

# Terms and Conditions of Graduate Admission | Spring 2019

In order to keep your admission to San José State University, you must meet these terms and conditions of graduate admission. All self-reported information is subject to verification. If final documents (i.e. degree certificates/final transcripts) are not received by the deadlines listed below, your admission will be withdrawn, even if you are registered for courses, living in campus housing, or have received financial aid.

## Your Admission Status

- Classified - All conditions of admission have been satisfied.
- Classified, Provisional - Your admission is provisional pending verification of final documents. All final documents must be submitted by the deadline posted to your MySJSU student account.
- Conditional - You must satisfy conditions placed on your admission by the department that oversees your major to maintain your eligibility to enroll.
- Conditional, Provisional - You must satisfy conditions placed on your admission by the department that oversees your major to maintain your eligibility to enroll AND your admission is provisional pending verification of final documents. All final documents must be submitted by the deadline posted to your MySJSU student account.

## Submitting your Intent to Enroll

Please see the information below regarding our university Next Steps Intent to Enroll process. Please let us know if you plan on attending SJSU!

- Log into the next Next Steps website (<https://nextsteps.sjsu.edu/spring>) between September 1 and December 15 to complete the Next Steps Intent to Enroll process.
  1. Indicate through the Intent to Enroll link that you accept SJSU's offer of admission.
  2. Sign up for a Graduate Student Orientation session. Although participation is optional, attendance is encouraged for all incoming students.
  3. Pay the \$35 nonrefundable fee for Graduate Student Orientation.
  4. Print and keep a copy of your orientation reservation. You will need to bring this with you to Orientation check-in.

Please contact [nextsteps@sjsu.edu](mailto:nextsteps@sjsu.edu) before December 15, 2018 if you have any problems completing these steps.

## International Applicants

- F-1 international students are required to complete an immigration check-in upon arrival at SJSU. You will receive instructions from the International Student and Scholar Services (ISSS) office prior to start of the semester regarding the immigration check-in procedure.

## Deadlines

Final transcripts indicating the degree conferred and the date of conferral must be received by February 1, 2019.

## Important Note

Failure to meet the provisional deadlines mentioned above will result in a hold being placed on your financial aid. Financial aid will not be disbursed until final documents have been received.

## Document Submission

Coursework taken outside the United States:

- You must submit degree certificates, transcripts and/or mark sheets to WES (World Evaluation Services) in order for them to notify SJSU of your completed degree. Refer to your "To Do List" on your MySJSU student account for specific document deadlines.

Coursework taken within the United States:

- You must submit final transcripts indicating the degree conferred. If your university offers electronic transcripts, we will also accept this method of delivery. If your university requires an email address to send official, electronic transcripts, please have them sent to [etranscript@sjsu.edu](mailto:etranscript@sjsu.edu)

### WHERE TO MAIL U.S. TRANSCRIPTS:

San José State University  
Graduate Admissions and Program Evaluations  
One Washington Square  
San José, CA 95192-0017

## Admission Deferral Policy

This offer of admission is good only for this term and may not be deferred to another semester. If you wish to attend SJSU in a future term, you must submit another application (including the application fee) during the application period for that term to be considered for admission.

## Continue to Monitor your MySJSU Account

You must meet all deadlines required of you. Failure to do so will result in your admission being withdrawn. You can avoid this by carefully and frequently monitoring your MySJSU student account. We reserve the right to withdraw your admission for non-compliance to the conditions stated in the admission letter any time during the process, even if you have registered for courses, have received financial aid, or are living in campus housing.

## Academic Advising

Refer to the department's website for your intended major to determine requirements for academic advising as requirements differ by department. As you continue on your academic career, it is your responsibility to abide by the deadlines for submission of the candidacy form and the graduation petition.