SMBA Application Requirements and Guidelines

Thank you for your interest in the Specialized 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 the information stated is true and correct. After this step, the registrar office will email you with 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 begin the application please use this packet as a guide. For additional questions, please email the MBA office at mba@csusm.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 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 14 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 Specialized MBA program.

SMBA 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 Statement Essay
        ii. One Letter of Recommendation
        iii. Resume
        iv. 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.

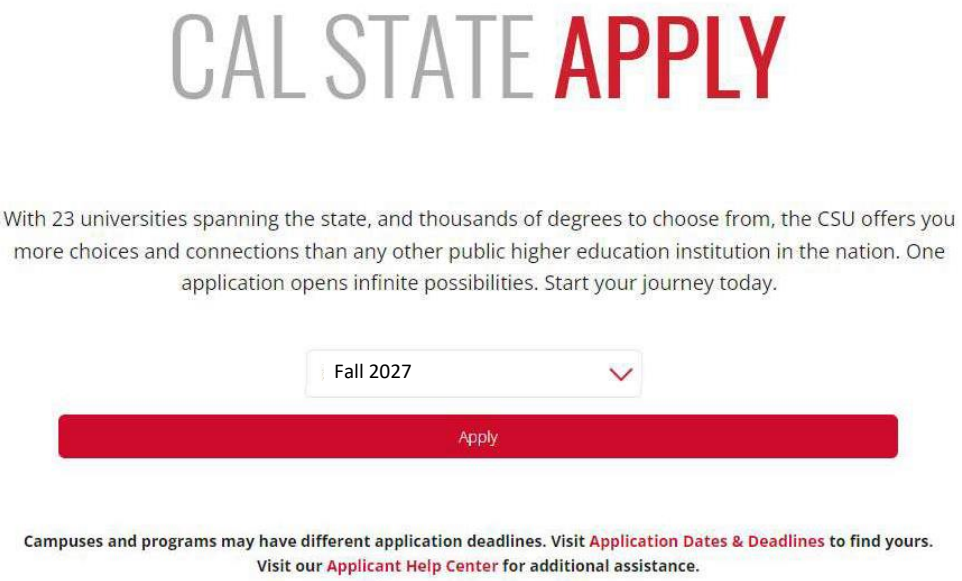
Statement of Purpose Writing Instructions:

In your Statement of Purpose, you are expected to provide a comprehensive overview of your background, career achievements, goals, and your specific reasons for seeking admission to our specialized MBA program. This statement should encapsulate both your personal achievements and your expectations from our program, demonstrating a strong alignment between your aspirations and what our MBA program can offer. Please adhere to the following guidelines:

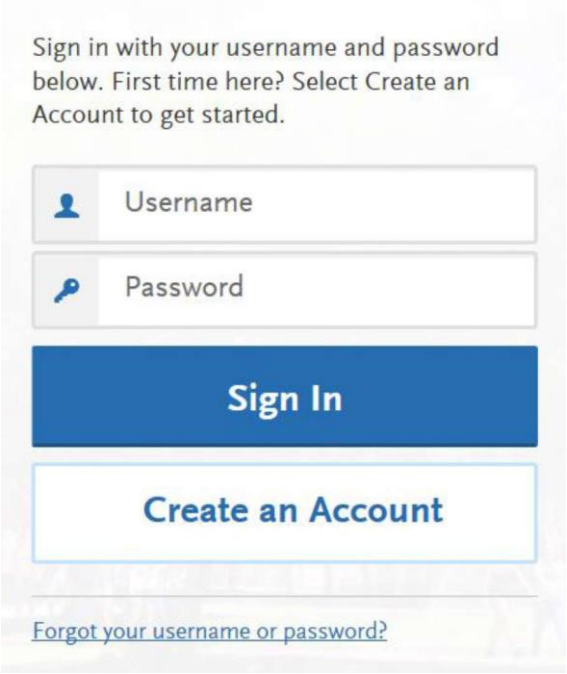
1. **Introduction and Background (Personal Achievement Aspect):**
    - Begin by introducing yourself, including your name, current career position, and a brief overview of your career journey.
2. **Career Achievements (Personal Achievement Aspect):**
    - Share your most significant career achievements, emphasizing any major projects or responsibilities you have undertaken. Highlight the impact of these achievements on your professional development.
3. **Program Alignment (Program Experience Aspect):**
    - Articulate why you are interested in our Specialized MBA program. What sets our program apart, and how does it align with your career goals? Be specific about what you find appealing in our program.
4. **Conclusion (Combining Both Aspects):**
    - Summarize your career achievements, aspirations, and why you are enthusiastic about our Specialized MBA program. Explain how you expect our program to help you achieve your career objectives and address the areas you wish to improve.

CSU Apply SMBA Steps/Instructions

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



2. Create 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. Select the program to which you want to apply
    - Campus: Cal State San Marcos
    - Start Term: Fall
    - Source: Extended Education



    - Select Specialization: Business Analytics, International Business, Strategic Sustainability or Supply Chain Management
        i. You can change your specialization later
5. Click on the "I am Done, Review My Selections" button



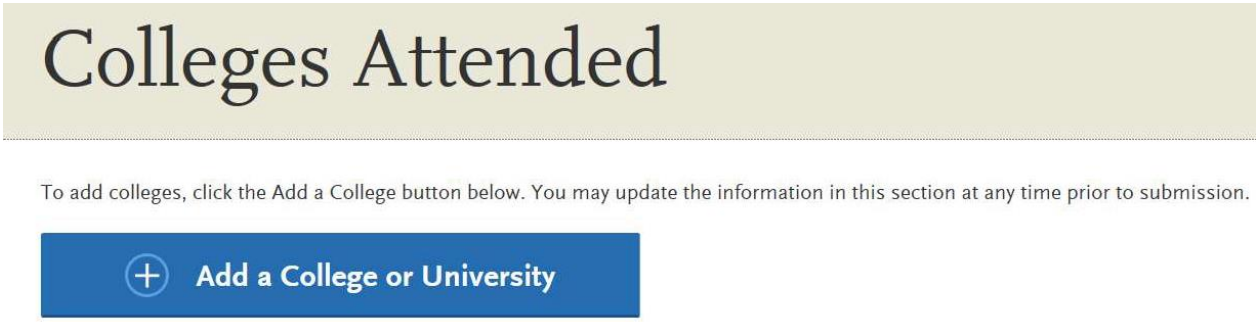
6. Click on the "Continue To My Application" button and start working on the quadrants



7. Quadrant I: 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

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



- Press and complete Transcript Entry, (left tab):
    i. on the Transcript Entry portion, select:



Submit all official transcripts to:

California State University, San Marcos
Admissions and Recruiting
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. Enter your cumulative **GPA** earned for each of your postsecondary institutions

iii. If degree is currently in progress or you do not know your GPA, press I don't have a GPA to add



- Add Standardized Test Scores (optional)



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



    - Documents
        i. Scroll down to the bottom of the website and click the "I am not adding ay documents" link



10. Quadrant IV: Program Materials

- Home



i. Instructions and program details

- Questions



i. Answer all information needed
    1. Additional Information
    2. Statement of Acknowledgement
ii. Press Save and then Close

- Documents

i. Upload
    1. Unofficial Transcripts
    2. CV/Resume
    3. Personal Statement

- Recommendations

i. Add one recommender (academic or professional)
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

11. Submit Application

1. Click on the Submit Application tab
2. Submit and pay $70.00 Application Fee

1. Official transcripts from each college or university previously attended
   Submit official transcripts to:
   California State University, San Marcos
   Office of Admissions
   333 S. Twin Oaks Valley Road
   San Marcos, CA 92096-0001 USA
   Transcripts may also be sent electronically to transcripts@csusm.edu.

To inquire on the status of your application contact the MBA office at mba@csusm.edu or (760)-750-4267.