APPLICATION CHECKLIST
ONLINE MBA

Applicants to the Online MBA program are required to submit the following materials and meet the following requirements before the designated application deadline:

☐ Completed online application form
☐ Application fee: $70
☐ Bachelor’s degree with a GPA of 2.90 or higher (on a 4.0 scale)*
  • Applicants with an undergraduate GPA below 2.99 are required to conduct a video interview with the Admissions Committee.
☐ Official transcripts from each college or university you have attended, sent to:
  Graduate Admissions/MBA Program
  Office of Admissions
  100 Campus Center
  Seaside, CA 93955
  eTranscript email address: admissions@csumb.edu
☐ Minimum of 12 months of professional work experience
☐ Current resume or CV detailing the following points:
  • Organizations of employment
  • Titles for each employment position
  • Dates and durations of each employment position
  • Responsibilities of each employment position
  • Accomplishments in each employment position
☐ Personal statement, including a discussion of work experience
☐ Two letters of recommendation**
  • One from a current or former employer (supervisor)
  • One 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

For international students, we also require:
  • TOEFL or IELTS scores
  • Foreign coursework evaluation

Please note that in order to complete this program, you will need to have access to a computer that can run the latest standard version of Office 365 (not merely the simplified version of Office 365 that runs on some Chromebooks, for example). You can view our latest minimum computer requirements (for “Business Administration” students) at the following address: https://csumb.teamdynamix.com/TDClient/1846/Portal/KB/ArticleDet?ID=112275

*The minimum required GPA will increase to 3.0 for fall 2022.
**Letters of recommendation must be uploaded to the online application by the deadline or your file will not be reviewed for that term.