
FALL 2021 APPLICATION CHECKLIST



COLLEGE OF
**BUSINESS &
ECONOMICS**

Semester	Filing period
Fall 2021	October 1 – May 28, 2021

Application Checklist

- Cal State Apply Application <https://www2.calstate.edu/apply>
- Official sealed transcripts, sent to CSULA Admissions Office* (see admissions update for details). CSULA students and alumni do not need to submit their official transcripts.
- Unofficial transcripts (uploaded to Cal State Apply - program materials).
- Have an overall grade point average (GPA) of at least 2.5 (4.0=A) and good standing at the last college attended (MS Healthcare Management and MA Economics require 2.75 GPA).
- Statement of Purpose
- Resume
- 2 Letters of Recommendation (recommenders will be required to submit the form through Cal State Apply). Please see the Cal State Apply Process instructions for details.
- English Language Proficiency (**international students only**). See page 3 for details.
- GMAT/GRE test scores (**MS Information Systems applicants only**). However, the Department will consider waiving the GMAT/GRE for students who have a degree in IT, CS and IS.

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 your 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.

GRADUATE ADMISSIONS UPDATE - TRANSCRIPTS, IERF/WES, GMAT/GRE/TOEFL TEST SCORES

Due to coronavirus testing center closures and recent testing interruptions, we are temporarily waiving foreign credential evaluation reports (IERF/WES) for international graduate applicants for Fall 2021. Applicants can submit their official transcripts directly to the Office of Admissions directly (address below).

If you are unable to mail in your transcripts, the Office of Admissions is allowing for the online submission of documents to allow us to evaluate and process student files. Graduate applicants may upload unofficial transcripts, unofficial test scores, and unofficial international evaluation reports. The complete list, along with instructions, is available here:

<http://www.calstatela.edu/admissions/uploading-documents>

The transcripts can also be submitted via email at checkapp@calstatela.edu Your name and CIN must be included in the email. Please note that while unofficial documents will be considered for initial admission review, official documents are still required to finalize admission.

During this time, we ask for your patience and understanding. We are also working diligently to process a high volume of unofficial and official transcripts submitted to our office.

Sincerely,

CONTACT INFORMATION

Mailing Address: Office of Admissions and Recruitment
5151 State University Drive
Los Angeles, CA 90032
Phone: (323) 343-3901
Fax: (323) 343-6306
Email: checkapp@calstatela.edu

ENGLISH LANGUAGE PROFICIENCY (INTERNATIONAL STUDENTS ONLY)

Regardless of citizenship, all applicants whose native language is not English and who do not qualify for a waiver are required to submit proof of English Language Proficiency before an admissions decision can be made.

Eligible English Proficiency Exam	Qualifying Undergraduate Score	Qualifying Graduate/Post-Bac Score
<u>Test of English as a Foreign Language (TOEFL)</u>	61 ibT or higher	80 ibT or higher <u>TESOL program</u> : 100 ibT or higher
<u>International English Language Testing System (IELTS)</u>	Band 5.5 or higher	Band 6.0 or higher <u>TESOL program</u> : Band 7.5 or higher
<u>Pearson Test of English (PTE) Academic</u>	44 or higher	53 or higher

EXAM SCORES ARE ONLY VALID FOR TWO YEARS AFTER THE TEST DATE.
OFFICIAL SCORES MUST BE SENT DIRECTLY TO THE UNIVERSITY BY THE RESPECTIVE TESTING AGENCY.

To learn how to request an official test score report to be sent to Cal State LA, click on the exam name:

- **TOEFL Test** – Request report to be sent to Cal State LA using Institutional Code **4399**. TESTS MUST BE TAKEN WITHIN THE LAST TWO YEARS. AFTER TWO YEARS, TOEFL SCORES ARE NO LONGER VALID.
- **IELTS** – Send official PAPER (hard copy) report 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 report to **California State University, Los Angeles**. SCORE REPORTS ARE VALID AND AVAILABLE ONLINE FOR TWO YEARS.

English Language Proficiency Exam Waiver

The following criteria will be used to waive this examination requirement:

Earned a bachelor's (or advanced) degree from:

- An accredited college/university in a country where **English** is the native language, or the only language of instruction at both the secondary and post-secondary levels.
The countries include *Anguilla, Antigua & Barbuda, Ascension, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, England, Eritrea, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Mauritius, Namibia, New Zealand, Nigeria, Papua New Guinea, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & The Grenadines, Scotland, Sierra Leone, Singapore, Solomon Islands, Swaziland, Tanzania, Tonga, Trinidad & Tobago, Tuvalu, Uganda, United States of America (U.S.), Wales, Zambia, and Zimbabwe.*
- An accredited college/university where English is the only language of instruction.

Any questions regarding your transcripts and English Language Proficiency Exam, please contact the Office of Graduate Admissions directly:

Graduate Admissions GradAdm@calstatela.edu

Office of Graduate Admissions

California State University, Los Angeles

5151 State University Drive, ADM 702

Los Angeles, CA 90032

6 easy steps!



SCHOLARSHIPS & FINANCIAL AID

For additional assistance or any other questions you may contact the Center for Student Financial Aid & Scholarships at 323-343-6260.

- <http://www.calstatela.edu/graduatestudies/funding-opportunities>
- <http://www.calstatela.edu/financialaid/scholarships>

HOUSING AND RESIDENCE LIFE

Resources are available to assist graduate students with housing. Please visit [Housing and Residence Life](#) for more details about university housing or call 323-343-4800.

International Program Office - **INTERNATIONAL STUDENTS ONLY**

Any questions regarding I-20 or immigration issues, please contact International Programs Office at (323) 343-3170, international@calstatela.edu, or visit the International Office. Please keep in mind that you do not need to submit any documents for I-20 until you are admitted to the program.