Thank you for your interest in CSU, Chico’s MBA Program! This Cal State Apply (CSA) guide will navigate you through the online application and admission process.

1. Navigate to the Cal State Apply website: [https://www2.calstate.edu/apply](https://www2.calstate.edu/apply)
2. Select the term you are applying for from the drop down and click **Apply**
3. Create an account for CSA
   a. **Your name**
   b. **Contact information**
   c. **Text notifications permission**
   d. **Username and password**
   e. **Accept terms of application site**
   f. **European Union Data Protection**
4. Complete your profile (note: profile answers are important to answer correctly, as they determine application questions and adaptations as you proceed.)
   a. **Degree Goal**
      i. Select *Graduate* (e.g. Master’s, Doctoral) or *Professional’s Degree*
   b. **Returning**
      i. Only choose **Yes** if you have *previously* been enrolled in the MBA Program at CSU, Chico. **All others should select No.**
   c. **US Military Status**
      i. Choose applicable status
   d. **International Applicant**
      i. Yes= **F1 Visa** (student) or **J1 Visa** (exchange)
   e. **Save Changes**
5. In the dark gray box, choose **California State University- Chico** from the campus drop down menu.
a. From the list of degree options below the dark gray box, select the MBA degree and option you would like to pursue by clicking the + sign next to the degree option. Your choices are:
   i. Business Administration - Enterprise Information Systems
   ii. Business Administration - General
   iii. Business Administration - Project Management

b. Click **I am Done, Review My Selections** when you have made your selection for CSU, Chico’s MBA Program.

c. Click **Continue to My Application** to continue with the rest of your application.
6. Click on **Personal Information** to begin the first quadrant section. There are seven sections to complete in this area. Start by clicking on **Release Statement** and when you are finished click **Save and Continue**. Then click **Continue to Next Section** and repeat the process until you finish filling out all six sections of personal information category (Biographic Information, Contact Information, Citizenship/Residency Information, Race & Ethnicity, and Other Information, and Financial and Parental Information). Then click “save and continue” to move to the next section.

7. Once you have completed the Personal Information section, it will take you to the **Academic History** section and starts with **Colleges Attended**. Click on **Add a College**. Under **What college did you attend?** Type in your college or university until you see it populate in the drop down menu to select your campus.
   a. Add all colleges and/or universities attended since high school. **Include if you earned a degree from that school, type of degree(s) earned, applicable majors/minors, dates of attendance, and term type (semester or quarter).**
   b. Proceed to **GPA Entries**. For each school, click on **Add a GPA**. Then click on **I don’t have a GPA to add**. Do this for each campus listed.
   c. Proceed to **Standardized Tests** and click on **I am not adding any standardized tests**.
      i. Official test scores must be sent electronically to CSU, Chico from the testing provider (GMAT, ETS, etc.) using the test code 4048.

8. Click on **My Application** in the upper left corner of the page get back to the home page of your application. From there, click on **Supporting Information** to work on the third quadrant section. Proceed with **Supporting Information**.
   a. For **Experiences**, select **I Am Not Adding Any Experiences**

9. Click on **My Application** in the upper left corner of the page get back to the home page of your application.

10. Click on **Program Materials** to confirm you have the program option that you plan to pursue in the MBA program.
11. Click on the **red X** in the corner to return to the **My Application** homepage. If all of the sections of **My Application** have been completed, all four boxes should be green and reflect that all sections are complete.
   a. A red number will populate identifying the applications ready for submission.

12. Click on the **Submit Application** tab.
   a. Click **Submit** to proceed to the payment screen for your application fee.

13. Click **Continue** to pay your $70 application fee using a credit card or PayPal.
a. Enter in credit card information and billing address and click **Continue**.

14. Thank you for submitting your CSU, Chico MBA Application!
   a. Now that you have completed the Cal State Apply online application, proceed with sending supporting documentation to complete your application as follows:

**Domestic Applicants**

*Mail official transcripts:*

Office of Graduate Studies  
400 W. First Street  
Chico, CA 95929-0875

*Submit GRE or GMAT test scores electronically:*

CSU, Chico test code = 4048

*Email mba@csuchico.edu:*

Statement of Purpose  
Two Letters of Recommendation and Waivers  
Current Resume  
MBA Scholarship Essay (if applicable)

**International Applicants**

*Mail **two** sets of official transcripts and degree certificates:*

Office of International Education  
400 W. First Street  
Chico, CA 95929-0680, USA

*Mail or email iss@csuchico.edu:*

Financial Support Documents  
Biographic data page from passport

*Submit GRE or GMAT and language proficiency scores (if required) electronically:*

CSU, Chico test code = 4048

*Email mba@csuchico.edu:*

Statement of Purpose  
Two Letters of Recommendation and Waivers  
Current Resume  
MBA Scholarship Essay (if applicable)