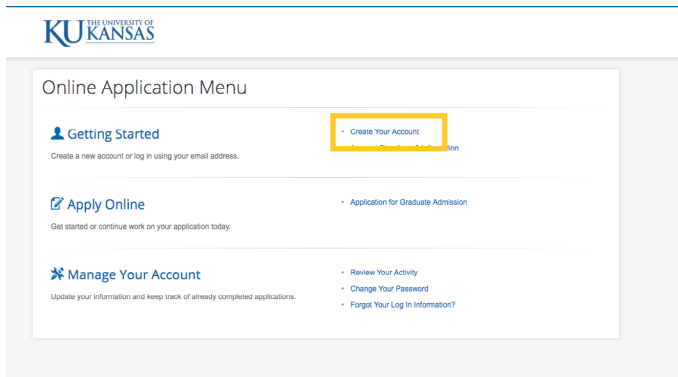


# HOW TO APPLY TO THE ONLINE MBA

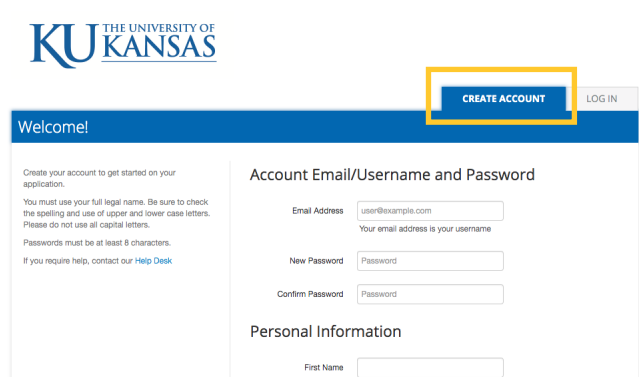
1

To begin the application process, visit our application portal create a log in. Once you have completed this step you will receive an email to confirm your account.



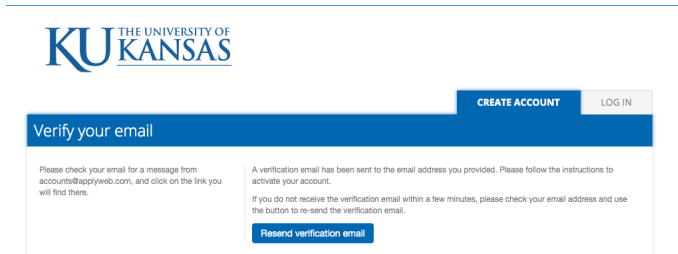
2

Complete the form and click **“Create Account.”**



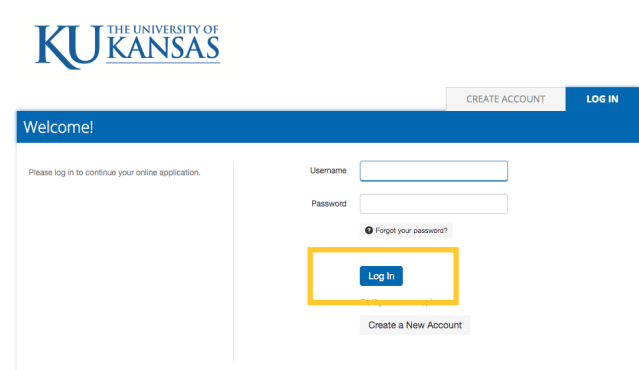
3

You will receive a verification email. **Click the link** in this email to verify your account.



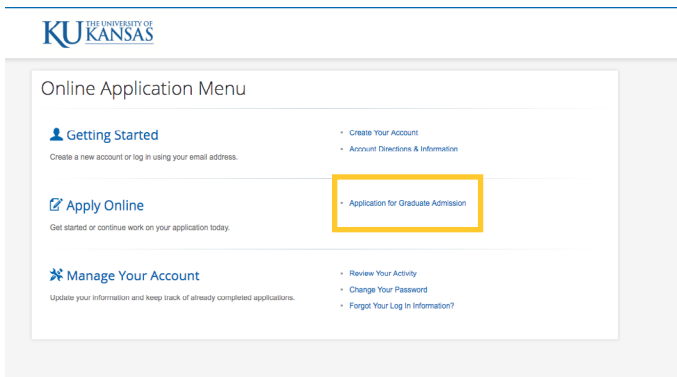
4

You will be directed to a login page. Enter your information and click **“Log In.”**



5

This brings you back to the [application portal home page](#). Click **“Application for Graduate Admission”** to begin.



6

Now, you can start completing your application! Click **“Save”** at any time to save your work, and click **“Next Page”** to progress through the application.

Start from the top and complete the following sections:

- **Application Information**
- **Citizenship Information**
- **Address Information**
- **Personal Information**
- **Program Selection** – Use the search box to find “Master of Business Administration – Online,” select your term, and click **“Confirm Program Selection”**
- **Supplemental Questions** – This is where you will upload your resume and personal statement
- **References** – Add information for two recommenders
- **Education Information** – Upload unofficial transcripts
- **Additional Information** – This section asks a few questions about financial assistance as well as optional questions you can choose to answer or leave blank
- **Submission** – Enter your fee waiver code (if applicable) and certify that your information is accurate; click **“Submit”** when done

**That’s it!**

Review our [Admissions Requirements](#) page for more information.

