

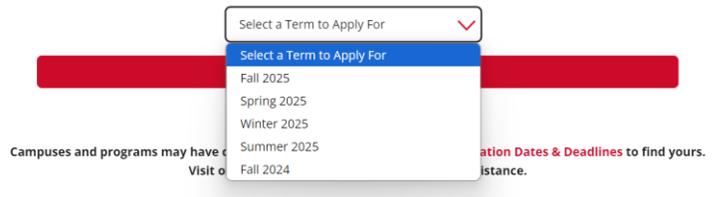
CSU Apply Instructions

Step 1: Select the Term, Create Account & Sign In

<https://www.calstate.edu/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.



Step 2: Answer questions on Extend Profile

My Application

Extended Profile

Please provide some additional information in order to set up your application.

The information below is provided to your program's admissions offices. Provide complete and accurate information here. For more information, visit the [Applicant Help Center](#).

Once you submit your application, you cannot edit this section. * Indicates required field

1. Degree Goal

- What degree, credential or certificate are you applying for?
 - First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)
 - Second Bachelor's Degree and Beyond (e.g. Master's, teaching Credential, Certificate, Doctoral)
- Please select one or more of the following degree goals.
 - Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)
 - Graduate (e.g. Master's, Doctoral) or Professional's Degree
 - Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalState/TEACH)
 - Certificate

1a. Returning

- Are you applying to return to the CSU campus which you previously attended, and intend to complete the same major?
 - Yes
 - No

2. US Military Status

- Have you ever served in the United States military?

3. International Applicant

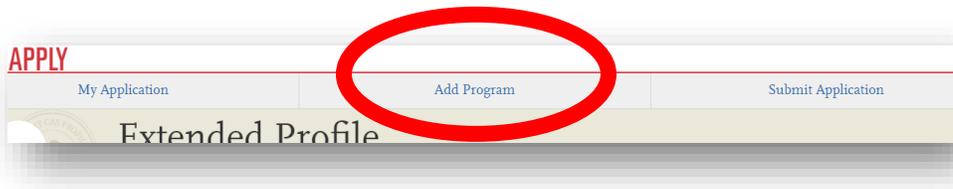
- Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?
 - Yes
 - No
- What U.S. State/Possession do you regard as your permanent home?

Save Changes

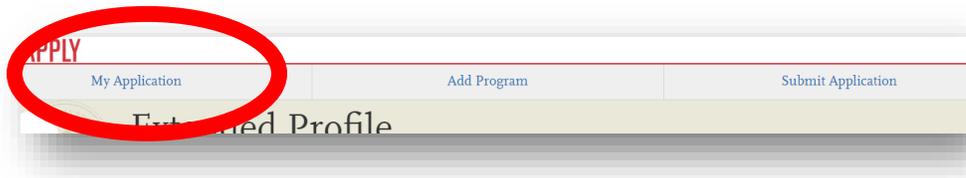
Click "Save" when finished this section!



Click Add Program to choose your program of interest!

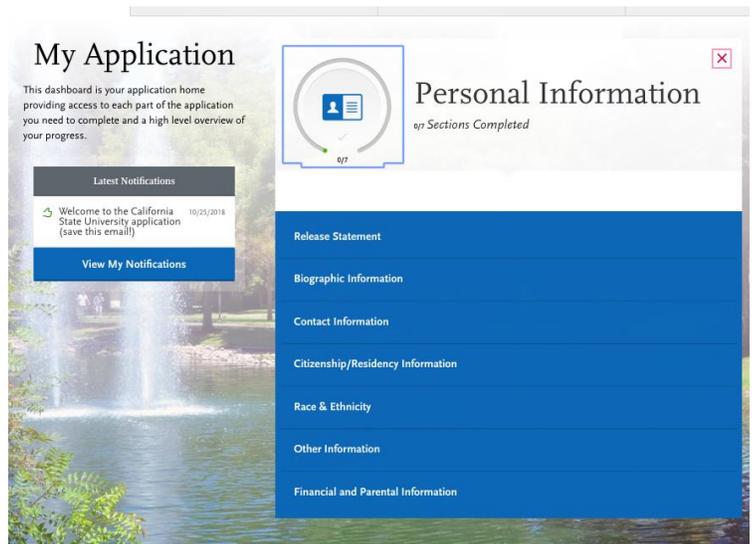
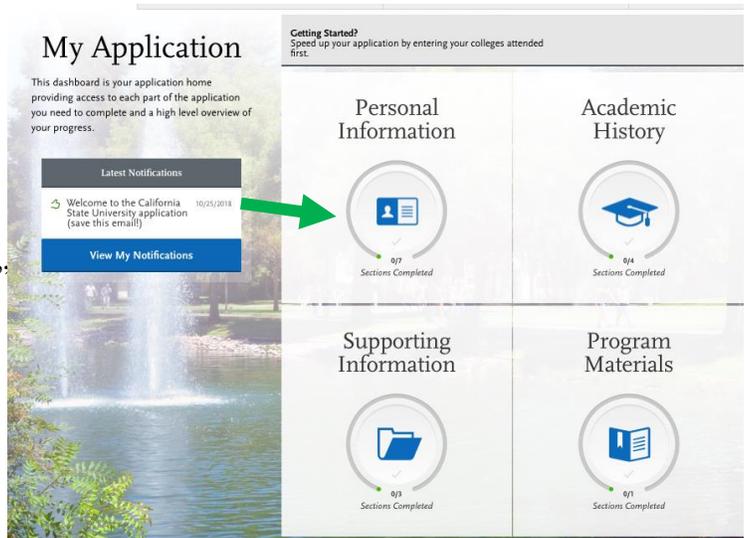


Click My Application to upload your documents.

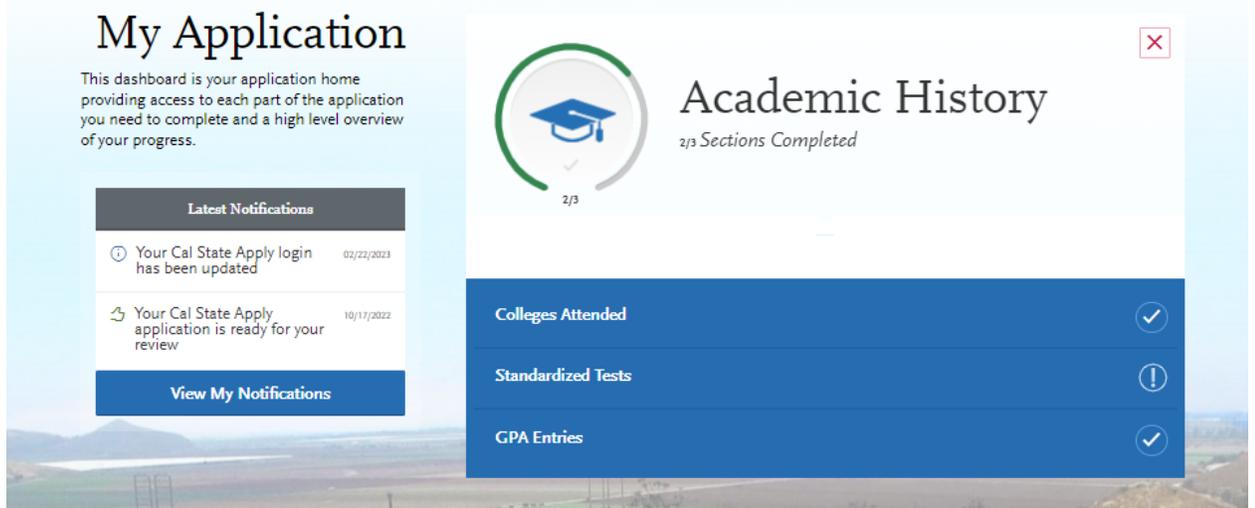
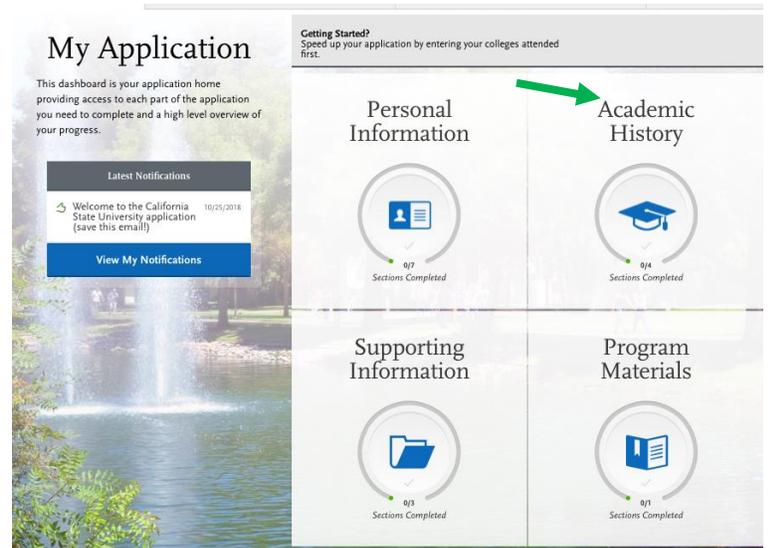


Step 3 : Complete All Four Sections

1. Personal Information:
 - Fill out every section in the "Personal Information" tab
 - When you return to this page, the "Personal Information" circle will be colored in green, indicating completion

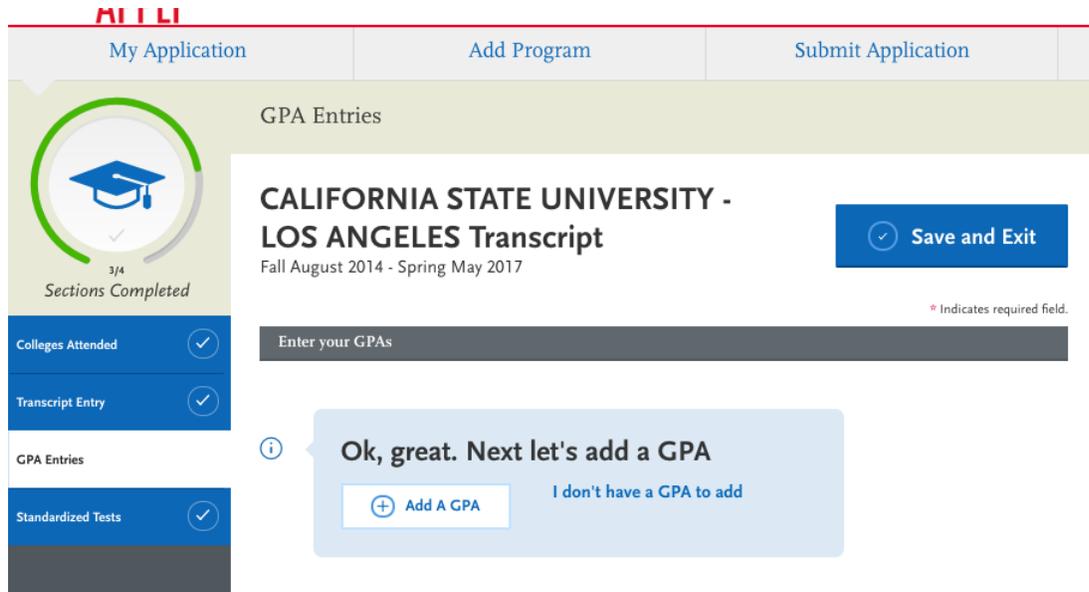


2. Academic History:
 - Click “Academic History
 - Complete the “Colleges Attended” section first



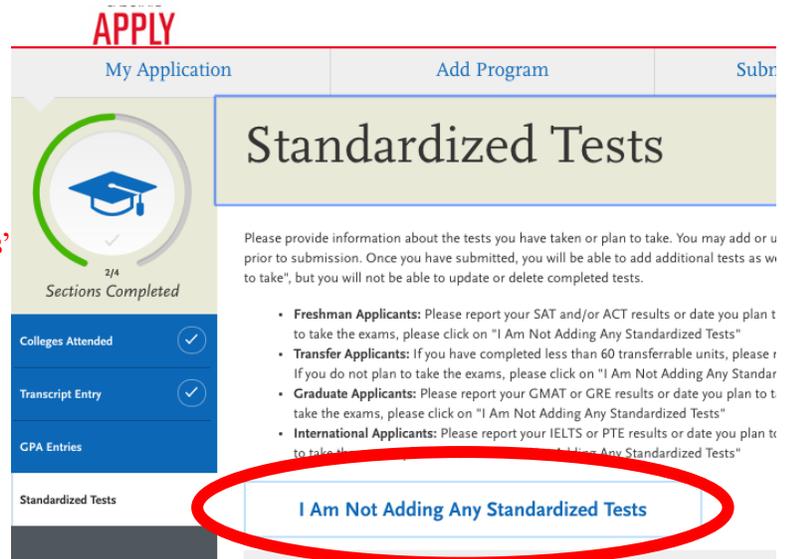
3. GPA Entries & Standardized Tests:

- Select "I don't have a GPA to add" in the "GPA Entries" tab



Please note that all supporting documents will be required to upload to the "Program Materials" section. The GMAT/GRE is not required for MBA, MSBA, MSHCM, MAECON, MSA. MSIS applicants can upload the test score report to the Program Materials section.

- Select "I Am Not Adding Any Standardized Tests" in "Standardized Tests" tab. (MSIS applicants can upload the test score to the "Program Materials" section if the GMAT/GRE is not waived).



International students who need the language proficiency test must upload their test score report e.g. IELTS, TOEFL or PTE*

GMAT
GRE
GRE Subject
IELTS
TOEFL
PTE

I Have Reviewed This Information

Please note that all supporting documents will be required to upload to the “Program Materials” section. The GMAT/GRE is not required for MBA, MSBA, MSHCM, MAECON, MSA. MSIS applicants can upload the test score report to the Program Materials section.

- Once you see the Opt-Out confirmation, click on “My Application” again

My Application [Add Program](#) [Submit](#)

Standardized Tests

 3/4 Sections Completed

- Colleges Attended
- Transcript Entry
- GPA Entries
- Standardized Tests

 **You opted not to add any standardized tests.**

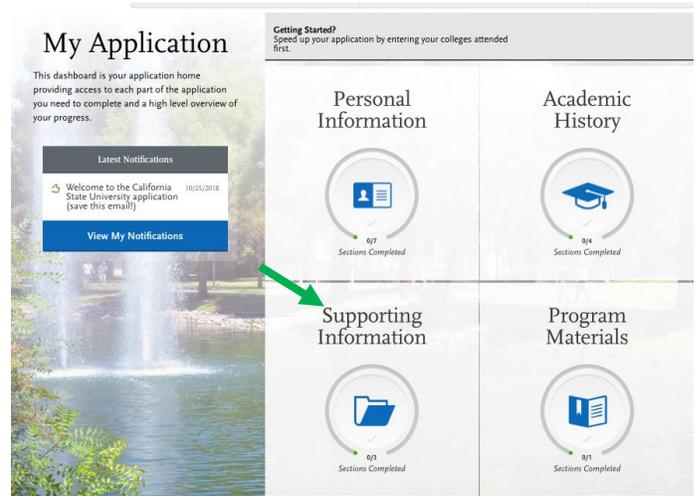
You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full.

[Would you like to add a test?](#)

4. Supporting Information:

- When you return to this page, “Personal Information” and the “Academic History” tabs will be colored in green, indicating completion of sections
- Click “Supporting Information”
- Select “Experiences”
- Choose “I Am Not Adding Any Experiences”
- Select “Achievements”
- Click “I Am Not Adding Any Achievements”



You may opt not to add any experiences as all supporting documents will be required to upload to the “Program Materials” section*



5. Program Materials:

- When you return to this page, “Personal Information,” “Academic History,” and the “Supporting Information” tabs will be colored in green, indicating completion of sections
- Click “Program Materials”
- Select “Questions” and insert initials where requested
- You’ll then receive a “Saved Successfully” notice

Cal State LA is ranked number one in the nation for the upward mobility of its students. Founded in 1947, Cal Stat premier public comprehensive university in the heart of Los Angeles and provides transformative educational exp through outstanding academic programs and renowned professors and researchers. The university serves more th students and more than 247,000 distinguished alumni who reflect the diversity of Los Angeles. The university is d the mission of engagement, service, and the public good.

Admission to graduate/post-baccalaureate programs is a two-step process. Each program has its own departmental review

Please upload all required documents to this section e.g. resume, statement of purpose/personal statement, unofficial transcripts (IERF/WES for international students). Be sure to tailor your application to showcase specifically why you are a great fit for the program. If you have any additional documents, you may upload them to Additional Unofficial Transcript tab.

UPLOAD TIPS

 <p>Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.</p>	 <p>Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.</p>	 <p>Do Not Password Protect Your Documents Protected documents will not be sent with your application.</p>	 <p>Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.</p>
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* Indicates required field

Required Documents

* **CV/Resume**

A detailed resume or curriculum vitae showing your work experience.

Progress bar with a checkmark icon on the right.

+ Add Document



* **Personal Statement**

Describe your reasons for pursuing the degree, how your goals coincide with what the program has to offer, as well as how your qualifications will benefit the program. Should be about 1 to 2 pages (500-600 words) in length.

Progress bar with a checkmark icon on the right.

+ Add Document



* **Unofficial Transcript**

Unofficial transcript from the college/university where you earned your most recent degree (e.g., bachelor's, master's, doctorate).

Progress bar with a checkmark icon on the right.

+ Add Document



Optional Documents

Additional Unofficial Transcript

Additional unofficial transcripts from other colleges/universities you have attended or are currently attending.

Progress bar with a checkmark icon on the right.

+ Add Document



Additional Unofficial Transcript

Additional unofficial transcripts from other colleges/universities you have attended or are currently attending.

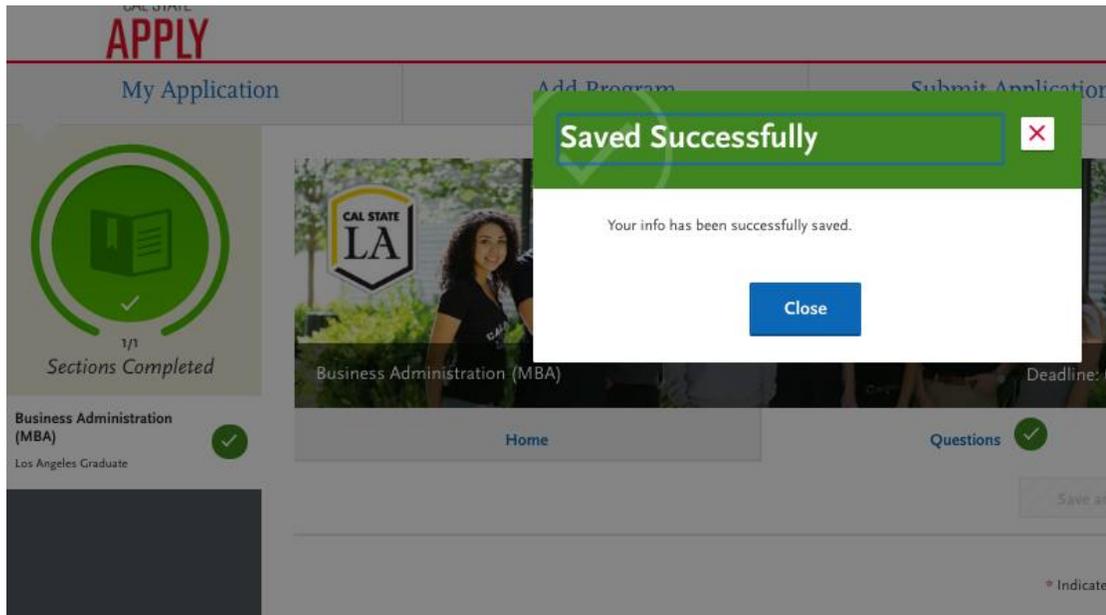
Letters of Recommendation

Two references from individuals who can attest to the applicant's ability to pursue graduate studies. References from employers and faculty members are acceptable. We suggest you contact your recommenders in advance of requesting a recommendation. When you submit your request, you will have the opportunity to write a brief personal message to each recommender. We suggest you do so, thanking them for writing a letter on your behalf and reminding them of the program to which you are applying and the application deadline date.

The screenshot shows a navigation bar with four items: Home, Questions, Documents, and Recommendations. Below the navigation bar is a large heading "Recommendations". Underneath the heading is a paragraph: "You must enter two references who can attest to your ability to complete the graduate program." This is followed by another paragraph: "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." Below this text is a box containing the text "General Program Recommendation" and a green arrow pointing left towards a link that says "+ Request General Program Recommendation Recommendation". To the right of the arrow, it says "2 required - 2 total allowed".

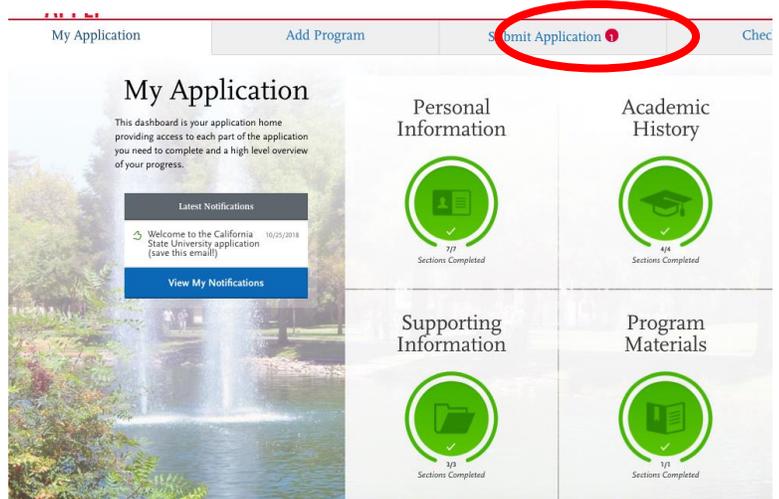
Enter your recommender's contact information. Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

The letter of recommendation requirement is optional for the MS Information Systems program*



Submit Application

- Return to the “My Application” page and verify that all sections are complete using the green circles
- Select “Submit Application”
- Choose “Submit All”
- Follow payment steps and submit completed application



APPLY

My Application Add Program Submit Application 1 Check Status

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: 1
TOTAL FEE(S): \$70.00

Submit All

Sort By: Deadline

Los Angeles Graduate Business Administration (MBA) Deadline 05/31/2019

Submit

Please note that after your application is submitted, your Campus Identification Number (CIN) will be sent to you via email along with instructions and how to navigate your GET portal. You can check your application status and any missing document online through GET. The entire application process may take up to 8-12 weeks. We encourage you to complete and submit documents as soon as possible.

The department review process starts as soon as the documents are received.

Submitted documents become the property of California State University, Los Angeles. Documents will not be returned, and copies will not be released to students or third parties.