FEMBA Admission Process and Application Guidelines

Thank you for your interest in the Fully Employed MBA program at California State University San Marcos. This packet will help you apply to the program and provide in-depth steps toward admission.

Once you apply, your application will be reviewed on the date of the next review period listed on our website. In addition to this, CSUSM will send you an email to log in and to access your student account to check on your application status. Please allow 2-3 weeks of processing before you receive your admission decision by the MBA office.

To finalize your admission, applicants must submit all official transcripts to CSUSM. The registrar office will review all official transcripts and confirm to the MBA department that all information stated is true and correct. After this step, the registrar office will email you on their decision on approving your admission to the MBA program.

The final step to secure your spot in the upcoming cohort by accepting your admission through your student account. These details will be included in the email from the registrar office.

To being the application please use this packet as a guide. For additional questions, please email the MBA office at mba@cssum.edu.

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Admission Process

Application Process

Submit Your Application

- Complete the application form on CSU Apply and attach all supplemental materials.

Application Review

- After submission, your application will be reviewed during the next review period listed on our website.
- CSUSM will send you an email with instructions to log in and access your student account to check your application status.

Processing Time

- Please allow 2-3 weeks for processing before receiving your admission decision from the MBA office.

Admission Finalization

Submit Official Transcripts

- All official transcripts must be submitted to CSUSM for admission finalization.
- The registrar's office will review the transcripts and confirm their accuracy to the MBA department.

Admission Decision

- Following the transcript review, the registrar's office will email you their decision on your admission to the MBA program.

Accept Your Admission

- To secure your spot in the upcoming cohort, you must accept your admission through your student account within 30 days of receiving your admission decision from the registrar's office.
- Detailed instructions will be included in the email from the registrar's office.

Next Steps

Email with Next Steps

- Once admitted, you will receive an email with information about next steps, including presentations that will cover campus resources and preparing for school.

Mandatory Orientation

- You will also need to attend a mandatory orientation before you can start classes.

Contact Information

For additional questions, please email the MBA office at mba@csusm.edu.

Please use this packet as a guide to begin your application. We look forward to welcoming you to the CSUSM Fully Employed Program.

FEMBA Application Requirements

The list below includes the supplemental material required for the MBA application. In addition to this, applicants must submit their official transcripts to the CSUSM registrar office for validation. Once all official transcripts have been validated. Once the CSUSM registrar office has validated that the official transcripts are true and correct, they will approve the MBA admission decision.

1. Application Requirements to be admitted into the MBA Program
    a. Start the Application on CSU Apply. Attach the required supplemental material to the application:
        i. Personal Achievements Essay
        ii. Program Experience Essay
        iii. Two Letters of Recommendation
        iv. Resume
        v. Unofficial Transcripts

2. The preferred method in sending in official transcripts to CSUSM is electronically. This method provides less room for error and the loss of transcript.
    a. Electronic transcripts can be sent to transcripts@csusm.edu
    b. Physical copies can be sent to the address below:

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

Crafting Your Best MBA Application: Tips and Guidance:

Welcome to our MBA Application Tips page! We understand that applying to an MBA program can be both exciting and challenging. To support you in presenting your best self, we've compiled a set of tips and guidance to help you navigate the application process effectively.

Guiding Principles

Embrace Your Uniqueness:

Our program values diversity and individuality. While we provide optional templates for your convenience, remember that your experiences are unique. Use the templates as a starting point but feel empowered to showcase what sets you apart.

Optional Templates:

Explore our optional essay template designed to provide structure and clarity. This can serve as helpful guides to ensure you cover essential information. However, keep in mind that these are tools, not strict rules.

Formatting Guidelines for Both Essays:

- One-page in length, single-spaced.
- Use a 12-point font size.

Personal Achievement Essay

In this essay, share your significant career milestones and achievements. Highlight any major projects you've managed or overseen. Describe the impact these accomplishments have had on your professional journey and the organizations you've been a part of. Reflect on the challenges you've encountered, and the lessons learned. Additionally, clearly outline your short-term and long-term career goals. Explain why you are considering an MBA and how it aligns with your aspirations. Finally, identify specific areas or skills you believe an MBA program could help you improve and □e these to your career achievements and goals.

1. **Introduction**: Begin by introducing yourself and providing a brief background on your career.
2. **Career Achievements**: Share your significant career achievements and milestones, emphasizing any major projects you have managed or overseen. Discuss the impact of these achievements on your professional growth and the organizations you have been a part of.
3. **Conclusion**: Summarize your achievements, goals, and the reasons for pursuing an MBA.

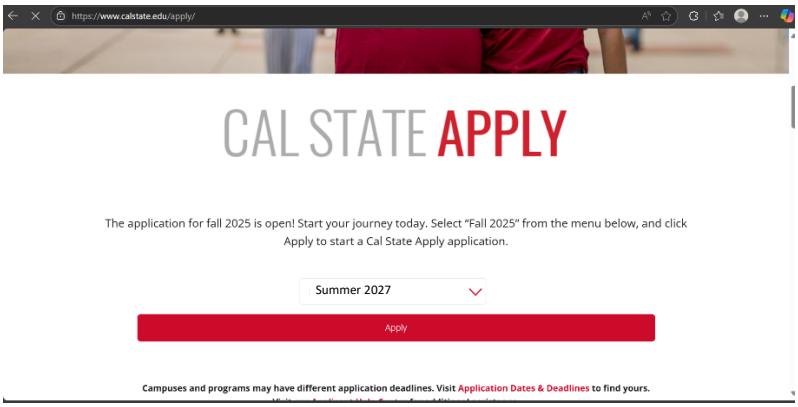
Program Experience Essay

This essay should emphasize your interest in the MBA program. Explain the reasons for your application and how this specific program aligns with your professional goals. Highlight one or two courses from the curriculum that directly address the areas of improvement mentioned in your Personal Achievement Essay. Discuss any faculty members, research centers, or program resources that you find particularly compelling and relevant to your career objectives. Additionally, describe how the program's networking opportunities and sense of community appeal to you and support your long-term aspirations. Finally, summarize why you believe this program will effectively support your career ambitions.

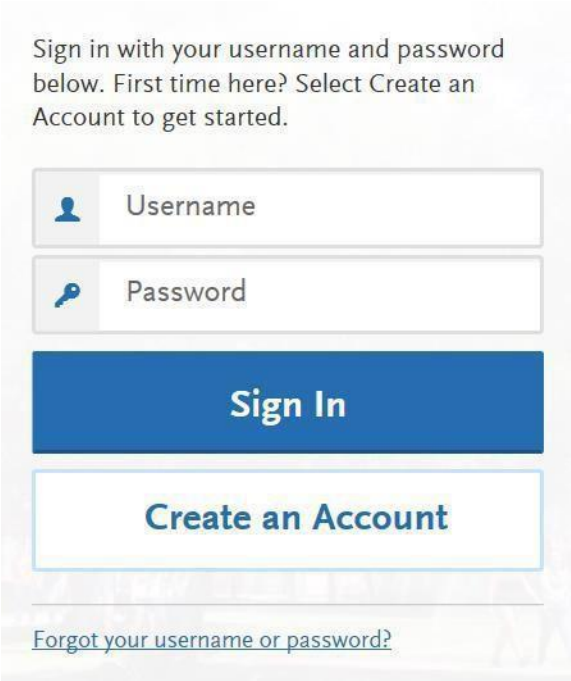
1. **Introduction**: Begin by stating your interest in the MBA program and your motivation for applying.
2. **Program Alignment**: Explain why you are interested in this specific MBA program and what makes it a good fit for your goals.
3. **Conclusion**: Summarize why you are excited about the MBA program and how you believe it will help you achieve your career goals.

CSU Apply FEMBA Steps/Instructions

1. Go to CSU Apply Website: https://www2.calstate.edu/apply
    - Make sure you click on APPLY for **Summer 2027**

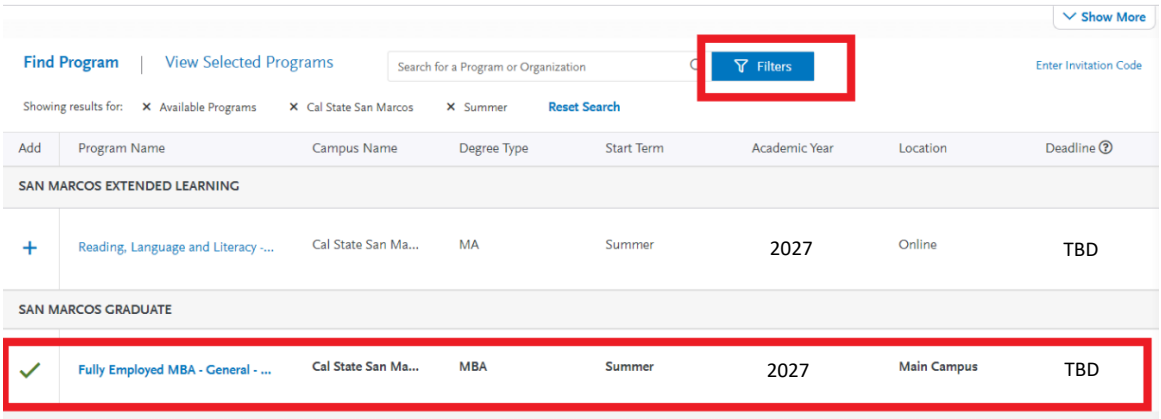


2. Create a username and password then login

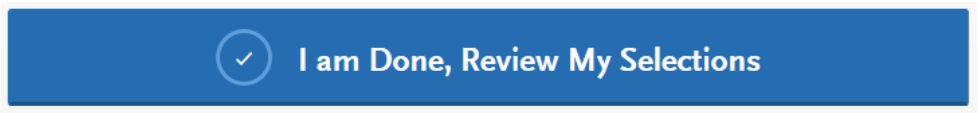


3. Complete Your Profile
    - Degree Goal: Graduate (e.g. Master's)
    - Returning: choose yes or no
    - US Military Status
    - International Applicant

4. Start Your Application in the "Add Program" tab. Filter for the following:
    - Campus: Cal State San Marcos
    - Start Term: Summer
    - Source: Campus



    - Once you choose Business Administration press the I am Done, Review My Selections button

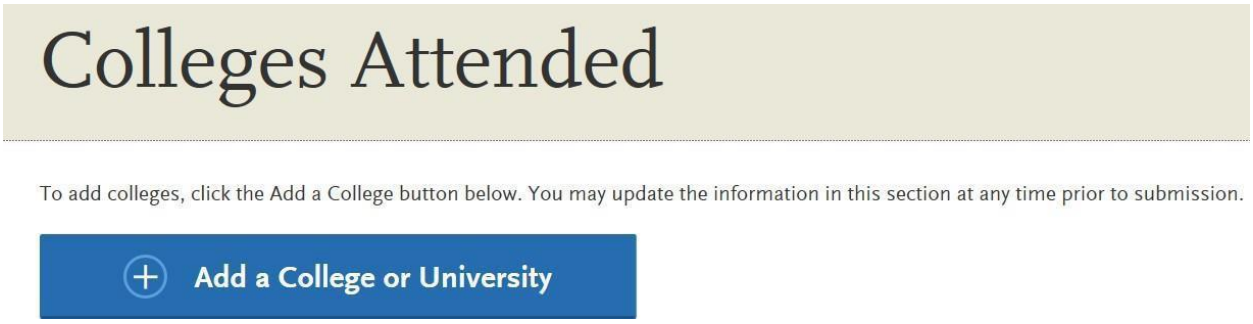


5. Press the Continue To My Application button and start working on the quadrants
6. Quadrant 1: Personal Information
    - Release Statement
    - Enter remaining Biographic Information
    - Contact Information
    - Citizenship/ Residency Information
    - Race & Ethnicity
    - Other Information

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
- Credentials

7. Quadrant II: Academic History
    - Colleges Attended
        i. Press Add a College or University



- Add your Colleges or Universities
- Press and complete Transcript Entry (tab on left)

On the Transcript Entry portion, select:

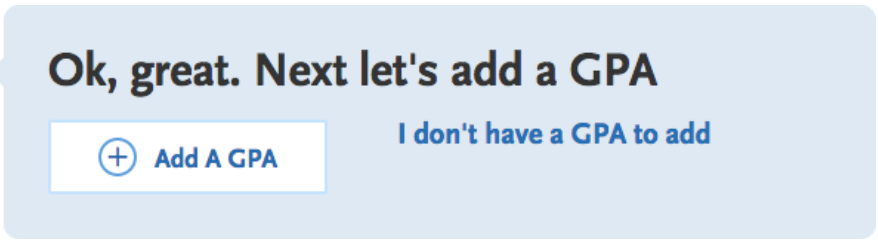


You will need to submit all official transcripts to:

Office of Admissions
California State University, San Marcos
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. If degree is currently in progress or you do not know your GPA, press I don't have a GPA to add



- Press and add Standardized Test Scores (left tab). Click the button below.

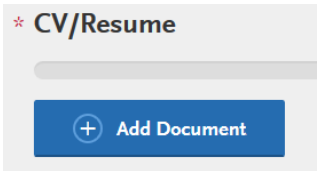


8. Quadrant III: Supporting Information
    - Experiences
        i. You are not required to enter any experiences. Press:

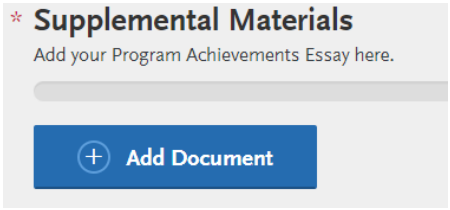


ii. You will upload your resume at a later time

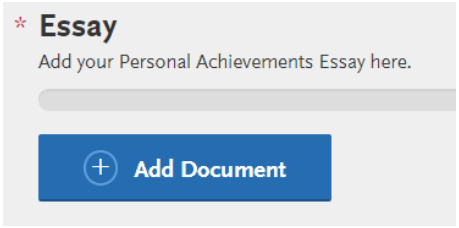
9. Quadrant IV: Program Materials
    - Home
        i. Review all application and admission requirements
    - **Documents**
        i. Scroll down and upload all required supplemental application material
        ii. Upload CV/Resume



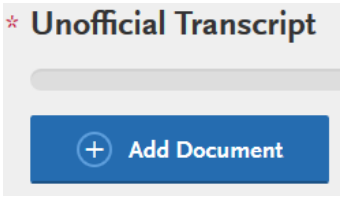
iii. Upload Program Experience essay



iv. Upload Personal Achievements essay



v. Upload all Unofficial Transcripts



1. **You will need to add all unofficial transcripts to one document**

- **Recommendations**
  i. Add two professional references
  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
      5. Personal Message/Notes
  iii. This is a sample of the email your recommender will get

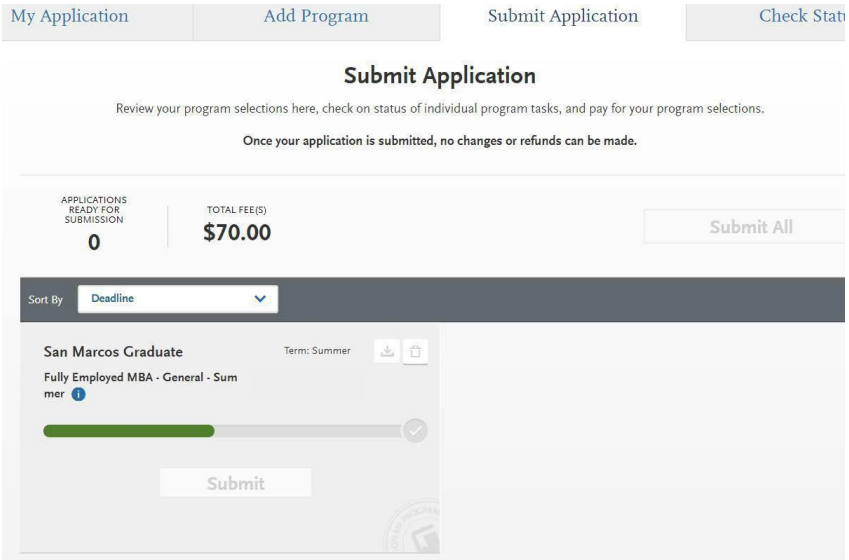
Your Personal Message/Note

Dear D[redacted] T[redacted]
S[redacted] V[redacted] has requested that you provide an online recommendation as part of their application to the CSU.
Access the Cal State Apply Recommendation Portal
S[redacted] V[redacted] provided the following comments to you in their recommendation request:
test campaign
To help you create and submit this important information for the applicant, please follow these steps:

1. Navigate to this URL: https://recommendations.liaisoncas.com/recommendation/ui/login
2. If this is your first time accessing the Evaluator Portal, you will need to create an account.
3. If you have previously created an account, use the login information previously established to log back in and complete this evaluation.

After logging into the Recommendation Portal, you'll be taken to an account page where you add your details and contact information, then you will be able to Accept or Decline the recommendation request.
If you accept the request, click the Accept button, then click the applicant's name to open the recommendation form.
If you have technical questions about this recommendation request, please contact Liaison Student Support at **857-304-2087** .
Sincerely,
Cal State Apply

10. Submit Application
    - Press Submit Application (tab on top)
    - Press submit and pay $70.00 Application Fee



Please contact the MBA Office at mba@csusm.edu or 760-750-4267 if you have any questions.
You can review our application requirements here: https://www.csusm.edu/mba/femba/apply.html