

## Pre-MBA Application and Admission Process Step-by-Step Checklist

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**The Pre-MBA program is only for students from partner universities. If you are not from one of our partner universities, you are welcome to apply to our Business Administration certificate. Students applying to the Pre-MBA program will be enrolled in the Business Administration certificate to complete Pre-MBA course requirements.**

**Step 1:** Complete [online](#) application form. After application is received we will send you instructions on how to submit your documents.

**Step 2:** Prepare supporting documents

Transcript: transcript or academic records from each college/university attended. An incomplete academic history will significantly delay review of your application. Unofficial (scanned copies/unsealed) transcripts are acceptable for evaluation purposes. Make sure copies are clear, legible, and include name of institution. Also include transcript key/legend (usually located on the back of the transcript). If transcript is not in English, submit transcript in the original language and a certified English translation. *CEL may request official transcripts from you at any point during the application review process*

**Official, sealed academic documents/transcripts must be submitted upon enrollment for full admission to the program.**

Proof of English proficiency: **(only for applicants whose English is not their primary language)** submit a copy of your official TOEFL, IELTS or PTE as soon as it is available and no later than the application deadline.

Test	Minimum Score
TOEFL iBT or TOEFL iBT Home Edition	Overall score 70
IELTS or IELTS Indicator	Overall score 6.0
Pearson Test of English (PTE) Academic	Overall score 50

Depending on your English proficiency test, you may be required to have an official score report sent to the College of Extended Learning. For TOEFL score reports our institution Code is **4721**. Scores are valid for two years after the test date.

Proof of financial eligibility and affidavit: **international applicants** are required to submit a bank letter or financial guarantee demonstrating financial ability to study and live in the US for an academic year in order to receive Form I-20. Financial documents can be submitted with application or after an admission decision is made. See [Financial Affidavit](#) for details.

Passport/student immigration documents: (international applicants only) submit copy of passport biographical page (if available). If you are attending another U.S. School on F-1 student visa, also include copy of your F-1 visa, current I-20, and I-94.

**Step 3:** Submit supporting documents through the link we will provide you.

**Step 4:** Extended Learning reviews your application and documents. If you qualify for the Pre-MBA Program, you will be emailed a Letter of Admissions. If you do not qualify for admission a letter will be sent to you explaining the reason for denial.

**Step 5:** Accept admission offer and pay \$100 non-refundable program confirmation fee. Payment instructions will be sent with the admissions offer by email. NOTE: the program confirmation fee has been waived for Spring 2022 applicants.

**Step 6: International applicants only.** Extended Learning reviews your financial documents, and an I-20 form is issued and sent to your email.

**Step 7: International applicants only.** Apply for the F-1 Visa (if you don't already have a valid F-1 student visa). Visit the U.S. Department of State website <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html> for information about the SEVIS fee and visa application from your nearest U.S. consulate.

**Step 8:** Complete pre-orientation tasks. Detailed information will be sent about 1-2 months before the program starts which includes: setting your SF State password, course selection, health insurance, and immunization records.

**Step 9:** Attend mandatory Student Orientation (1-2 days on the week before classes start). Details will be sent to you about a month before the semester starts.

### **Post Admission and Before classes begin:**

#### **1. Immunization: Measles, Mumps & Rubella**

California State law requires all university students to be immunized against measles, mumps, and rubella. Prepare copies of your immunization records or complete the [Immunization Requirement form](#). This documentation should be presented to the Registrar's Office by the end of the first week of classes of your first semester. If you do not provide proof of immunization upon arrival at SF State, or if you need an immunization, you can get one at the university's [Student Health Services](#) at a cost during your first semester of studies.