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 you complete your application.
Applicant can only apply to one program per campus.

We do have rolling admissions, so it's important to get your application submitted on a timely basis.
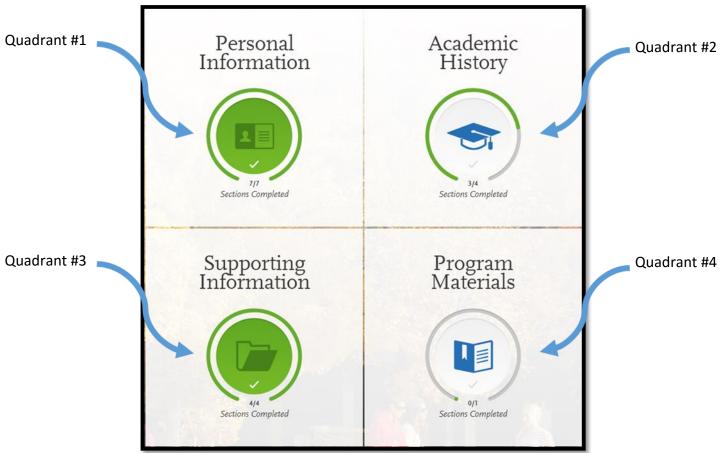
When you set up "My Profile", under "Extended Profile" –

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).

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

Please note that your official undergraduate transcript (from the degree-granting institution) will need to be sent to Cal Poly separately. **Your application cannot be reviewed until this is received**.

Note: Official transcripts are not needed from students who received their undergraduate degree from Cal Poly.

Official transcripts need to be mailed to:
Cal Poly Admissions Office
1 Grand AVE
San Luis Obispo, CA 93407-0031

Cal Poly will also accept transcripts received via Parchment. If your school is registered with Parchment, please select Cal Poly San Luis Obispo as your institution and your transcripts will be sent directly to us.

If your institution provides certified electronic transcripts through a provider other than Parchment, please have those transcripts sent directly from your institution to cptrans1@calpoly.edu.

"Standardized Tests"*:

*Not required for MS Packaging Value Chain applicants (only). Required for all other programs.

In this section, you will self-report test scores by clicking "Add Test Score" under each applicable test. MS Accounting, MS Taxation and MS Business Analytics prefer the GMAT, but the GRE is acceptable as well. MBA and MS Quantitative Economics do not have a preference.

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 our office (contact info below) if you have re-taken or plan on retaking the test.

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 (SOP):**

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 SOP <u>specific</u> to the program that you are applying. If you are applying only to Cal Poly, feel free to make the SOP specific to Cal Poly. Otherwise, you can simply type in the box "See uploaded SOP in Additional Documents section", then upload it in the documents section in quadrant 4.

PROGRAM MATERIALS (quadrant 4):

Documents tab –

Your resume must be uploaded in this section.

If you are uploading your Statement of Purpose rather than entering it in quadrant 3, you can upload it under supplemental material (for details see page 3 of this document).

Although not a requirement, you can also upload any supplemental materials if you would like.

Recommendations tab –

Number of required recommendations for each program:

MBA: 3   MS Packaging Value Chain: 2
MS Accounting: 2   MS Quantitative Economics: 2
MS Business Analytics: 2   MS Taxation: 2

Click "Add Recommendation" and follow the steps to add additional requests.

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 tab –

There are a series of required questions.

QUESTIONS?
Contact:
Orfalea College of Business Graduate Programs Office
(805)756-2637 ▪ cobgmp@calpoly.edu
gradbusiness.calpoly.edu