How to Apply: BusinessCAS at SCU

BusinessCAS is a shared application system used by multiple schools of business across the U.S. It consists of three sections of general information that need only be submitted once to be used on applications for any participating school and one section of university- and program-specific content.

Follow this quick and simple overview to apply to our online business programs at Santa Clara University via the BusinessCAS system.

1. Create an Account

Creating an account lets you work through the application as time allows—you can save your **progress**, step away, and return as needed.

There is no obligation to enroll associated with completing and submitting an application.

- Navigate to the BusinessCAS online application portal and click "Create an Account"
- Fill out the required fields, including name, contact information, and username and password
- Check the box to certify your agreement to the BusinessCAS terms of service, and click "Create my account"

2. Start Your Application

Once you have accessed the online application portal home screen, your next step is to **select your program of choice** from Santa Clara University.

- Click "**Add Program**" in the navigation bar at the top of the screen
- Search for "Santa Clara University" in the search field, then select your preferred program option by clicking the blue plus sign to the left of the program's name so that it becomes a green check mark
  - Online MBA
  - Online MBA (SCU alumni only)
  - Online MS in Finance and Analytics
  - Online MS in Finance and Analytics (SCU alumni only)
  - Online MS in Marketing
  - Online MS in Marketing (SCU alumni only)

- It is possible that this page may have another university's graduate business program already preselected. If this is the case, click on the green check mark next to its name to deselect it

Once you have selected the correct program, click "My Application" in the navigation bar to return to the home screen and begin filling out the online application.

3. Complete the Online Application

The application itself should require **no more than two hours to complete**. It is divided into four sections, each accessible from the application portal home screen:

- **Personal Information**: Release statement, biographical information, contact information, citizenship information, race and ethnicity, and more
- **Academic History**: Colleges attended, transcript entry, standardized test scores, GPA entry
- **Supporting Information**: Experiences (optional), achievements (optional), document uploads
- **Program Materials**: Select your program (Online MBA or Online MS in Marketing), then upload documents, request recommendations, and answer additional questions accessible via tabs on the subsequent page

At any time, you can click "My Application" in the navigation bar at the top of the page to return to the portal home screen.

Don't forget that you may be eligible for a GMAT/GRE waiver!

Online MBA Waiver Details >>
Online MS in Finance and Analytics Waiver Details >>
Online MS in Marketing Waiver Details >>

4. Upload Documents and Request Recommendations

There are several locations in the online application portal in which you must **upload your supporting documents**:

- Your **unofficial transcripts** should be uploaded in the **Academic History** section
- Your **resume/CV** should be uploaded in the **Supporting Information** section
- Your **three business essays**—collected together in one document—should be uploaded in the "Documents" tab of the **Program Materials** section (it will be labeled "Personal Statement" there)

You must also **request your letters of recommendation** from the "Recommendations" tab of the Program Materials section. For each recommender, click the "Add Recommendation" button and fill out the required contact information fields on the subsequent page, including an indication of whether you waive your right to view the recommendation.
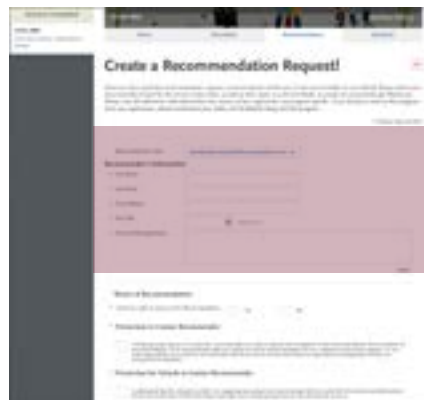
You should **allow up to two weeks to request and submit all supporting documents**.

Need to review your required materials?
[Online MBA Checklist >>](#)
[Online MS in Finance and Analytics Checklist >>](#)
[Online MS in Marketing Application Checklist >>](#)

5. Submit Your Application

Once you have completed all of the required sections of the online application, **proceed to the "Submit Application" tab** in the navigation bar. Here you will pay your $158 application fee and make your final submission of your application.

Your application is ready to be submitted if the green progress bar under "Santa Clara University - Leavey School of Business" is filled to 100 percent and the "Submit" button is active and clickable.

Be sure to double check your application so that you are absolutely certain that all information is correct and all required documents are included. **Once you submit your application, you will be unable to change it or receive a refund for your application fee**.
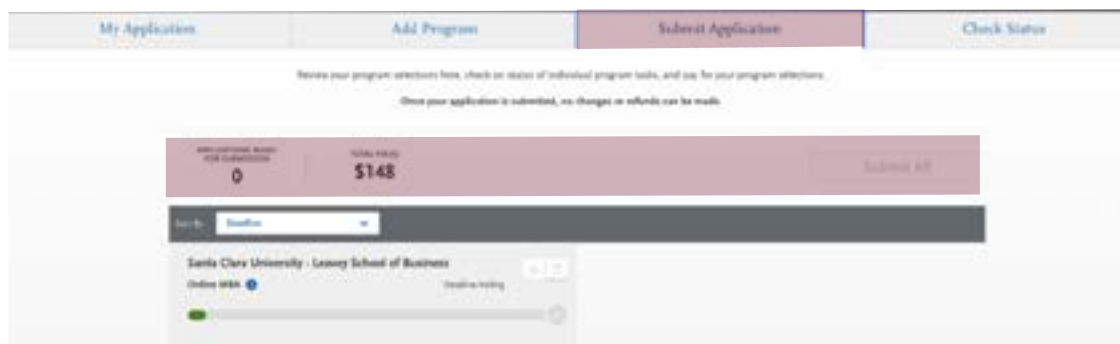
6. Apply for Financial Aid

Congratulations! You have successfully submitted your application to an online graduate business program at Santa Clara University!

But now that you have submitted your application, how will you pay for your degree?

Santa Clara University offers several exclusive scholarship opportunities to Online MBA students and we can help you identify additional options for financing either your Online MBA or Online MS in Marketing degree.

Start by submitting your Free Application for Federal Student Aid (FAFSA), and then consider whether you could be eligible for tuition reimbursement through your employer, the military, or another government organization.

Santa Clara University's FAFSA Code: **001326**

Looking for more information?
Online MBA Tuition and Financial Aid >>
Online MS in Finance and Analytics Tuition and Financial Aid >>
Online MS in Marketing Tuition and Financial Aid >>