

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
- Undergraduate GPA of 2.9 or higher (on a 4.0 scale)
 - Applicants with an undergraduate GPA 2.9 or below are required to conduct an online 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
- One letter of recommendation*
 - Letter of recommendation must be from a current or former employer (supervisor or manager)
 - Academic references and peer references will not be considered

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>

*Letter of recommendation must be uploaded to the online application by the deadline or your file will not be reviewed for that term.