CAL POLY
GRADUATE PROGRAMS
ORFALEA COLLEGE OF BUSINESS

CAL STATE APPLY – Helpful Hints

This is not a step-by-step tutorial, just helpful hints to help complete your application.
Applications cannot be amended/altered/added to once you hit "SUBMIT".
Remember, April 1 is the application deadline. Priority consideration for applications received by February 1.
Applicant can only apply to one program per campus.

When you set up "My Profile", under "Extended Profile" –
Click "**No**" on the below question as this question does not apply to Orfalea College of Business applicants:

Have you previously attended a CSU campus and are returning to complete that earlier program of study?

○ Yes   ● No

Screenshot of 4 quadrants
(for reference only, these are not numbered on the application):

Quadrant #1 →

Personal Information
7/7
Sections Completed

Quadrant #2 →

Academic History
3/4
Sections Completed

Quadrant #3 →

Supporting Information
4/4
Sections Completed

Quadrant #4 →

Program Materials
0/1
Sections Completed

ACADEMIC HISTORY (quadrant 2):

"Transcript Entry":

You do not need to enter your full transcript. You will **only** enter courses that are in-progress or planned (**NOT** courses already completed).

You will upload your full unofficial transcript in the Program Materials section (quadrant #4)

If you have no in-progress or planned courses to report, select "I am Not Adding Any College Transcripts".

Graduate and Credential Applicants: Only enter courses that are in-progress or planned. Select "I am Not Adding Any College Transcripts" if you don't have in-progress or planned coursework. If you entered multiple colleges in the Colleges Attended section and have in-progress or planned coursework for at least one of those colleges, complete the following tasks:

1. Enter the in-progress or planned coursework under the appropriate college(s).
2. For all other colleges where you don't have planned or in-progress coursework, enter a single completed course for that college. You can choose any completed course.

I Am Not Adding Any College Transcripts

"Standardized Tests":

In this section, you will self-report test scores by clicking "Add Test Score" under each applicable test.

When you take the test, be sure to have your scores sent to institution code 4038. The official scores will be reported back and automatically added to your application.

If you re-take the test at a later date, have your new scores sent as before. Your new scores will be automatically added to your application. We will look at the highest score in each section.

Please inform us if you have re-taken the test, so that we can be on the lookout for new scores to be posted.

SUPPORTING INFORMATION (quadrant 3):

The **Experiences**, **Achievements** or **Documents** sections are optional. However, you may want to complete these sections if you would like to add more information than you feel is included in your resume.

In regard to **Statement of Purpose:**

The Statement of Purpose section states: *"Since your statement of purpose is sent to all the programs you apply to, keep it general. If you plan to apply to only one program, you should still keep your statement general in case you later apply to additional programs."*

However, Cal Poly's Orfalea College of Business would like a Statement of Purpose underline specific to the program that you are applying.

PROGRAM MATERIALS (quadrant 4):

Documents tab -

This is where you will upload your Unofficial Transcript. If you have more than one transcript, these can be uploaded under the "Additional Unofficial Transcript" sections. Cal Poly students can simply upload screen shots of their courses shown on PolyProfile, consolidating into a single file if possible. Your CV/Resume will be uploaded in this section as well.

Please note: You will enter your test scores in quadrant #2 ("Standardized Tests"), not under the "Test Score Report" section in Quadrant #4.

Evaluations tab (for Letters of Recommendation) -

The required number of Letters of Recommendation (titled "Evaluations") will be indicated by the number of sections that appear for your program.
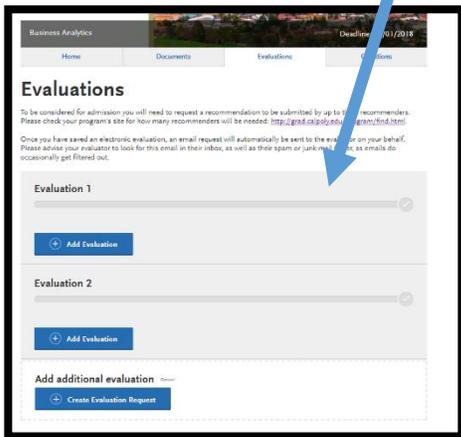
Although it is optional, you are welcome to submit an additional evaluation request, just to be sure the minimum number of required evaluations are received before the deadline.

When you create an Evaluation Request, you must click Yes to "I waive my right of access this evaluation" in order to be able to save the request. You must also enter text into the "Personal Message/Notes" section.

You can submit an evaluation request, and the evaluator will receive the request even if the application hasn't been completed/paid. You can go back into the application after submitting and cancel evaluation requests/add additional ones.

Once the application has been submitted, all evaluations must be received in order for the application to be reviewed.

To resend an Evaluation Request:
Click the Edit button on the request, then at the bottom click "Resend This Evaluation Request"

QUESTIONS?
Contact:
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