

## APPLICATION PROCEDURES

### MBA for Executives Program - SDSU

The following are required for a complete application:

1. **The Application for Admission.** Applicants need to submit a California State University Application for Graduate Admission, available at [www.csumentor.edu](http://www.csumentor.edu). When completing the application, be sure to give your full legal name and avoid abbreviations. Under "Major/Program Objective" select Business Administration: Executive MBA - External Degree. The term "external degree" designates that the Executive MBA program is a self-support program on a special sessions schedule.
2. **The \$55 non-refundable application fee.** Please pay this fee online at [www.csumentor.edu](http://www.csumentor.edu). Application fee payable by credit card only. SDSU must receive payment before your application will be reviewed. The application fee is nonrefundable and may not be transferred to another term.
3. **Two copies of official transcripts.** Transcript request forms are available on our website at: [www.sdsu.edu/emba](http://www.sdsu.edu/emba). Please request official transcripts from ALL colleges and universities listed on your application form. ONE copy of EACH official transcript should be sent directly each of the below addresses:

**MBA For Executives Program  
Executive & Specialized Programs  
College of Business Administration  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-8232**

**Graduate Admissions  
SDSU- Enrollment Services  
5500 Campanile Drive  
San Diego, CA 92182-7416**

**International Applicants:** In addition to GMAT results, all international applicants who have not completed three years of full-time study at the secondary or post-secondary level where English was the language of instruction must score at least 550 on the Test of English as a Foreign Language (TOEFL). For testing dates and locations and to schedule an appointment, visit [www.toefl.org](http://www.toefl.org) or call (877) 863-3546. (SDSU institutional code 4682)

4. **Two letters of recommendation.** 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. A *Confidential Recommendation Form* can be found on the EMBA website.
5. **Graduate Management Admission Test (GMAT).** Register for the (GMAT) by visiting [www.mba.com](http://www.mba.com) or calling (800) GMAT NOW. *The GMAT can be waived for EMBA applicants with a 3.0/4.0 scale or higher undergraduate GPA and those displaying a strong/solid quantitative aptitude in their undergraduate or graduate coursework (determined on a case-by-case basis).* Please be sure to use the correct SDSU institutional code (9LT-2P-73) on your GMAT registration form. The Computer Adaptive GMAT is administered by the Educational Testing Service at test centers throughout the world. The GMAT Bulletin can be obtained from the Executive & Specialized Programs office at (619) 594-6010 or [embainfo@sdsu.edu](mailto:embainfo@sdsu.edu). Results will automatically be submitted to the Executive & Specialized Programs office.  
  
**International applicants:** In addition to GMAT results, all international applicants who have not completed three years of full-time study at the secondary or post-secondary level where English was the language of instruction must score at least 550 on the Test of English as a Foreign Language (TOEFL).
6. **Statement of career objectives.** The statement of purpose portion of the online application will be carefully reviewed as it is a required element of the Executive MBA application process. 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, double spaced.
7. **A curriculum vitae/resume of your work experience.**
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. If you will be self-supporting, please ask your employer to confirm their agreement to your attendance and indicate your personal payment option preference on the bottom of the form.
9. **Application interview.** To schedule an appointment for a pre-application interview, please contact the Executive and Specialized Programs Office at (619) 594-6010 or [emba@sdsu.edu](mailto:emba@sdsu.edu).