Distance Learning MPA Cohort 13 Application Instructions

Due to the unique nature of this particular application period, applying to the program will be somewhat different than in semesters past. The CSU Mentor application will not be available online. You will need to download a hard copy of the Graduate application packet (available on our website) and fill it out by hand.

1. Complete the Graduate Application for Admission

Should be pretty self-explanatory but for a couple of places:

Part A, Sec. G #30—Circle #7-Other Master’s (MBA, MFA, MPA, etc.)

Part A, Sec. G #31-Write in “Public Admin-DL” on the line prior to where it asks for a code. You may also add the Major code to the boxes on the far right if you wish—“21021”.

Part B, top of the page at “Specify major/program objective…” -----Again, write in “Public Admin-DL” on the line prior to where it asks for a code. If you wish to add the code, it is “21021”.

You will also need to submit:

A. One set of sealed, official transcripts from any college or university you have mentioned on the Graduate and DL applications. They will fulfill the requirement for both applications so just order one set.

B. A check or money order in the amount of $55, made payable to “CSU, Long Beach”

Once you have completed the graduate application, please move on to the DL Program application, also available on our website..

2. Fill out the Distance Learning MPA Program Application

With this application you will need to send us:

C. A Statement of Career Objective: No real rules on this, and it doesn’t have to be lengthy. Just tell us a little about why you want to enter the program, your career objectives upon completion, anything you would want us to know about you and what has brought you to our program.

D. Two letters of Recommendation. These need to be originals and must be on letterhead, from professors or employers, past or present.
Distance Learning MPA Cohort 13 Application Instructions, continued

Once you are ready to send in your materials, everything needs to be mailed or walked in to the Distance Learning MPA Office. Nothing is to be mailed to Admissions and Records this time around. We will forward the Graduate Application, fee, and transcripts to them, as is necessitated by the circumstances of this out of the ordinary application cycle.

You will need to deliver to us by mail or in person:

Graduate Application, with:

- 1 set of sealed, official transcripts from all colleges and universities mentioned on the application
- Check or money order in the amount of $55 made payable to “CSULB”

And:

The DLMPA Program Application, with:

- Two letters of Recommendation, hard copies, on letterhead
- a Statement of Objective

Please mail or walk in to:

Graduate Center for Public Policy and Administration
Distance Learning Program
California State University, Long Beach
1250 Bellflower Blvd. SSPA-226
Long Beach, CA 90840-5602

All materials MUST be received by the MPA Distance Learning Office by Monday, October 15th.

If any questions come up along the way, please do not hesitate to email me at scaito@csulb.edu or call at 562/985-4179.

Thank you for your interest in our Distance Learning MPA program. We look forward to receiving your materials and hope you will be able to join us for what we know will be an exciting new cohort in Spring 2013.