) Academic**
Send scores to California State University, Los Angeles. Your score report is valid and will be available online for two years.
How do I get my I-20 to study at Cal State LA?

Applicants holding or applying for an F-1 or J-1 visa must complete and submit the New Student I-20 Verification with signatures and appropriate documentation to show proof of funding. If you are interested in attending Cal State LA, please do not wait for your admission decision before submitting these documents. The advance submission of the verification form, and financial documentation, will help expedite the issuance of the I-20; if your I-20 paperwork is complete, the International Office can issue the I-20 immediately after your admission to the University.

If you are currently studying in the US, and please request to transfer your SEVIS to Cal State LA. Please do not transfer the SEVIS until you receive the offer of admission and you know that you plan to attend the University for the admit term. For the Cal State LA transfer form, click here.

For other important information, including the deadline for the I-20/SEVIS transfer process, click here. If you have any questions, please contact the International Office at (323) 343-3170, international@calstatela.edu, or visit the International Office webpage.
CSU Mentor Application Instructions

CSU Mentor – Accessing the Graduate Online Application
Instructions for students applying Cal State LA

Steps:

1. Using a web browser, go to http://www.csumentor.edu/

2. Click on the “Apply” tab located in the upper portion of the screen. Next, click on “Graduate App”.

3. You will be redirected to a new webpage. Click on the box that shows the applicable term:

4. If you are a first-time CSU mentor user, you will need to create a new account. To start the account creation process, click on the “Create An Account” box and follow the steps:

5. Once you establish the new account, or if you already have a CSU Mentor account, sign in using your existing credentials. If you have forgotten your username and/or password, click on the “Can’t log on?” link for next steps:

6. Once you have successfully logged into your CSU Mentor account, you will be directed to your Personal Application Manager screen. From the drop-down menu, select “CSU Los Angeles” and click on the “start new application” link:

7. You will be redirected to the Application Information screen. Be sure to read through the content, click on applicable links for more information and then scroll all the way to the bottom of the webpage to locate the
"Begin Graduate Application for CSU Los Angeles" button (in the red box below). Click on this button to launch the electronic application:

--- GO BACK TO THE APPLICATION MANAGER

8. The electronic application will launch the Enrollment Information screen, the first of 13 screens you will navigate through and complete before submitting your application.

### Screen 1: Enrollment Information Quick Guide

#### Enrollment Plans
- a. Term applying for: Select the term
- b. Major/Program objective: Select your major
- c. Indicate any option, emphasis, or concentration within the field: Leave blank

#### Degree/Credential Objective
- d. What is your degree objective? Select "None"
- e. Education credential objective (may be in addition to major/program objective), Teacher, specialist or other service credential program: Not interested in a credential program
- f. If no degree or credential objective, please specify the graduate-level courses you wish to take for personal and professional growth: Leave blank

#### Previous Graduate Application/Attendance (if applicable)
- g. When did you last apply to CSU Los Angeles? Please answer this question if you've ever applied to Cal State LA even if you did not attend classes. You must also answer this question if you attended classes (e.g., Open University) but did not formally apply for admission. In this case, you need to select the term and year when you first attended classes at Cal State LA. If you've never applied or attended classes at Cal State LA, you may skip this question.
- h. When did you last attend CSU Los Angeles as a graduate student? Provide the term and year when you last took classes at Cal State LA.
- i. If you previously applied or attended CSU Los Angeles and know your campus ID, enter it here: Cal State LA issues a 9-digit ID number to anyone who applies for admission. This ID number is also issued to students who have attended classes through Open University, Summer Session, or Cal State LA extension programs even if they've never formally applied. If these scenarios apply to you and you know your 9-digit campus ID number, enter it in this field.

#### Campus Authorization Information
- j. If you have received an authorization number from the CSU Los Angeles admissions office, enter it here. Please note that if you enter a number, it will be locked to this application once this screen has been saved. Leave this field blank.

1. When you are done providing the information on the first screen, click on "save and continue >>>" to move on to the second and subsequent screens. Complete all information requested in each screen to the best of your knowledge. Pay special attention to screens 6 and 7 which ask detailed questions about previous colleges/universities attended and previous courses completed.

2. Finalize, submit your electronic application and pay the non-refundable $55 application fee. You must mail in official transcripts (sealed) from all colleges and/or universities attended. More information about this process is available at [http://www.calstatela.edu/graduateadmissions](http://www.calstatela.edu/graduateadmissions)

### Need Help?
If you encountered an error or technical problem...
Contact CSU Mentor’s Help Desk and provide your full name or username, your telephone number or e-mail address, any details you remember about what you were entering or clicking on when the problem occurred, and the heading/title or WWW address of the screen you were working on.

E-mail: support@csumentor.edu
Call: 1-800-GO-TO-XAP (468-6927) or 424-750-3939
Graduate Admissions Contacts (College application questions only)

Graduate Advisement Center: Application Process/Requirements/Deadlines/GMAT/GRE

Jane Ratan  
Graduate Admissions Counselor  
jratan@calstatela.edu  
(323) 343-5256 Salazar Hall 256B

April Kim  
Assistant  
ckim74@calstatela.edu  
(323) 343-2810 Salazar Hall 256B

Graduate Program Advisors

• MBA

   Director of Graduate Studies  
   Dr. Steve McGuire  
   smcgui@calstatele.edu  
   (323) 343-2897 Simpson Tower F715

• MS Accounting

   Department Chair  
   Dr. Kathryn Hansen  
   khansen3@exchange.calstatela.edu  
   (323) 343-2830 Simpson Tower F517

• MS Information Systems

   Department Chair  
   Dr. Joe Otto  
   jotto@calstatela.edu  
   (323) 343-2907 Simpson Tower: F603

• MA Economics and Statistics

   Department Chair  
   Dr. Madhu Mohanty  
   mmohant@calstatela.edu  
   (323) 343-2930 Simpson Tower F917

• MS Health Care Management

   Program Director  
   Dr. Andre Avramchuk  
   aavramc@calstatela.edu  
   (323) 343-2905
University Resources

Admissions Office Transcripts/transcript status/application status/TOEFL/IELTS
(323) 343-3901 admission@calstatela.edu
http://www.calstatela.edu/graduateadmissions

Student Financial Aid Office Tuition fees/Payments/Financial Aid & Scholarships
(323) 343-6260
http://web.calstatela.edu/univ/finaid/index.htm
School Code: 001140

International Program Office Immigration materials/ I-20/ Affidavit of Financial Support Form
http://web.calstatela.edu/extension/internationaloffice/index.php
(323) 343-3170 international@calstatela.edu

GET Help and Login Adding-dropping classes/viewing schedule of classes/registration
(323) 343-7438
http://web.calstatela.edu/library/guides/gethelp.htm

Housing Services
http://www.calstatela.edu/housing

Tuition and Fees
http://www.calstatela.edu/sfinserv/spring-semester-2017-tuition-and-fees

University Career Development Center
(323) 343-3237
http://web.calstatela.edu/univ/cdc/index.php

College of Professional and Global Education (PaGE) – Open University
Phone: (323) 343-4900 extension@calstatela.edu
http://web.calstatela.edu/extension/