

## Information about Degrees Earned Outside the United States of America

Applicants must possess the equivalent of a Bachelor's Degree granted by a recognized and accredited post-secondary institution and program (the equivalent of a total of at least 16 years of academic education). Foreign transcript evaluation is a two-part process for individuals who earn their degree outside of the United States. The California Commission on Teaching Credentialing (CCTC) requires independent evaluation of transcripts via agencies they have approved while San Jose State University's Graduate Admission and Program Evaluation (GAPE) Department evaluates all foreign transcripts in house to determine degree equivalency. Admission to the program is contingent on **BOTH** CCTC and SJSU individually validating your foreign degree is equivalent to a U.S. Bachelors or Higher Degree.

### STEP 1: Apply to San Jose State University via GAPE ([www.csumentor.edu](http://www.csumentor.edu)) / Foreign Degree Evaluation for University Admission

At San Jose State University, International Applicants are those who currently hold or are applying for an F-1 or J-1 visa and currently reside either in the U.S. or abroad. International students must inform Graduate Admissions and Program Evaluations of their current VISA status. This is the status at the time of the application. Visit the GAPE website for information on how to apply as an international applicant:

[http://www.sjsu.edu/gape/prospective\\_students/international/](http://www.sjsu.edu/gape/prospective_students/international/)

1. Submit the University online application to SJSU via <http://www.csumentor.edu/>. See instructions on pg. 7.
2. **NOTE about International School Work and Degrees:** International Applicants must submit the appropriate application providing the information for the visa they hold at the time the application is submitted. (Example, if applicant currently holds an "H" visa, but anticipates changing to an "F" visa, they must submit a domestic application. The change in visa status may be requested only after the application process has been completed. If an applicant is not in the United States and requires an "F" visa to attend, they must submit an international application. If an applicant is transferring an "F" visa to SJSU, an international application is also required.)

Effective Fall 2014, SJSU requires that all applicants who have completed course work at an institution outside the United States provide a WES (World Education Services) ICAP, course-by-course evaluation. Mark sheets/transcripts must be sent directly to WES for evaluation. (SJSU must receive the academic record and the evaluation directly from WES.) A complete WES evaluation is preferred. However, GAPE will review applications of those in the final year of study. For these applicants, the WES Evaluation must contain a minimum of 7 semesters of work. More information can be found on the **International Applicants: How to Apply** page on the GAPE website at [www.sjsu.edu/gape/](http://www.sjsu.edu/gape/)

### STEP 2: Foreign Degree Evaluation for CCTC

CCTC must validate that your foreign degree is equivalent to a U.S. Bachelors or Higher Degree before you may apply to the Multiple Subject Credential Program at San Jose State University. This part of the evaluation is only for your department application and does not need to be submitted to GAPE for evaluation.

1. Submit your foreign transcripts to one of the approved agencies for evaluation. For a list of agencies approved by the California Commission on Teacher Credentialing for Foreign Transcription Evaluation, please visit the CCTC website at: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>
2. Request two sets of transcript evaluation. One for your records and one to submit with your application to the Department. Please check your transcript evaluation and verify that you have an equivalent U.S. Bachelors or Higher Degree.
3. A) If your evaluation determines that your foreign degree is equivalent to a U.S. bachelor's or higher degree, you may proceed to STEP 2 & 3. A copy of the transcript evaluation should only be submitted with your application in STEP 3.  
B) If your evaluation determines that your foreign degree IS NOT equivalent to a U.S. bachelor's or higher degree, you are not eligible to apply to the Multiple Subject Credential Program at SJSU. Your application process STOPS here.

Questions about the CCTC transcript evaluation process? - Contact the Elementary Education Dept. at 408.924.3771.

### STEP 3: Apply to the Elementary Education Department for the Multiple Subject Credential Program

Candidates must submit a departmental application to the Elementary Education Department by the deadline. Please refer to pgs.9- 13 for detailed information about the application requirements.