



EXECUTIVE MBA – SAN DIEGO STATE UNIVERSITY

Fall 2017 Application Opens October 1st, 2016

File completion deadlines

1st Deadline: December 1st, 2016 (decision by December 15th, 2016)

Take GMAT/GRE no later than November 15th, 2016

2nd Deadline: Feb 1st, 2017 (decision by February 15th, 2017)

Take GMAT/GRE no later than January 15th, 2017

3rd Deadline: May 1st, 2017 (decision by May 15th, 2017)

Take GMAT/GRE no later than April 15th, 2017

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.

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.

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 can be scheduled before or 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

GMAT (Graduate Management Admissions Test) or GRE (Graduate Record Examination)

Students applying for admission to the EMBA program may have the GMAT or GRE requirement waived if the applicant has a cumulative undergraduate GPA or Graduate GPA of 3.0 or higher or if the applicant holds a terminal degree (PhD., JD, PsyD., EdD etc) from an accredited institution.

Applicants who do not qualify for the waiver, must present satisfactory scores on the GMAT or GRE exams. There is no minimum GMAT score required, but scores above 550 are considered competitive.

Test	Website	SDSU Institution Code
GMAT – Graduate Management Assessment Test	www.mba.com	9LT-2P-73
GRE – Graduate Record Exam	www.ets.org	4682

English Language Proficiency

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those applicants who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must submit official TOEFL or IELTS results.

EMBA 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.

Test	Passing score required	Website	SDSU Institution Code
TOEFL – Test Of English as a Foreign Language	The minimum required score for admission is 80 for the iBT test or 550 for the PBT test. Please note scores must be recent; within the past two years.	www.ets.org	4682
IELTS – International English Language Testing System	The minimum required score for admission is 6.5. Please note scores must be recent; within the past two years.	www.ielts.org/	See IELTS website for instructions

Step 5) Transcripts

Please send to the EMBA office, official transcripts (in sealed envelopes) **issued within the last year** from all U.S. postsecondary institutions attended.

- If you previously attended SDSU, you need only submit transcripts for work completed since last attendance.
- If you are requesting electronic versions of your transcripts please note the following instructions:
 - SDSU can accept electronic transcripts whether they are PDF or EDI but they must be sent directly to our processing unit. The Student Clearinghouse should have SDSU on their drop-down menu which allows the transcript to be sent directly to SDSU's Graduate Admissions office.
 - When ordering your transcripts, you should select San Diego State University from an option menu if available and once San Diego State University is selected you should not alter the delivery information in any way (do not add an email address or an attention line).
 - If a selection menu is not available or San Diego State University is not on the selection menu, then you must send the transcripts to the following email address: TranscriptsForSDSU@sdsu.edu. This will ensure that the transcript is properly routed to the transcript processing center and loaded to SDSU's student information system and document imaging system as quickly as possible.
 - Please keep in mind that electronic transcripts must be transmitted by the institution and not the student. SDSU will not accept transcripts that are e-mailed by the student

International documents

If you have international coursework, you must have your school send us one official original-language record of all academic coursework and proof of degree. For each document you must also send a certified literal English translation, which can come directly from the school itself or from a professional, certified translator. The translation must contain all information shown on the original-language documents.

6) 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.

7) 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 no longer than two pages.

8) 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.

**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**