

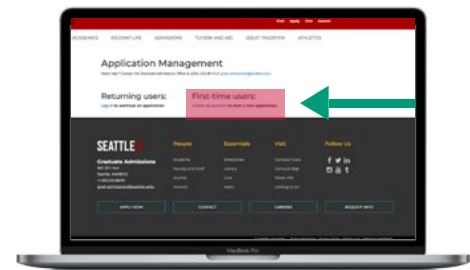
How to Apply to the Online MBA and MSBA

A step-by-step guide to applying for the online graduate business programs at Seattle University.

1. Create Your Account

To begin your online application to a graduate business program at Seattle University as a new user, navigate to the [online application portal](#) and click the **“Create an account”** link located below **“First-time users.”** This will take you to a registration page where you will enter your email address, first and last name, and birthdate.

After you enter this information and click **“Continue,”** you will be sent a temporary PIN number at the email address you provided. Enter this PIN number along with your birthdate and click the **“Login”** button, then set your account password to access the application system.

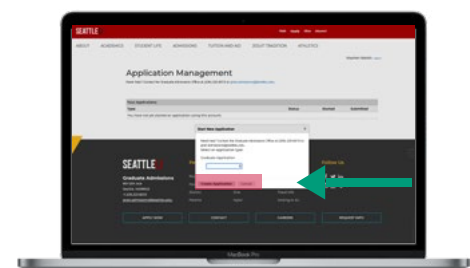
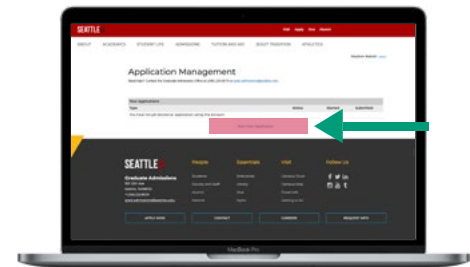


[Take the First Step](#)

2. Start Your Application

Once you reach the Application Management page, you will see a notice that you have not yet started an application. Click the **“Start New Application”** link and select the type of application you would like to fill out from the drop-down menu (new applicants to Seattle University will select **“Degree/Certificate”**).

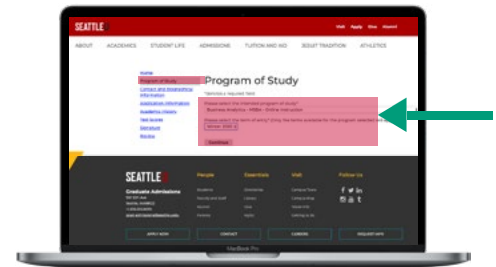
Click **“Create Application”** to add a new application to your account. Once this application appears in the table on this page, click on it and then on the **“Open Application”** button in the resulting pop-up menu to enter the application itself.



3. Fill Out the Online Application

Your next step is to select your program of study from the drop-down menu provided. Under the “Albers School of Business” heading, you will **select either “Business Administration (Professional) - MBA - Online Instruction” or “Business Analytics - MSBA - Online Instruction”** followed by the term in which you intend to begin the program.

Once this selection is made, you will have the opportunity to look over a summary of the application requirements for your program of choice. **Click “Continue” at the bottom of this page and proceed to fill out the Contact and Biographical Information, Application Information, and Academic History sections** with the pertinent information.



Key Tip

Be sure to fill out the “Fee Waiver Criteria” portion of the Application Information section to see if you are eligible for an application fee waiver!

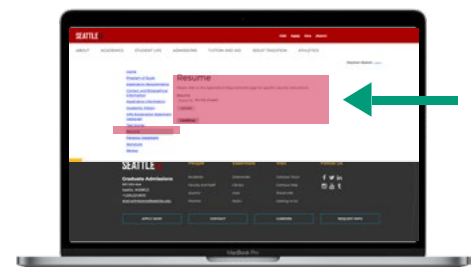
[View MBA Requirements](#)

[View MSBA Requirements](#)

4. Upload Documents and Enter Scores

In the next several sections of the online application, you may **upload your resume/CV and an optional personal statement**. You also have the option to attach a statement specifically justifying your GPA if it is below the 3.0 cumulative GPA required for admission to either the Online MBA or MSBA program.

If you plan to submit GMAT or GRE scores as part of your application, you may enter them unofficially at this time as well. **Official scores must be delivered from the testing agency directly to Seattle University**, however.



Key Tip

Explore our [GMAT/GRE waiver options](#) to see if you might be eligible!

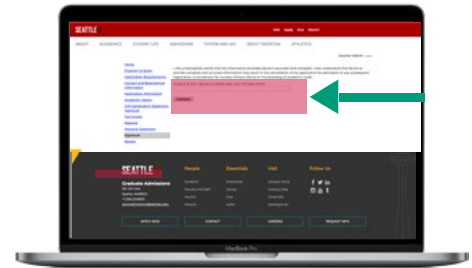
[View Waiver Requirements](#)

5. Sign, Review, and Submit

You're almost there!

After you have filled out all sections of the application and uploaded all relevant documents, **fill out your full legal name in the "Signature" section to electronically verify the accuracy of your application.** Clicking "Continue" will take you to the Review section, where you will be alerted to any incomplete sections that may jeopardize your application.

If you are not quite ready to submit your application at this point, **you may click "Save for Later" in this section and return at any time to complete it.** If you are satisfied that everything is in order, **click "Finalize Application and Pay" to submit the application and pay the application fee.**



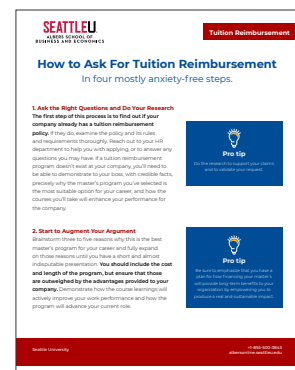
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Key Tip

Now that your application is complete, start looking into the [financial aid options](#) available to you. And be sure to check out our [tuition reimbursement guide!](#)

[View Financial Aid](#)

STILL HAVE QUESTIONS?

Reach out to an Admissions Advisor at +1-855-500-3845 or by email at albersonline@seattleu.edu with any application questions you may have.



[Download Tuition Reimbursement Guide](#)