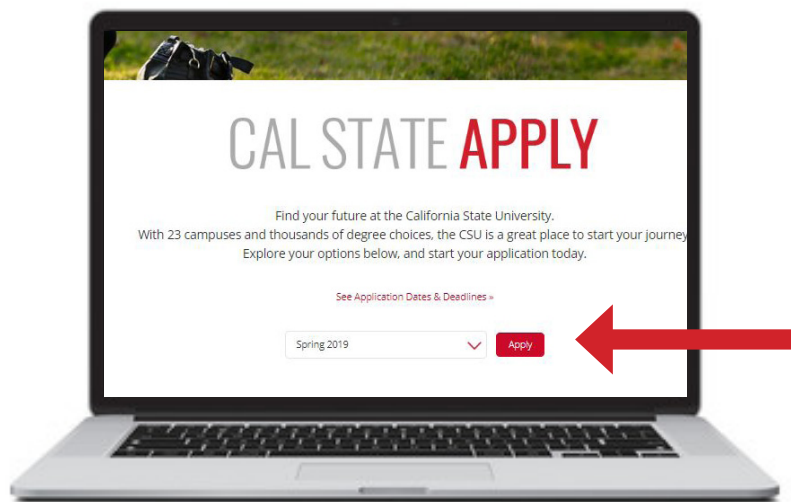


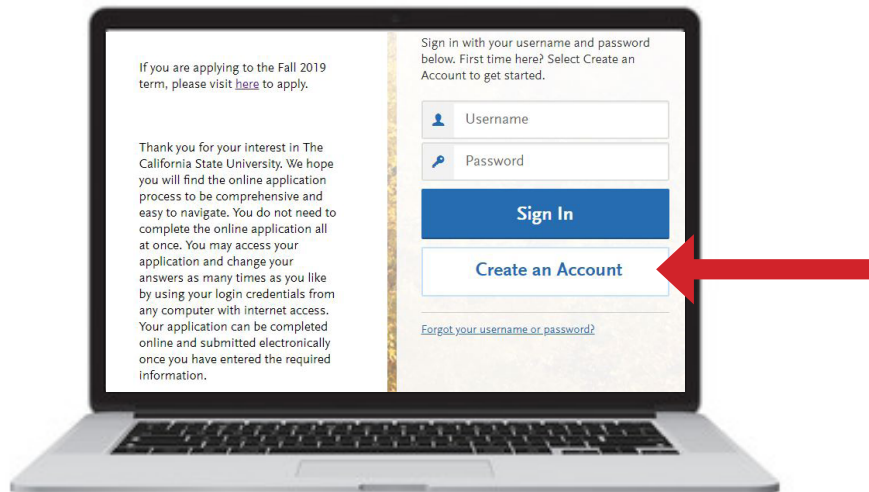


## Fall Term: How to Apply to the Online MBA

1. To start your application, please visit [the Cal State Online Application](#). When you have arrived at this page, select the term for which you wish to apply from the drop-down menu and **click the red “Apply” button**.

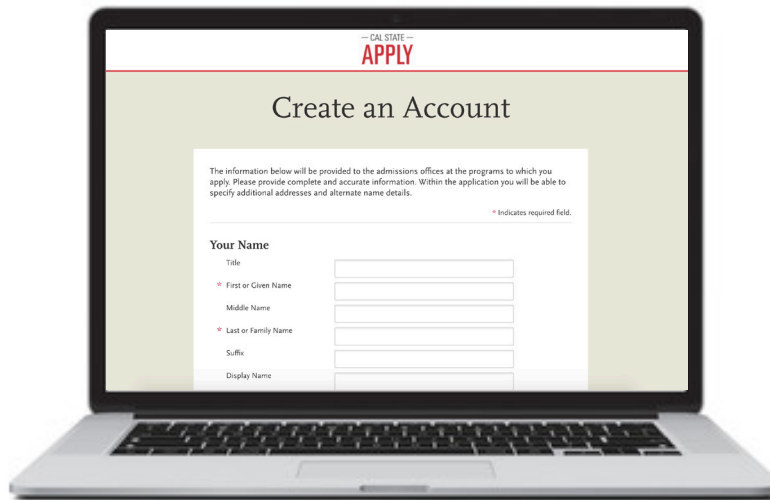


2. Once you have arrived at this page, **click on the “Create an Account” button**.

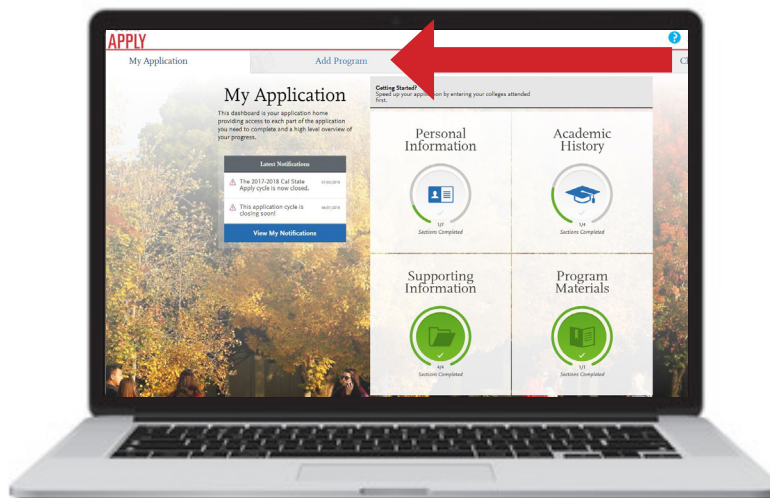




3. Start by inputting all the required fields to create your account.



4. Once you have successfully created an account, you will see the main page of your application. From the tabs at the top of the page, **click on the "Add Program"** button to choose the program to which you are applying.

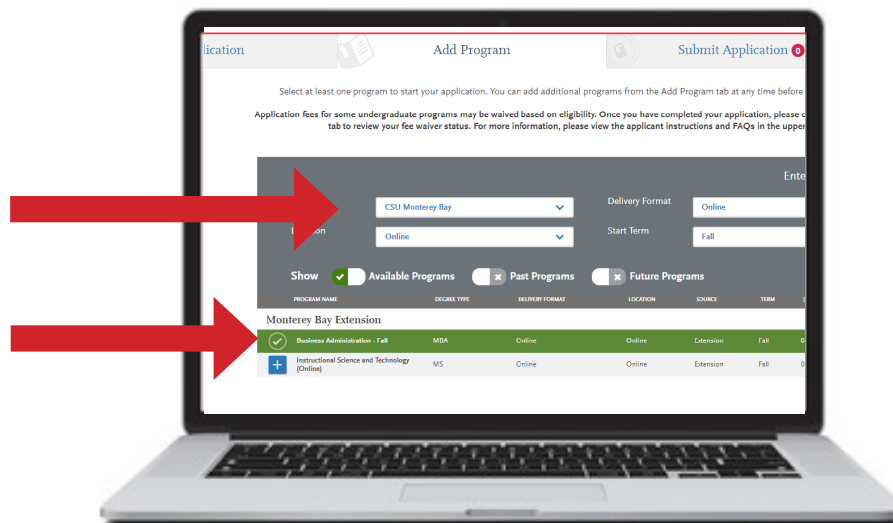




5. In the “Add Program” tab, you will see some options for selecting your program of choice.  
**Select “CSU Monterey Bay”** from the “Campus” menu.

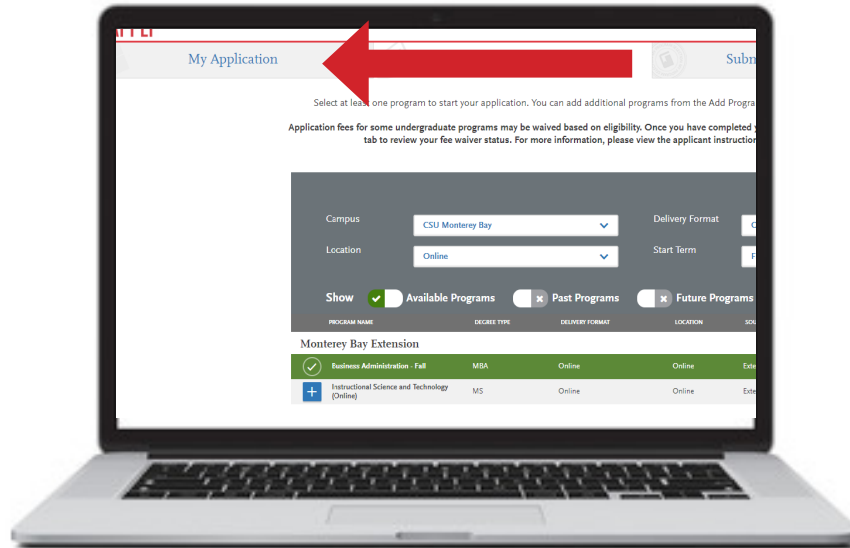
6. Then, **select “Business Administration”** and the appropriate term for the **Online MBA** program.  
After you’ve done this, **click the “plus” button** next to the program’s name.

*\*This screen will look slightly different, depending on your term of application.*

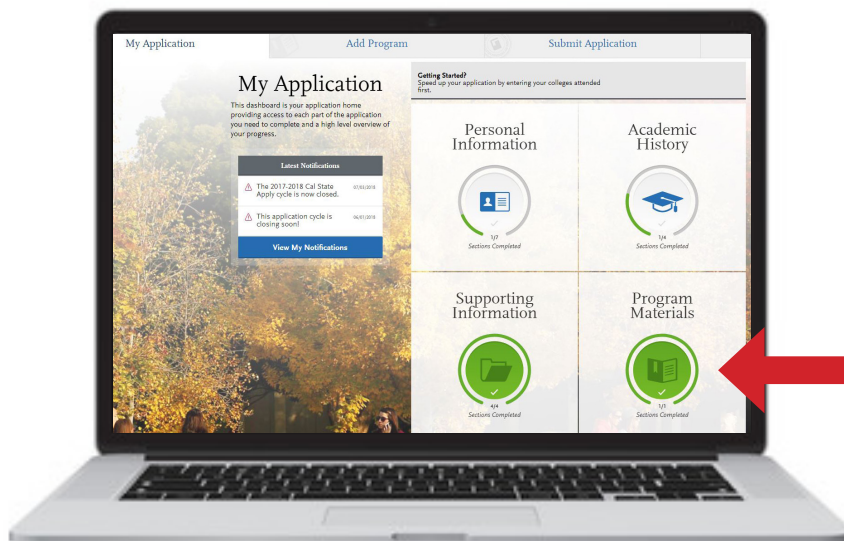




7. Once you have successfully selected the correct program, you can go back to the “My Application” tab and continue through the application until completion.



8. All supporting documents should be uploaded in the Program Materials section which include personal statement, letters of recommendations, and resume. Uploading your unofficial transcript to the portal is not required but will expedite your admissions review.





## Some common mistakes prospective students make during the application process are:

- Did you include ALL TRANSCRIPTS, even those from old or short-term coursework?**
  - At the graduate level, official transcripts from all institutions attended are required before your file will be reviewed
  - Unofficial copies are not sufficient
- Send transcripts to the correct address:**

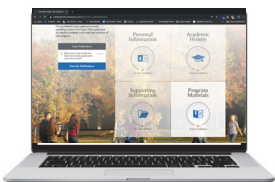
Graduate Admissions/MBA Program  
Office of Admissions  
100 Campus Center  
Seaside, CA 93955

eTranscript email address: [admissions@csumb.edu](mailto:admissions@csumb.edu)

DO NOT use the physical campus address! Sending transcripts to the physical campus address will delay processing up to one month.

  - Because the campus office handles applications for all on-ground students, sending your transcripts there will result in a one-month delay from the time of receipt until they are processed
  - Transcripts must be processed and in your file by the deadline or your file will not be reviewed for that term
- Did you select the correct term within the application page?**
  - If you apply for the wrong term, you will need to go back and complete a new application for the correct term
  - This will require a new application fee
- Did you use the required provided template when completing the personal statement?**
  - The personal statement must adhere to the “question-and-answer” format required by the template
  - Do not use the personal statement section that appears within the online application
- Did you include your two letters of recommendation?**
  - Letters of recommendation must be uploaded to the online application by the deadline or your file will not be reviewed for that term
  - One letter from a former or current supervisor
  - One letter from any of the following sources: an employer, a professor or other academic supervisor, or someone in a leadership position in a nonprofit or volunteer organization

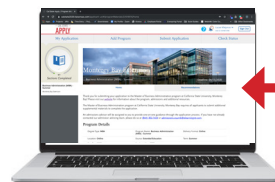
See below for more detailed instructions about submitting letters of recommendation.



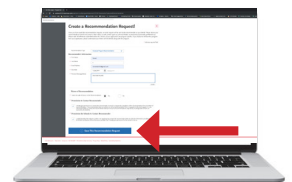
Click on the “Program Materials” section in the bottom right corner



Click on “Business Administration (MBA)” (The term you’re applying for)



Click on “Recommendations, then click on “Add Recommendation”



Fill in required fields, then click “Save This Recommendation Request” at the bottom of the page.