



GRADUATE ADMISSIONS CHECKLIST



APPLICATION FILING PERIODS

- **Fall Term** | October 1 – April 1
- **Spring Term** | August 1 – October 15

(Not applicable for FEMBA or MSIT)

Graduate Business Programs Office
businessgradprograms@fullerton.edu

STEP 1 – CAL STATE APPLY

- Submit the online CSU application | www.calstate.edu/apply
 - In the Supporting Information section of the application, select “I am not adding any” for the following options: Experiences, Achievements and Documents.
 - For the Statement of Purpose section, input the text “sent to department.”
 - Under Academic History, in the Transcript Entry section, select “I am not adding any college transcripts.”
- Submit the application fee (Instructions found in online application)

STEP 2 – SUPPLEMENTAL ONLINE APPLICATION

- Upon submission of the Cal State Apply application, you will receive an email with a unique link and instructions on how to complete our supplemental application. Please be prepared to submit the following items:
 - Statement of Purpose
 - Professional Résumé
 - Leadership and Creativity Statement (Not required for MSIT)
 - Letter(s) of Recommendation
(Optional for all programs except MA Econ – 2 required and MSIT – 1 required)

STEP 3 – SUPPLEMENTAL DOCUMENTS

- Official Transcripts
Two sets of sealed academic transcripts from all undergraduate and graduate institutions from which you have received credit.
- Official Graduate Aptitude Exam Score Report (Requirement varies per program)
 - GMAT | www.mba.com | Select code that matches degree program of interest
 - GRE | www.ets.org | Select code for CSUF College of Business and Economics Graduate Programs: 0235

International Student Requirements

- Translated copy of all degree certificate(s) from previous colleges and/or universities
- Official English Proficiency Exam Score Report if all degrees were obtained outside of the United States (See exceptions: <http://international.fullerton.edu/admissions/transfer-students>)
 - TOEFL | www.ets.org | Select code: 4589 | Minimum: 88 (IBT)
 - IELTS | www.ielts.org | Minimum: 7
 - PTE | www.pearsonpte.com | Minimum: 65
- CSUF Financial Affidavit signed by financial sponsor
<http://international.fullerton.edu/pdf/admissions/financial-affidavit.pdf>
- Bank statement from your financial sponsor's bank (dated within the last year), showing sufficient funding
- Copy of your passport
- Copy of your current I-20 and/or I-94, if you are currently in the United States
(Answers to questions regarding international student required documents are available on the [International Admissions website](#).)

Mail official transcripts and international requirements (if applicable) to:

College of Business and Economics, California State University, Fullerton
P.O. Box 6848 (or 800 N. State College Blvd), Fullerton, CA 92831-6848