

ApplyWeb MBA Application Instructions

You will be asked to create a log in and password to get started. Please use the log in and password each time you enter ApplyWeb. Note that you can save as you proceed through the pages and save/exit to return and fill out the application later. IMPORTANT: Your application can only be finalized and submitted after all documents are uploaded and all questions are answered.

Page 1

Include your name, address, other contact information, and CSUN ID (if you have one).

Page 2

Indicate the program and term you are applying for: e.g. **Business Administration (spring or fall)**.

Page 3

Include your recommenders' emails and information (after you have asked them directly). One letter of recommendation is the minimum, three is the maximum and two letters of recommendation are preferred. You will be asked to waive your right to view what your recommender writes in their letter. This information is viewable to your recommender.

Page 4

Write a Statement of Purpose using the A-D question prompts listed in ApplyWeb. Your statement should be a short essay, no more than 3 to 4 paragraphs (approximately 1 ½ pages). Be sure to upload the statement once it is completed. Adobe pdfs and Word docx are best.

Page 5

Indicate your educational background. Upload a copy of your unofficial college/university transcripts on this page. Remember to include all courses and institutions attended.

Page 6

Upload your GRE or MAT(GMAT) test scores on this page (if you have them). If you have a 3.0 in your overall GPA at an accredited institution and have one year of full-time professional work experience, you can apply for a MAT (GMAT)/GRE Waiver. Please complete that section on the MBA ApplyWeb application. If you take the GMAT or GRE after you apply, make sure to submit your individualized scores to mba@csun.edu.

Page 7

Indicate your employment/volunteer history, total years of full-time work experience, and upload a copy of your resume.

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Certify electronically that the information given is complete and accurate, to the best of your knowledge, by clicking on the agree box provided with the current date of submission.

If you are one of the first 100 applicants, you were given a coupon code. Please enter the code in the box here:

For official use only:

[Click here to enter your personal coupon code](#)

Without a coupon code, please click submit to proceed to the Payment Processing page to pay the \$30.00 department application fee.

Reminders

- It is the applicant's responsibility to make sure all documents including letters of recommendation are submitted by the department application deadline.
- If you have a recommender who is not responsive, you may log back in to ApplyWeb and provide the name for a different recommender who may be more responsive and assist in meeting the application deadline.
- You can log in to ApplyWeb to view your recommender's progress at any time.
- Once you submit all your information, upload your documents, and certify your information, ApplyWeb will not allow you to go back to make any changes. The one exception is you still may log on to see your recommender's progress or to change your recommenders.
- MAT(GMAT) or GRE scores are due by the stated date on the MBA website under "Admission Requirements." GMAT Waiver forms are submitted to the MBA Program office by emailing mba@csun.edu (see link in Page 6 instructions above)
- Only complete department applications that are submitted by the application due date will be reviewed by the application committee.