

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 **“Monterey Bay MBA”** 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, letter of recommendation, and resume. Uploading your unofficial transcript to the portal is required.

If you are having difficulty obtaining an unofficial transcript, please reach out to your admissions outreach advisor at admissions.csumb@elearningctr.com



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

Did you include ALL UNOFFICIAL 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 OFFICIAL transcripts to the correct address:

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

- eTranscript email address: admissions@csumb.edu
- 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 provided [personal statement guide](#) when completing the personal statement?

- You must submit a personal statement that is one to two pages in length and addresses the following question: What makes you a strong candidate for our Online Responsible Business MBA program? Be sure to discuss your professional background and goals in your answer. If your undergraduate GPA is lower than 2.9, please articulate any mitigating circumstances in your personal statement
- Upload the personal statement to the application

Did you include a letter of recommendation? (Optional, Not Required)*

- A letter of recommendation is optional but encouraged
- If submitted, it must be from a current or former employer (supervisor or manager)
- Letters must be uploaded to the online application by the deadline to be considered as part of your file for that term
- Applicants with an undergraduate GPA of 3.5 or higher and less than one year of work experience may submit an academic reference instead of a professional 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