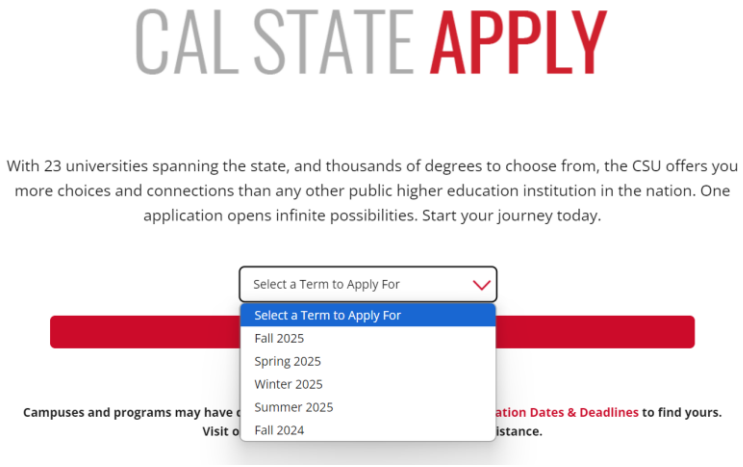
California State University of Los Angeles | College of Business & Economics

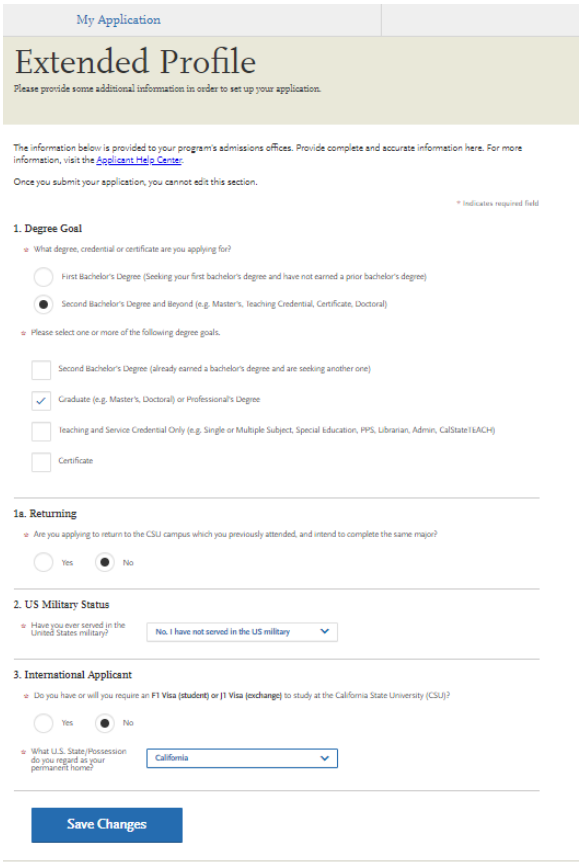
CSU Apply Instructions

Step 1: Select the Term, Create Account & Sign In

https://www.calstate.edu/apply

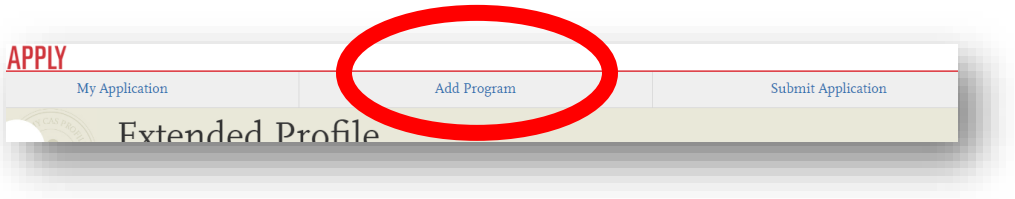


Step 2: Answer questions on Extend Profile

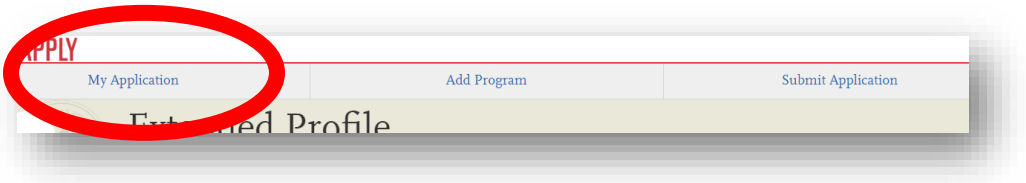


Click "Save" when finished this section!

Click Add Program to choose your program of interest!

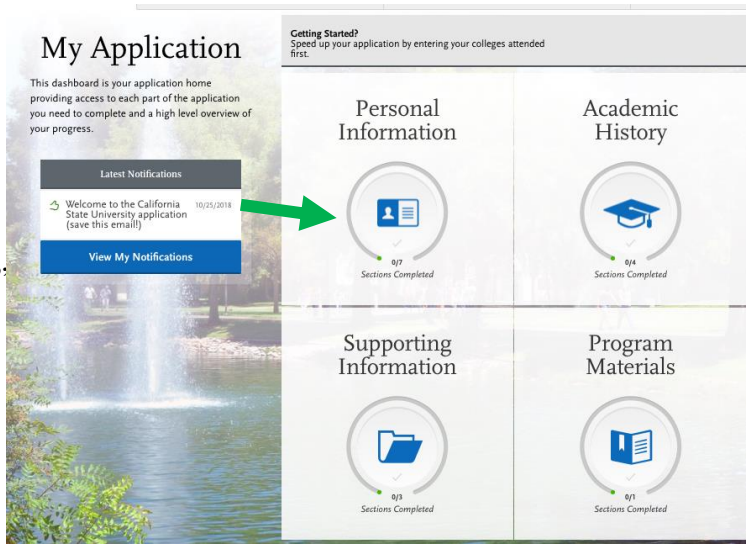


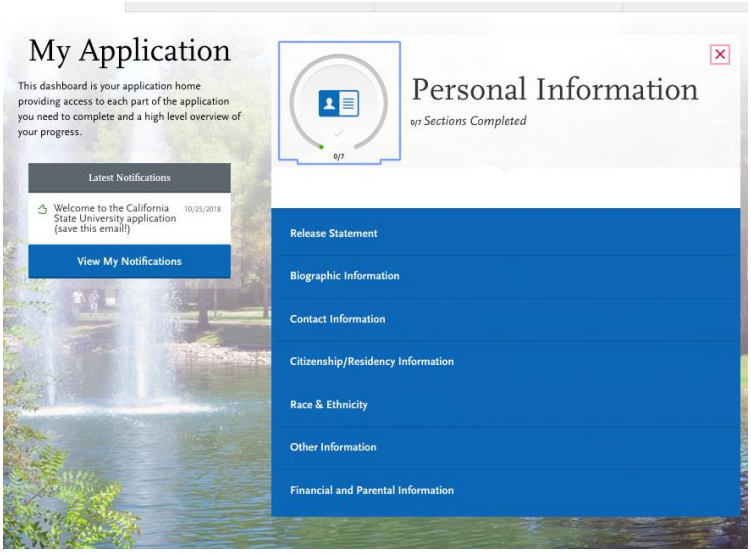
Click My Application to upload your documents.



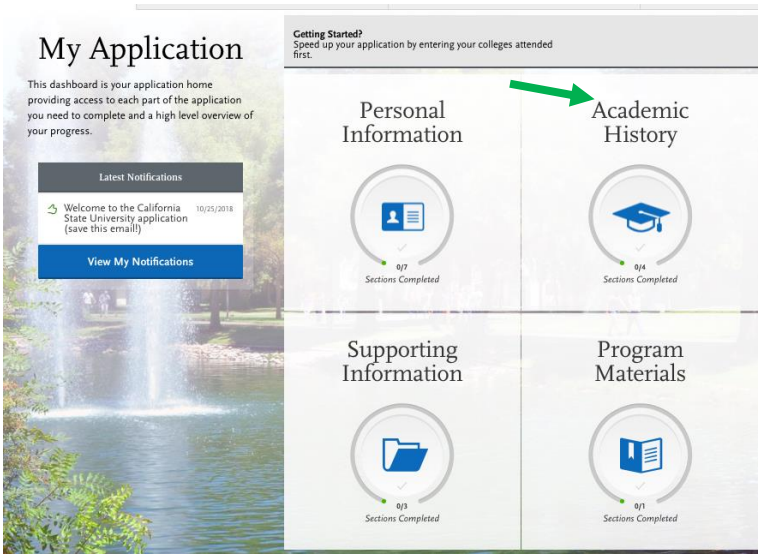
Step 3 : Complete All Four Sections

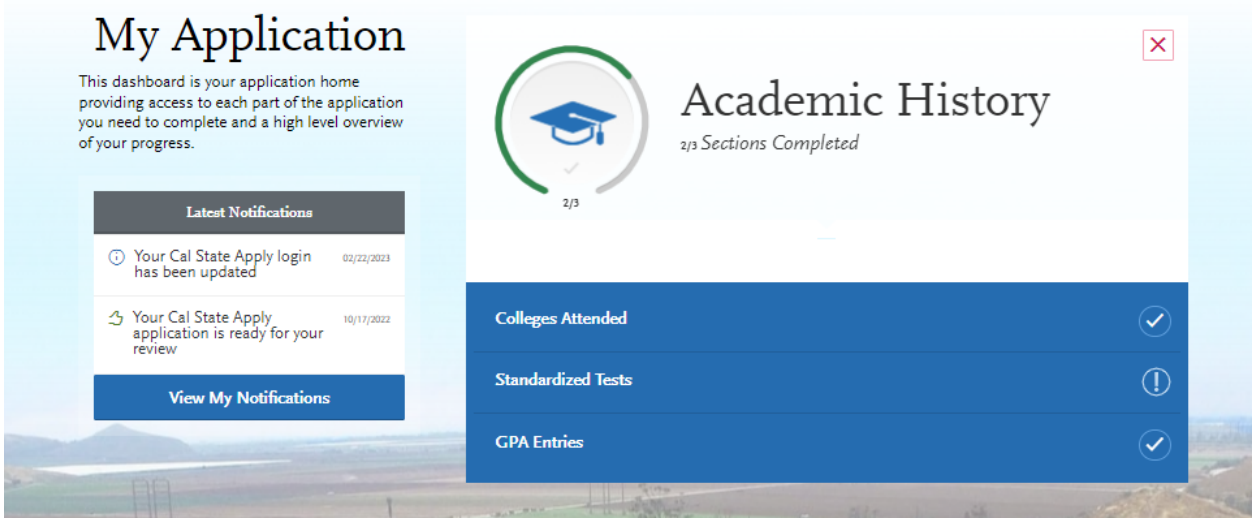
1. Personal Information:
   - Fill out every section in the "Personal Information" tab
   - When you return to this page, the "Personal Information" circle will be colored in green, indicating completion



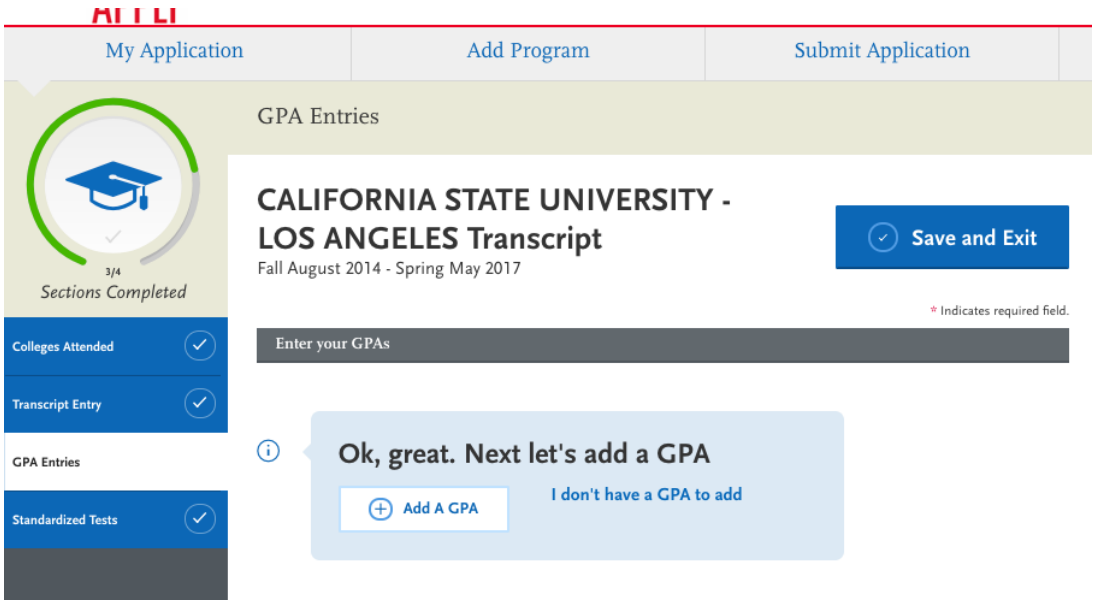


2. Academic History:
   - Click “Academic History
   - Complete the “Colleges Attended” section first



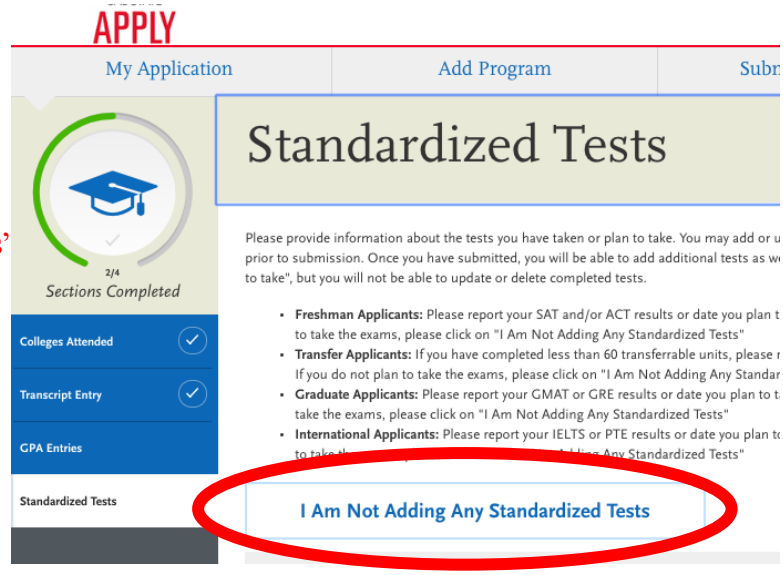


3. GPA Entries & Standardized Tests:
   - Select "I don't have a GPA to add" in the "GPA Entries" tab

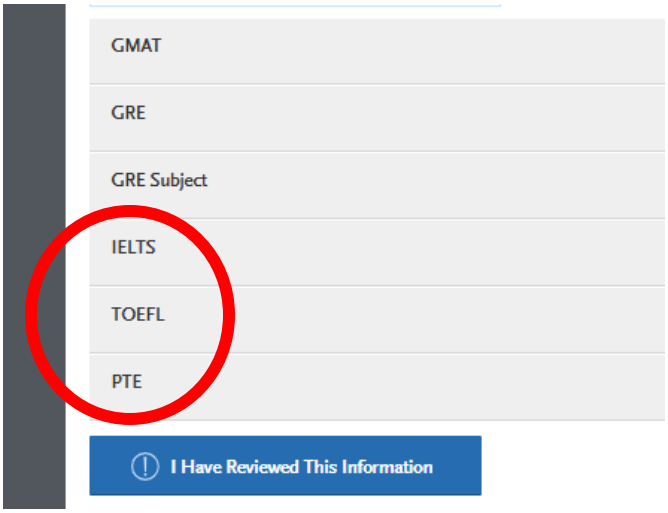


Please note that all supporting documents will be required to upload to the "Program Materials" section. The GMAT/GRE is not required for MBA, MSBA, MSHCM, MAECON, MSA. MSIS applicants can upload the test score report to the Program Materials section.

- Select "I Am Not Adding Any Standardized Tests" in "Standardized Tests" tab. (MSIS applicants can upload the test score to the "Program Materials" section if the GMAT/GRE is not waived).

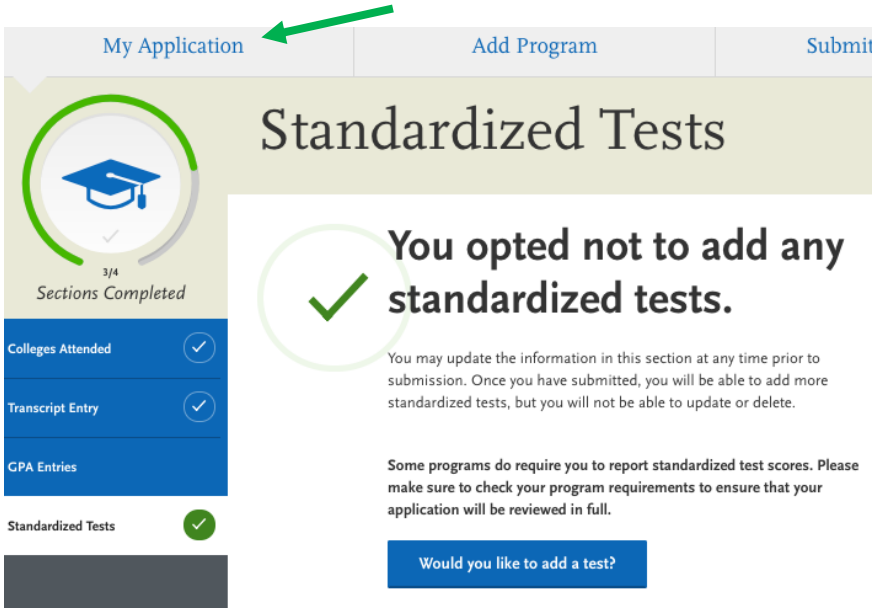


International students who need the language proficiency test must upload their test score report e.g. IELTS, TOEFL or PTE*

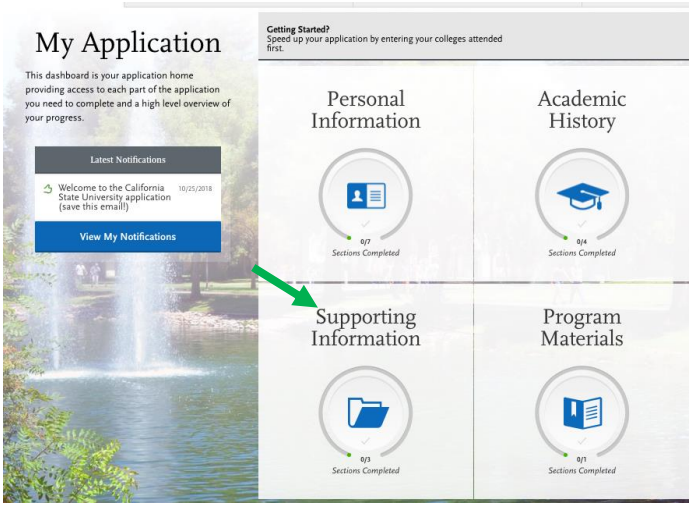


Please note that all supporting documents will be required to upload to the "Program Materials" section. The GMAT/GRE is not required for MBA, MSBA, MSHCM, MAECON, MSA. MSIS applicants can upload the test score report to the Program Materials section.

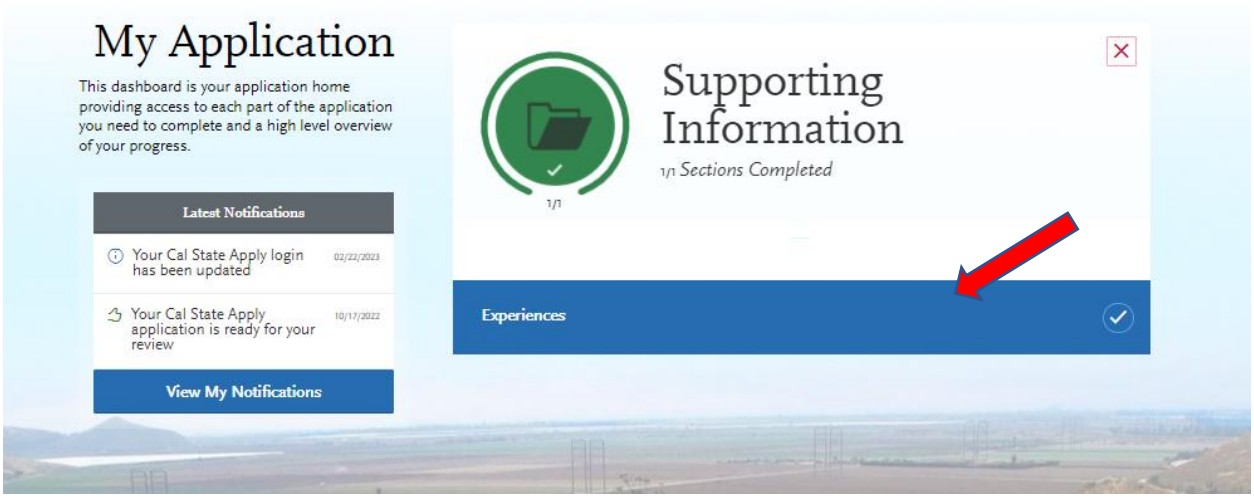
- Once you see the Opt-Out confirmation, click on "My Application" again

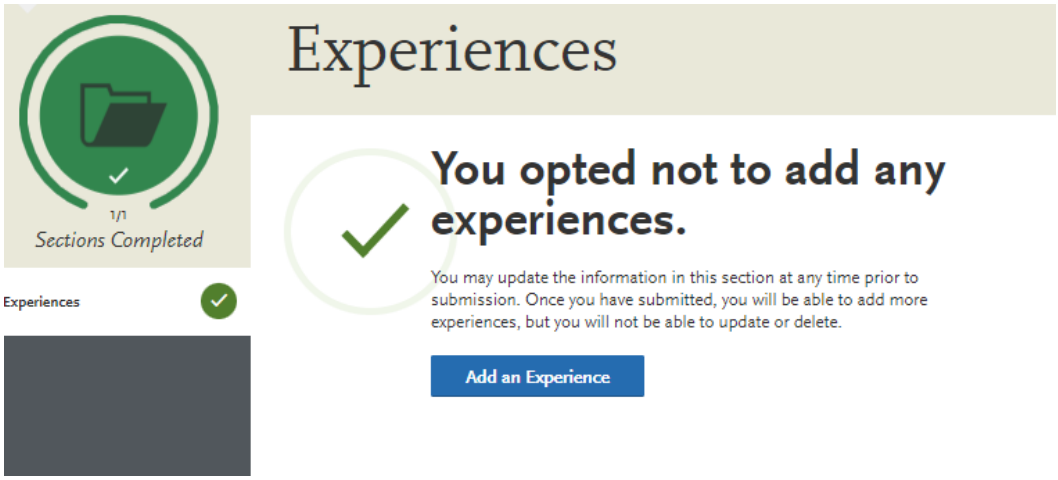


4. Supporting Information:
   - When you return to this page, “Personal Information” and the “Academic History” tabs will be colored in green, indicating completion of sections
   - Click “Supporting Information”
   - Select “Experiences”
   - Choose “I Am Not Adding Any Experiences”
   - Select “Achievements”
   - Click “I Am Not Adding Any Achievements”



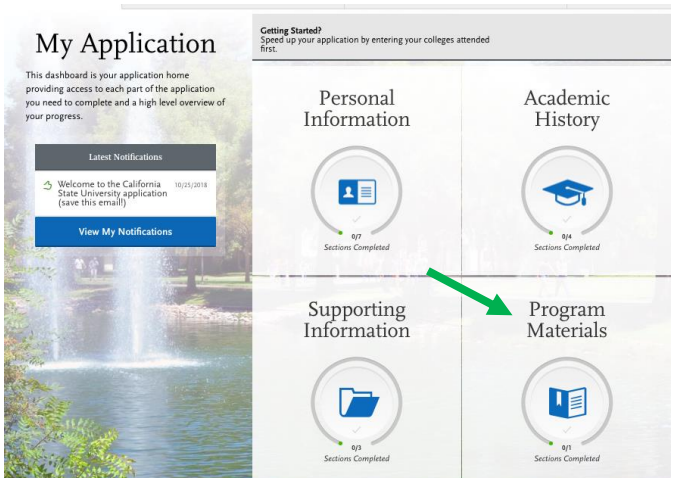
You may opt not to add any experiences as all supporting documents will be required to upload to the “Program Materials” section*





5. Program Materials:

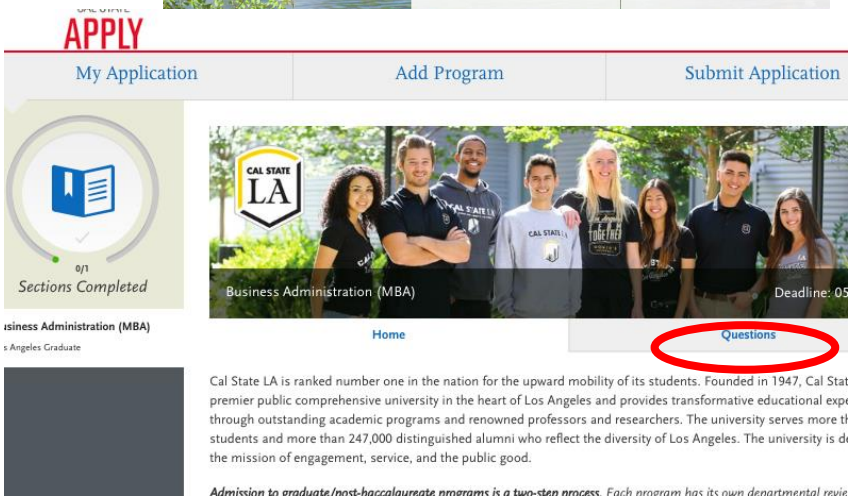
- When you return to this page, "Personal Information," "Academic History," and the "Supporting Information" tabs will be colored in green, indicating completion of sections



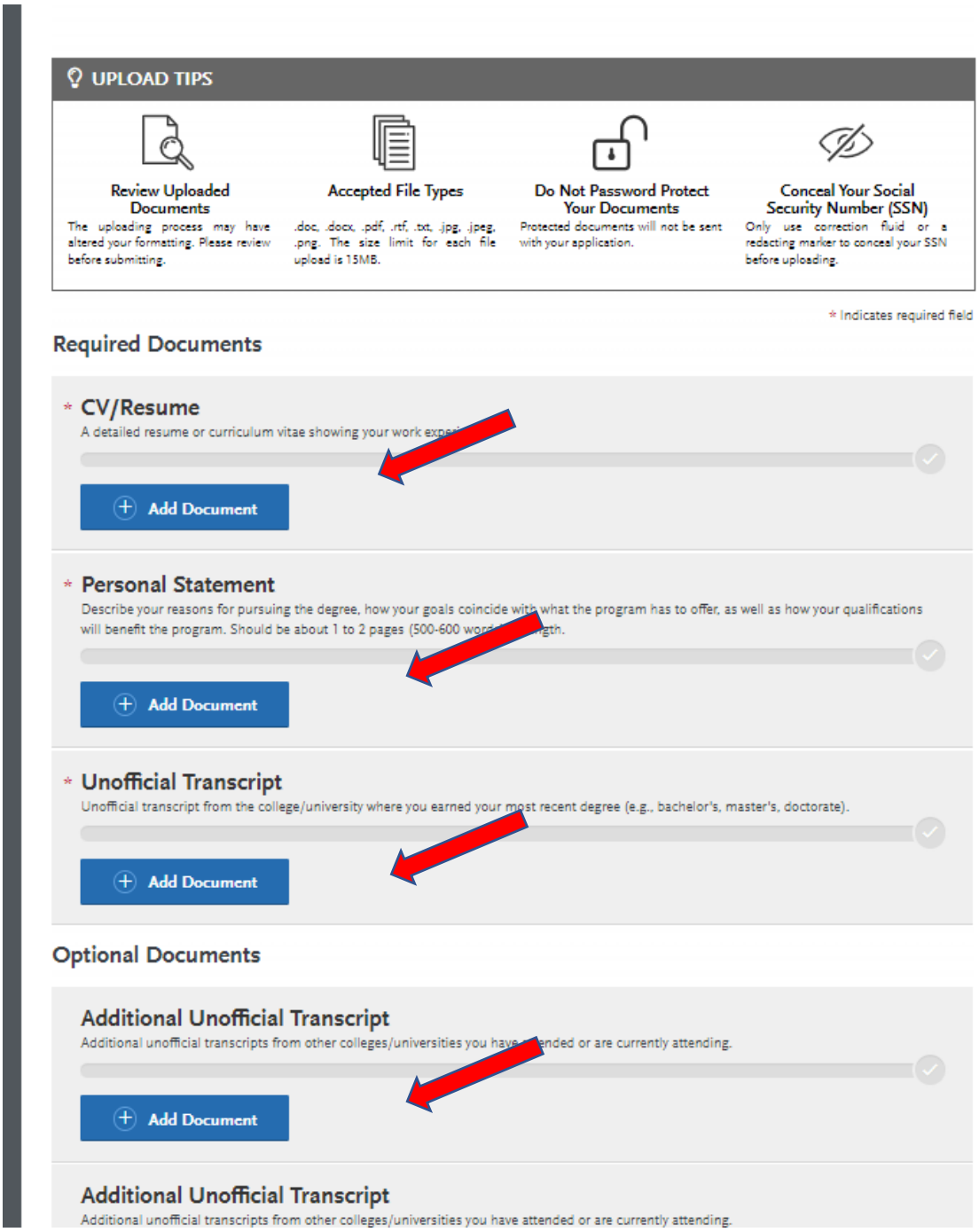
- Click "Program Materials"

- Select "Questions" and insert initials where requested

- You'll then receive a "Saved Successfully" notice

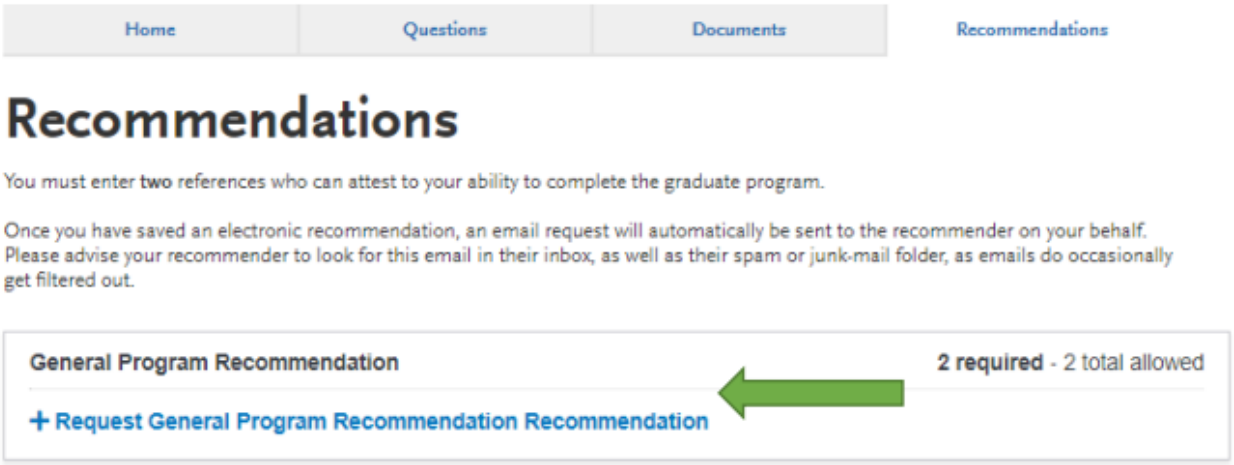


Please upload all required documents to this section e.g. resume, statement of purpose/personal statement, unofficial transcripts (IERF/WES for international students). Be sure to tailor your application to showcase specifically why you are a great fit for the program. If you have any additional documents, you may upload them to Additional Unofficial Transcript tab.



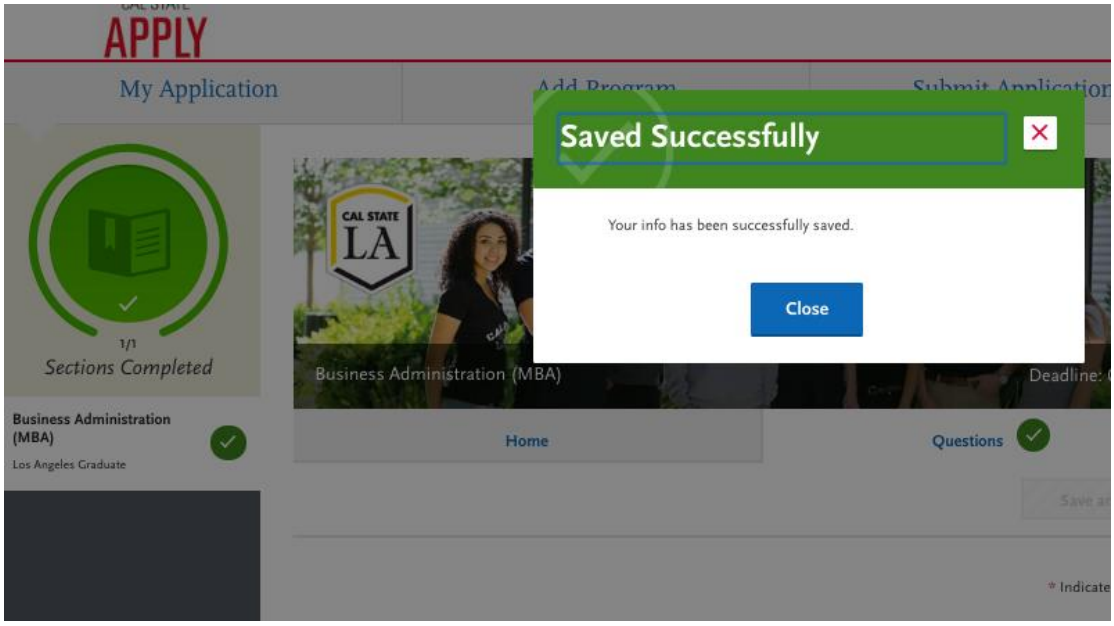
Letters of Recommendation

Two references from individuals who can attest to the applicant's ability to pursue graduate studies. References from employers and faculty members are acceptable. We suggest you contact your recommenders in advance of requesting a recommendation. When you submit your request, you will have the opportunity to write a brief personal message to each recommender. We suggest you do so, thanking them for writing a letter on your behalf and reminding them of the program to which you are applying and the application deadline date.



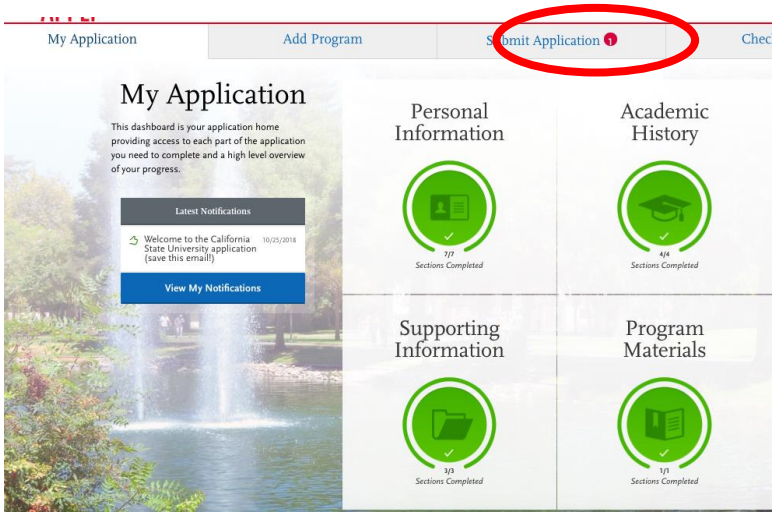
Enter your recommender's contact information. Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

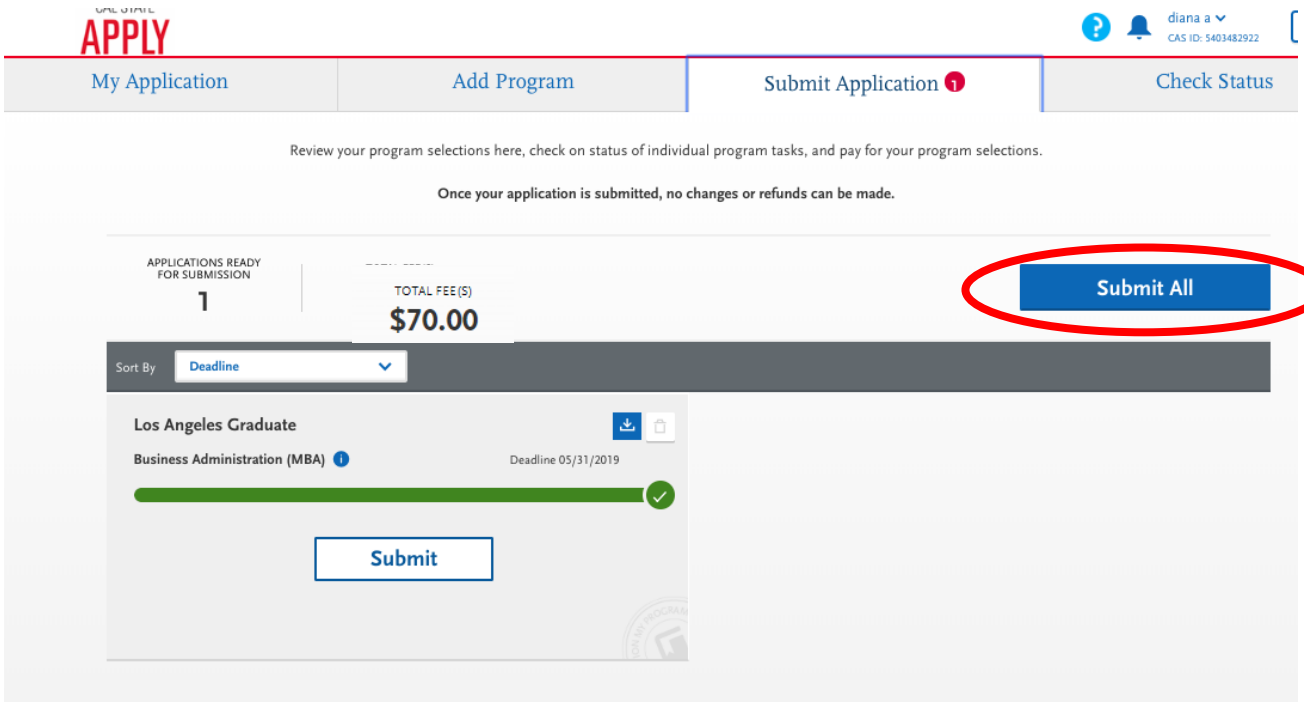
The letter of recommendation requirement is optional for the MS Information Systems program*



Submit Application

- Return to the "My Application" page and verify that all sections are complete using the green circles
- Select "Submit Application"
- Choose "Submit All"
- Follow payment steps and submit completed application





Please note that after your application is submitted, your Campus Identification Number (CIN) will be sent to you via email along with instructions and how to navigate your GET portal. You can check your application status and any missing document online through GET. The entire application process may take up to 8-12 weeks. We encourage you to complete and submit documents as soon as possible. The department review process starts as soon as the documents are received. Submitted documents become the property of California State University, Los Angeles. Documents will not be returned, and copies will not be released to students or third parties.