How To Accept the Offer: A Step-by-Step Guide with Visuals

Take the below steps to accept your offer. Included in this guide are visuals to support you in the process.

1. Log in to your application. You will see Status Page at the top. Under the Status Update subtitle, click "View Update>>".

Status Page

2. Your offer letter will then appear. Carefully review and click on the hyperlinked phrase "indicate your decision".

Offer Letter

On behalf of the MBA program/department it is a pleasure to inform you that you have been admitted to the _____ program at the University of California, Riverside (UCR) for Fall 2025. We are excited about the prospect of having you join their program.

The academic community in the MBA program is a thriving one that will provide you with an outstanding opportunity to learn from faculty and researchers who are international leaders in their field and are fully committed to helping you succeed and graduate with your Master of Business Administration.

In addition to the program resources, the Graduate Division strives to offer programming to support your intellectual growth and provide the tools necessary to meet your professional and educational goals. This includes the Writing Center and GradQuant providing you with workshops and one-to-one consultations throughout your time at UCR.

Enclosed you will find a letter regarding your package for employment concurrent with your studies as a graduate student. In total, your package represents an estimated minimum value of _____

If you have any questions, please do not hesitate to contact The School of Business Graduate Admissions Office through your application status portal. We understand this is an important decision that impacts your future and are happy to answer any of your questions.

We ask you to let us know your decision by April 06, 2025. All admitted students who intend to enroll must submit a non-refundable professional fee deposit of US $1,000.00 at the time of formal acceptance. We kindly ask that you inform us of your decision as soon as possible by submitting your decision reply form.

Congratulations again on your success in being admitted. We hope you will choose to pursue your graduate studies here at UCR!

Sincerely,

Lidia Kos, Ph.D.
Vice Provost and Dean of Graduate Studies

Scholarship Award Letter

Congratulations on your admission to the University of California, Riverside. I am pleased to inform you about the details of your financial award for the duration of your time in the Accounting, Auditing and Assurance program from The A. Gary Anderson Graduate School of Management. Our decision was based on the strength of your academic background and your potential for success in our program.

This award consists of the below funding, applied over the program duration.

MPAc Financial Award:
Total:

We hope that this award will facilitate your pursuit of an MPAc degree at UC Riverside. This financial award is contingent upon maintaining an active student status each quarter. You must remain in good academic standing with a minimum 3.0 GPA to receive your award each quarter.

★ Please accept this scholarship award as soon as possible but no later than
If you have any further questions about the funding above, please contact us at agsmadmissions@ucr.edu. Once again, congratulations to you.

Sincerely,

Yunzeng

Yunzeng Wang
Dean, School of Business

UC RIVERSIDE

GENERAL REGULATIONS FOR FELLOWSHIP HOLDERS

*Note: If you received a scholarship award as inidcated by an additional letter, you can disregard the link to accept the scholarship award. See step 3 below.

3. Submit the decision. **Please note**: By submitting the Decision Reply Form and selecting "I ACCEPT my offer of admission", **you are accepting both the admission offer and the scholarship award (if applicable)**.

Decision Reply Form

Do you accept your offer of admission?
- ⦿ I ACCEPT my offer of admission
- ○ I DECLINE my offer of admission

Program Staff Assigned
[Irene Song ▾]

By accepting this offer of admission, you agree to pay the NON-REFUNDABLE US$1,000 enrollment deposit.
$1,000.00

[Submit]   [Cancel]

4. Once you have indicated your acceptance, log back into your application **and view your application status**. Click on the message to submit payment for the $1,000.00 USD non-refundable Student Intent to Register (SIR) deposit to reserve your seat in the program. **Your admission acceptance is not final until your SIR deposit has been successfully received.**

Note: Do not go back to the "indicate your decision" link in your offer letter after submitting your decision. An access denied message will appear if you do.

Application Status for

F

If you need to contact us regarding your application, provide your name and this reference number: 142809593.

Status Update

An update to your application was last posted April 7, 2023.

View Update >>

Payment Due: 1,000.00 USD

✖. Awaiting   Enrollment Deposit - Submit Payment for 1000.00 USD

Verify Address
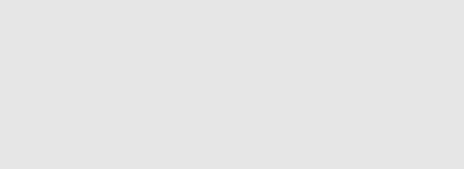
Payment Page

How would you like to pay?		Description
		SIR AGSM FALL (Enrollment Deposit)
Payment amount		
$1,000		Subtotal
* Payment method		
		Total $1,000
New credit or debit card		

AMERICAN EXPRESS   DISC●VER   JCB   MasterCard   VISA

* Card number

⊙ Card number required

* Expiration date   *** Security code** ⓘ

MM / YY

* Zip/Postal code

International cardholders may input "N/A"

☐ This site is owned and operated by Transact Campus, Inc. I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement.

rypted payment   Cancel   Contin

5. **_For International students only_** - Once payment has been submitted, you will receive an email entitled "Confirmation of Acceptance to Graduate Study Offer". Log back into your application portal to access the I-20 form. It may take some time to populate after submission of payment.

   Click on "Verify Address", which will lead you to the next page of your application status. Under the "Forms" section, you will see the Graduate I-20 Form

Application Status for [redacted] F[redacted]

If you need to contact us regarding your application, provide your name and this reference number: [redacted]

Status Update

An update to your application was last posted [redacted]

View Update >>

Verify Address

We have your addresses listed as follows:

Application Checklist   Application Submitted: [redacted]

Status	Details	Date
✖. Awaiting		
✔. Waived		
✔. Waived		
✖. Awaiting		
✔. Received		
✔. Received		
✔. Received		
✖. Awaiting		
✔. Received		
✔. Received		
✔. Received		

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

Forms

Optional   Graduate I-20 Form

Account Tools: Change Email Address   Change Password   Logout

6. Within 1 – 5 business days, you will receive additional emails with instructions to set up your UCR account (e.g. your Net ID, UCR email, Multi-factor Authentication, etc.) and a separate email from ucr_agsm@ucr.edu with the password to access the Student Welcome Portal, your one-stop shop to prepare your start on campus.

Helpful Tips

- When completing the I-20 form; if awarded a scholarship or scholarship with TA, please ensure to add your total UCR financial awards and deduct if from the total required proof of funds. You are only required to prove the difference the from the total proof of funds and your UCR financial awards.

- Keep a close eye on your application email and on your UCR email once set up. You will be receiving emails with instructions for next steps throughout the process.

Still having issues?

If you have fully reviewed this guide and are still having issues navigating, please reach out to ucr_agsm@ucr.edu for more support.