APPLICATION INSTRUCTIONS
Executive MBA Program

Fall 2016 Application period
Priority Deadline: December 1, 2015
Final Deadline: March 1, 2016

Step 1) Apply for Admission through www.csumentor.edu.
Submit a California State University application for Graduate Admission along with a $55 application fee. This fee, payable by credit card only, is non-refundable and may not be transferred to another term. Payment must be received for your application to be reviewed. Under “Major/Program Objective” select Business Administration: Executive MBA - External Degree (major code 221705). The term “external degree” designates that the Executive MBA program is a self-support program on a special sessions schedule. When asked to submit a statement of career objectives, please indicate: Sent to EMBA office directly. See below instructions regarding the statement.

Step 2) Update your resume and business card
All students applying to the EMBA program are required to present an updated resume and a business card at the time of the application interview.

Step 3) Schedule application interview
All students applying to the EMBA program are required to interview with the program Director. To schedule an appointment, please contact the EMBA Office at (619) 594-6010 or emba@mail.sdsu.edu. Your appointment will be scheduled after you submit your online application. Please bring a copy of your resume, unofficial transcripts and a business card to your interview.

Step 4) Check on standardized exams requirement
The university requires that all students applying for admission to advanced degree programs present satisfactory scores on the Graduate Record Examination (GRE) General Test or the Graduate Management Admissions Test (GMAT). Test scores should be sent electronically to San Diego State University (Institutional Code 4682 for GRE and 9LT-2P-73 for GMAT). For complete information on the availability of these tests, applicants are invited to contact the Student Testing, Assessment and Research Office on campus.

All students applying for admission to the EMBA program may petition to waive the GRE General Test or GMAT requirement if the applicant holds a professional doctoral degree from an institution whose professional program is accredited. All students applying to the EMBA program may also petition to waive this examination requirement if the applicant has a cumulative undergraduate GPA or Graduate GPA of 3.0 or higher.
Test of English as a Foreign Language (TOEFL)
All applicants who have completed three years of full-time study at the secondary or post-secondary level where English was not the language of instruction must pass the TOEFL test. For testing dates and locations and to schedule an appointment, visit www.toefl.org. SDSU institutional code 4682.

Applicants who demonstrate English proficiency during the interview and have been working in the U.S. for several years may be able to petition for a TOEFL waiver.

Step 5) Submit documents to the EMBA Office:

Executive MBA Program
College of Business Administration
San Diego State University
5500 Campanile Drive EBA 312
San Diego, CA 92182-8232
Attention: Patricia van Damme

Official transcripts
Please request ONE official transcript from ALL colleges and universities you have attended and listed on your online application.

Two letters of recommendation
Please submit two recommendation letters. One of these letters should come from your immediate supervisor and the other from a business associate who can knowledgeably discuss your managerial and academic abilities, accomplishments and potential.

Statement of Purpose (Same statement required in the CSU mentor application)
You can write this into the CSU mentor application or send directly to the EMBA office. This statement should include a description of your short and long-term career goals, and the ways in which you believe the Executive MBA degree will help you to achieve them. This essay should be a maximum of two pages.

Corporate/Individual Sponsorship Form
This is required to insure that your organizational sponsor will agree to allow you to attend classes on the mandatory Fridays and Saturdays, and to determine if your organization plans to cover all or part of your educational fees.

NOTE: Letters of recommendation, statement of objectives, and sponsorship forms can also be submitted via email or fax.

Step 6) Additional requirements for applicants with international coursework

International transcripts
Bring original plus certified copies of your foreign transcripts, mark sheets and diploma to SDSU’s Prospective Student Center. Your originals will be retained for evaluation and returned at a later date. If your transcripts, mark sheets, or diploma were issued in a language other than English, please have your documents translated by a certified translator. Please contact American Translators Association at www.atanet.org