



Steps to  
**Graduate Admission**  
**FALL 2014**

Thank you for applying to San José State University. This publication includes step-by-step instructions for completing the graduate admission process. Please note that your application will be reviewed by SJSU's Graduate Admissions and Program Evaluations Office (GAPE) as well as the academic program to which you are applying for admission. Be sure to check the website of the academic program for program-specific admission requirements in addition to California State University minimum standards.



**Lin Sao**  
Education (Counseling)

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**Garrick Chan**  
Business

**Kiara Tomasello**  
Hospitality Management

## Non-Discrimination Policy

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or veteran's status. This policy applies to all SJSU students, faculty and staff programs and activities. Questions regarding this policy should be directed to the Manager of the Office of Equity and Diversity, 408-924-1115.

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## Application Overview

Now that your application is submitted, San José State University's GAPE Office will evaluate your application to make sure you have met the minimum university requirements (i.e. an eligible undergraduate degree with a minimum GPA). If minimum requirements are met, your application is then reviewed by the academic program to which you have applied.

The minimum grade point average (GPA) for admission to the university is a 2.5 GPA in the last institution where you earned a degree. Professional development courses and courses taken in non-accredited institutions are not included in the evaluation of GPA. Course work completed outside the U.S. will be evaluated by WES (World Education Services) and marks earned will be converted to the U.S. GPA standard.

**Many SJSU graduate programs have higher GPA admission standards than the university's minimum GPA requirement.** Your intended graduate program will evaluate your application for admission based on program-specific criteria. Check the website for specific program criteria at [www.sjsu.edu/gape/graduate\\_programs](http://www.sjsu.edu/gape/graduate_programs)

# Application Process

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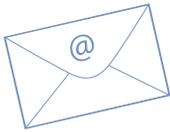
## Submit your fee

If you did not submit the \$55.00 application fee at the time of submission, please submit your application fee as soon as possible. We will not begin to process your application until we receive your application fee. The \$55.00 fee can be paid by check, money order, or cashier's check. Cash is not accepted. The fee can be paid by credit card only at the time the application is submitted.

Your payment is non-refundable, even if you withdraw the application or if the application is denied. The fee can be applied only to the admission term indicated on your submitted application.

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2



## Look for an email with your SJSU ID

Five to seven business days after applying at CSU Mentor, you will receive an email with your nine-digit SJSU ID number and instructions to access your MySJSU student account. If you do not receive your ID within that time period, contact [admissions@sjsu.edu](mailto:admissions@sjsu.edu). Include your full name, birth date, and mailing address for identity verification purposes.

Once you access your MySJSU account, you will be able to check the status of your application. *Your MySJSU account is the first and best place for information on your application status.*

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3



## Sign in to your MySJSU student account at <http://my.sjsu.edu>

SJSU communicates almost entirely by messages and "to-do" items posted to your MySJSU student account. Check your MySJSU account **at least once a week** for important and timely notices, such as admission, fees, financial aid, testing, transcript information, and deadlines.

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## Check for any program-specific application requirements

Check your intended graduate program to find out if you must submit a separate department application, letters of recommendation, and graduate test scores. Be sure to follow all specific program procedures. All supplemental program materials should be sent directly to the program. To view a list of graduate programs, visit [www.sjsu.edu/gape/graduate\\_programs](http://www.sjsu.edu/gape/graduate_programs)

If you meet the minimum university standards, your application will be referred to the department that offers your intended graduate program. Your program will notify GAPE of the results of their review of your application. GAPE will post the final admission decision to your MySJSU account. If you have not received an admission decision after four weeks of being referred out for review, *contact your intended graduate program to determine when the department review will be completed.*

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## Submit official required documents (transcripts/mark sheets) listed on your MySJSU to-do list

# Document Requirements

## U.S. Institution Transcripts

All transcripts must be sealed and unopened to be accepted as official documents. COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED. Once submitted to SJSU, documents become the property of the university and cannot be released.

Individuals currently enrolled in courses at the time of their application for admission are required to submit the most current "Work In Progress" transcript from the institution. Students will still need to submit final transcripts once they graduate from their current institution. Please note that documents must contain a minimum of seven semesters (10 quarters) for applications to be reviewed. If this information is not provided by the stated deadlines, applications will be withdrawn.

## Course work Completed Outside U.S.

If you have completed post-secondary course work in an institution outside the U.S., you must submit your transcripts/mark sheets directly to WES (World Education Services) for an ICAP, course-by-course evaluation. SJSU must receive your academic record and the evaluation directly from WES. A complete WES evaluation is preferred. However, we will review applications of those in the final year of study. For these applicants, the WES evaluation must contain a minimum of seven semesters of work.

## California Residency

The laws of California provide that every student in the California State University system must be classified as either a resident or nonresident for tuition purposes. Applicants have the ultimate burden of proving their residence classification. For admission to Fall 2014 as a resident, you must have established California residency by September 20, 2013 (one year prior to the start of the Fall 2014 term). Established California residents should not submit a residency form. If you have lived in California for fewer than two years, the residency form should be submitted with supporting documents. To download the form or for more information visit [www.sjsu.edu/gape/prospective\\_students/residency](http://www.sjsu.edu/gape/prospective_students/residency)

## Declaration of Finance

In addition to the online CSU Mentor application, all international applicants MUST submit a Declaration of Finance form. Federal immigration regulations require that all international students provide evidence of adequate funds to meet the financial obligations of enrollment at a U.S. university. The combined U.S. dollar amount from you or your sponsor(s) must equal or exceed the minimum listed for the application term.

## Copy of Passport

A copy of your current passport is also required if you are an international applicant. The name listed on your passport and your I-20 form must be the same. There are no exceptions to this rule.

**Please note:** The name on the I-20 form will appear **exactly** as it was submitted on the CSU Mentor application.



Jessica Adams  
K-8 Credential

# How to Submit Documents

## U.S. Institution Transcripts

After applying online to the university, please include your assigned nine-digit SJSU ID# on the requested transcripts. All transcripts must be sealed and unopened to be accepted as official documents. COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED. Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

**San José State University – Graduate Admissions**

One Washington Square  
San José, CA 95192-0017

## Course Work Completed Outside U.S.

SJSU requires all applicants who have completed course work outside of the United States to provide a WES (World Education Services) ICAP, course-by-course evaluation. To request an evaluation follow the country-specific requirements and arrange for document delivery to SJSU at [www.wes.org/fees/icap.asp](http://www.wes.org/fees/icap.asp)

The evaluation must be submitted to SJSU from WES by the posted admission deadline. (For deadline dates visit [www.sjsu.edu/gape/prospective\\_students](http://www.sjsu.edu/gape/prospective_students)) Exceptions can be made for those who have earned degrees from a U.S. territory or have participated in a study abroad program while earning a degree in the U.S.

**Please note:** GAPE does not accept evaluations from institutions other than WES. Records submitted in support of the application become the property of the university and will not be returned to the applicant/student.

**All other documents can be mailed or submitted electronically in individual PDF formatted files (one PDF for each requested document) to [sa-adm-wrkflow@sjsu.edu](mailto:sa-adm-wrkflow@sjsu.edu)**

	ACCEPTED BY MAIL ONLY	Accepted by E-mail (PDF) and Mail
U.S. Transcripts	✓	
Course Work outside U.S.*	—	—
Copy of Passport		✓
Declaration of Finance		✓
Bank Statements		✓
Residency Questionnaire		✓

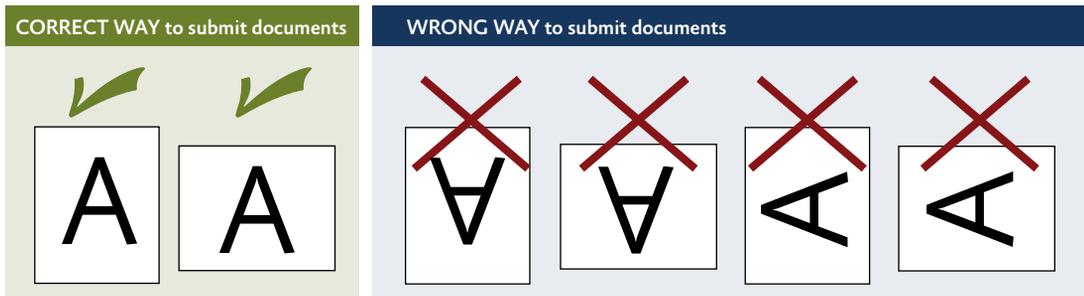
\*Transcripts/mark sheets for course work completed outside the U.S. must be submitted to WES for evaluation.

\*\*Graduate Test Scores (GRE, GMAT, TOEFL, IELTS, PTE) must be sent by the testing agency.

# Steps for Submitting Items by Email

- 1 Convert documents to PDF format. Free PDF converters are available at [www.primopdf.com](http://www.primopdf.com) or [www.freepdfconvert.com](http://www.freepdfconvert.com)
- 2 Make sure the documents are readable, in individual files (one form per PDF document), and that **the institution's name is at the top of the page**, see below.

Documents should be submitted so that when you open the document, you can read it **without** rotating it. A good tip is to look for the institutions name and make sure it's at the top of the page when you open the document. Please see the examples below.



- 3 Include your nine-digit SJSU ID and your first and last name in the BODY of the email message.
- 4 Send email with attachments to [sa-adm-wrkflow@sjsu.edu](mailto:sa-adm-wrkflow@sjsu.edu). One email may contain multiple PDF files.  
Please note: After your documents have been submitted, it may take up to three weeks for your "to-do" list items on your MySJSU account to be updated. Avoid delays; apply early, and submit documents as soon as possible in the approved format. Continue to check MySJSU for important messages, required documents, and deadlines.

# Test Requirements

## Graduate Program Test Requirements

Many of our SJSU graduate programs require that applicants take a standardized test before they are eligible to be admitted to the program. Refer to the following list to check whether your intended program requires a particular test; also listed are minimum score requirements at [www.sjsu.edu/gape/prospective\\_students/test\\_requirements](http://www.sjsu.edu/gape/prospective_students/test_requirements)

## English-Language Proficiency Exam

An English-language proficiency exam is required for all students who graduated from a higher education institution in a country in which the primary language is not English. The exam requirement is waived only if the student has received a bachelor's or master's degree from an accredited U.S. institution, or completed three years of full-time course work in an accredited U.S. institution. The English-language proficiency exams accepted include:

Test of English as a Foreign Language (TOEFL)  
International English Language Testing System (IELTS)  
Pearson Test of English (PTE)

Test scores must be fewer than two years old and sent directly from the testing agency to San José State (SJSU institution code is 4687—ETS code only). The university minimum entrance scores are:

TOEFL = 550 (paper-based; note that this form is not accepted by some individual programs within the university)  
213 (computer-based)  
80 (internet-based)  
IELTS = 7.0  
PTE = 68

**Please note:** Some graduate programs at SJSU require test scores higher than the minimum required by the university. The scores required are listed on the program websites and the Graduate Program Test Requirements page at [www.sjsu.edu/gape/prospective\\_students/test\\_requirements](http://www.sjsu.edu/gape/prospective_students/test_requirements)

## Admission Deadlines

To view document deadlines for your intended graduate program, visit [www.sjsu.edu/gape/prospective\\_students/deadlines](http://www.sjsu.edu/gape/prospective_students/deadlines)

**Our international deadlines are much earlier than our domestic deadlines due to the lengthy visa process that international applicants must complete. Please plan accordingly.**

## Have Questions?

Contact [admissions@sjsu.edu](mailto:admissions@sjsu.edu)

[www.facebook.com /SJSUEnrollment](https://www.facebook.com/SJSUEnrollment)

**Nirali Patel**  
Psychology



# If Admitted to SJSU

## Course Registration

If you are offered admission to the university you will receive an official letter of admission. You will be able to view your registration appointment date for course registration through your MySJSU student account. Contact your program to find out if it has a special orientation program or to set up a meeting with your assigned program advisor at the start of the semester.

## I-20 Process (International Students Only)

If you are offered admission to the university, we will process your I-20 form and mail it to you as soon as possible so that you may start your F-1 visa process. If you are an international student, you must inform Graduate Admissions and Program Evaluations (GAPE) of your visa status at the time you submitted your application.

## Mailing Admission Packets Overseas

Two options are available for mailing admission letters and I-20 forms. An international applicant may choose to receive documents through Regular Overseas Mail or by Express Mail (see descriptions below). When you receive notification that a decision has been made, **you will have 48 hours to make a decision regarding your choice for mailing.** If we do not hear from you within 48 hours of your admission decision posting to your MySJSU account, we will send documents through Regular Overseas Mail. Please review the following choices:

**Regular Overseas Mail (4-6 weeks)** – If you want your admission letter and I-20 form sent by regular overseas mail, no response is required. The documents will be sent to the address indicated on your application and will reach you in four to six weeks. There is no option for tracking documents sent Regular Overseas Mail.

**Express Mail (3-5 days)** – San José State University uses an express mail service that allows you to receive your acceptance letter and I-20 form through DHL or FedEx in three to five days. You must cover the expense for express mail by paying with a credit card (Visa, MasterCard, or Discover cards only). To request express mailing of your documents, visit <https://study.eshipglobal.com>

For more information on Express Mail contact [support@eshipglobal.com](mailto:support@eshipglobal.com)

## International Programs and Services

For more information on activities, services, and other information that pertain to international students, visit [www.sjsu.edu/ips](http://www.sjsu.edu/ips)

**John Moultrie**  
Political Science



# Costs

## Graduate Program

Average costs for nine-month academic year with 6.1 or more units

	WITH FAMILY	CAMPUS HOUSING	OFF CAMPUS
Room and Board	\$4,518	\$12,404	\$12,756
Transportation	\$1,495	\$1,390	\$1,457
Miscellaneous/Personal	\$1,337	\$1,337	\$1,337
Books and Supplies	\$1,789	\$1,789	\$1,789
Graduate Tuition Fees	\$8,609	\$8,609	\$8,609
Graduate Total	\$17,748	\$25,529	\$25,948

## Credential Program

Average costs for nine-month academic year with 6.1 or more units

	WITH FAMILY	CAMPUS HOUSING	OFF CAMPUS
Room and Board	\$4,518	\$12,404	\$12,756
Transportation	\$1,495	\$1,390	\$1,457
Miscellaneous/Personal	\$1,337	\$1,337	\$1,337
Books and Supplies	\$1,789	\$1,789	\$1,789
Credential Tuition Fees	\$8,219	\$8,219	\$8,219
Credential Total	\$17,358	\$25,139	\$25,558

### Fees Are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

### Additional Fees (if applicable)

**Non-California Resident Students:** Pay the amount in the table above plus \$372 per unit. For information on residency rules and regulations, visit [www.sjsu.edu/registrar/students/Residency](http://www.sjsu.edu/registrar/students/Residency)

**Graduate Business Professional Fee:** For students in the on-campus MBA program and the MS in Accountancy program, the program-related class fees are **\$254 per unit** in addition to basic registration fees and non-California resident fees (if applicable). For more information, visit [www.sjsu.edu/lucasschool/graduatefees](http://www.sjsu.edu/lucasschool/graduatefees)

# Financial Aid

To apply for financial aid, file one of the following documents:

## Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid (FAFSA) is used to apply for financial aid to help cover the cost of attending SJSU. Apply by the Sunday, March 2, 2014 priority filing deadline for Fall 2014. Applications are still accepted after March 2; however, many aid programs will have awarded funds by that date.

## California Dream Act Application

Eligible AB540 students (including students with undocumented immigrant status) qualify for the state grant programs that make up the California Dream Act of 2011. Students may qualify to receive private scholarships and state-funded financial aid. Complete the California Dream Act application by March 2, 2014 priority deadline at [www.caldreamact.org](http://www.caldreamact.org)

## Complete your file (turn in required documents)

Students who apply for financial aid will receive notification from the Financial Aid and Scholarship Office through MySJSU. Check your account for outstanding "to-do" list items related to the financial aid process. It takes approximately two weeks to respond to your initial application and three to four months to complete the entire process. The financial aid application asks for SJSU's six-digit code, which is 001155. Both forms are available beginning on Wednesday, January 1, 2014 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Your financial aid award is based on the completion of your file in a timely manner. All requested documents must be submitted to the Financial Aid and Scholarship Office by 4:30 pm on the File Completion date of May 30, 2014. Turn in all requested documents to be considered for maximum funding.

To learn more, visit [www.sjsu.edu/faso](http://www.sjsu.edu/faso)



# Housing

HOUSING OPTIONS	Description	Rent	Included in Rent	Contact
<b>Campus Village Apartments Building A (CVA)</b>	High Rise: Studios, One and Two-Bedroom Units	\$11,245	Internet, Basic Utilities & Cable	UHS-frontdesk@sjsu.edu 408-795-5600 <a href="http://housing.sjsu.edu">http://housing.sjsu.edu</a>
<b>Campus Village Apartments Building B (CVB)</b>	High Rise: Studios, Three, Four and Five-Bedroom Units	\$10,653	Internet, Basic Utilities & Cable	
<b>International House (I-House)</b>	Large residence near campus with 70 U.S. and International students	\$10,664	Internet, Basic Utilities, Cable & 5-day meal plan	ihouse@sjsu.edu 408-924-6570 <a href="http://www.sjsu.edu/ihouse">www.sjsu.edu/ihouse</a>

\*Rent amounts are approximate – Based on double occupancy; 10-month contract; furnished

## University Housing Services (UHS)

University Housing Services strives to create a residential community that supports and enhances academic success, fosters the learning and development of our students, and promotes student involvement and civic engagement. Campus housing is available to SJSU graduate students.

**Campus Village Building A (CVA)** is an on-campus housing facility for SJSU graduate students, as well as faculty, staff, seniors, and juniors. It is located in the heart of Campus Village, a vibrant, student centered community in an urban setting. Campus Village is host to a myriad of programs and activities for the residents. Occasionally, outdoor activities in the Campus Village Plaza attended by large groups of residents, guests and community members result in higher levels of noise during certain times of the year.

**Campus Village Building B (CVB)** includes the Recreation Activities Center (RAC) and the Village Market. It is the centerpiece of Campus Village and features a 15-story tower. It has studios, three, four, and five-bedroom single apartments, and three-bedroom double apartments, all equipped with a kitchen, and living room area.

### Disability Accommodations

If you have specific accommodation needs contact University Housing Services at 408-795-5600 or UHS-frontdesk@sjsu.edu

## International House

The International House is a co-ed residence for 70 U.S. and international students attending San José State. SJSU I-House is located two blocks from campus and is a large comfortable home featuring friendly interaction among students of many cultures.

Residents represent approximately 30 countries. In general, residents range from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, and English-language programs.

Outstanding facilities include newly renovated restrooms featuring granite countertops and showers. Residents enjoy on-site, assigned parking, three televisions, and sports and games equipment. Social gathering places at I-House include our formal living room with grand piano, pleasant tree-covered patio with barbecue, student kitchen, and our attractive dining room in which breakfast and dinner are served Monday through Friday.

# Directory/Contacts

For a complete campus directory of faculty, staff and departments, see [www.sjsu.edu/directory](http://www.sjsu.edu/directory)

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## Accessibility

All San José State University classes are wheelchair accessible. If you have other needs regarding accommodations, please contact the Accessible Education Center (Formerly Disability Resource Center)

[www.sjsu.edu/aec](http://www.sjsu.edu/aec)

[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)

408-924-6000 voice

408-924-5990 TTY

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## Advising

[www.sjsu.edu/aars](http://www.sjsu.edu/aars)

[academic.advising@sjsu.edu](mailto:academic.advising@sjsu.edu)

408-924-2129

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## Bookstore

[www.spartanbookstore.com](http://www.spartanbookstore.com)

408-924-1800

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## Class Schedules

<http://info.sjsu.edu/home/schedules.html>

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## Facebook

[www.facebook.com/SJSUEnrollment](http://www.facebook.com/SJSUEnrollment)

[www.facebook.com/sanjosestate](http://www.facebook.com/sanjosestate)

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## Fees – Bursar’s Office

[www.sjsu.edu/bursar](http://www.sjsu.edu/bursar)

[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

408-924-1601

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## Financial Aid and Scholarship Office

[www.sjsu.edu/faso](http://www.sjsu.edu/faso)

[fao@sjsu.edu](mailto:fao@sjsu.edu)

408-283-7500

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## Graduate Admissions and Program and Evaluations (GAPE)

[www.sjsu.edu/gape](http://www.sjsu.edu/gape)

[admissions@sjsu.edu](mailto:admissions@sjsu.edu)

408-283-7500

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## Housing

[www.housing.sjsu.edu](http://www.housing.sjsu.edu)

[UHS-frontdesk@sjsu.edu](mailto:UHS-frontdesk@sjsu.edu)

408-795-5600

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## International House (I-House)

Housing for U.S. and international students

[www.sjsu.edu/ihouse](http://www.sjsu.edu/ihouse)

[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)

408-924-6570

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## International Programs and Services (IPS)

Services and programs for international students and students wishing to study abroad

[www.sjsu.edu/ips](http://www.sjsu.edu/ips)

[international-office@sjsu.edu](mailto:international-office@sjsu.edu)

408-924-5920

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## Maps/Directions to SJSU

[www.sjsu.edu/about\\_sjsu/visiting/campus\\_maps/directions](http://www.sjsu.edu/about_sjsu/visiting/campus_maps/directions)

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## Parking

Purchase parking permits online only

[www.sjsu.edu/parking](http://www.sjsu.edu/parking)

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## Registration – Registrar’s Office

[www.sjsu.edu/registrar](http://www.sjsu.edu/registrar)

[registrar@sjsu.edu](mailto:registrar@sjsu.edu)

408-924-5680

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## Testing Office

<http://testing.sjsu.edu>

[testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)

408-924-5980

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## Tours of SJSU

[www.sjsu.edu/soar](http://www.sjsu.edu/soar)

[outreach@sjsu.edu](mailto:outreach@sjsu.edu)

408-924-2786

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## Tuition and Fees - Bursar’s Office

[www.sjsu.edu/bursar](http://www.sjsu.edu/bursar)

[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

408-924-1601

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## Twitter

[http://twitter.com/SJSU\\_ES](http://twitter.com/SJSU_ES)

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## Veterans

[www.sjsu.edu/registrar/veterans](http://www.sjsu.edu/registrar/veterans)

408-924-2015

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# Accessible Education Center (AEC)

The Accessible Education Center (formerly the Disability Resource Center) provides academically related services for students with disabilities. To qualify, students must register and create a confidential file with the AEC to receive a wide spectrum of services based on their own individual needs. Services include, but are not limited to: Consideration for priority registration, note takers, readers, sign language interpreters/captioners, test accommodations, academic counseling, general education advising, and hands-on training with adaptive technology. Students should provide the AEC with disability verification as soon as possible after applying to SJSU. It is important to make an appointment with the center at 408-924-6000 for review of specific needs prior to registering for classes.

## Immunization

As a new student, you may need to provide proof of Measles and Hepatitis B immunization prior to enrollment. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to the Student Services Center or fax them to 408-924-2050.

## Student Code of Conduct

Members of the SJSU community are expected to demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Code of Conduct and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, and online at [www.sjsu.edu/studentconduct/policies/index.html](http://www.sjsu.edu/studentconduct/policies/index.html)

**Philip Leu**  
Health Science major

**Riley King** (center)  
Philosophy and  
Political Science.

**Shelia Salvador**  
Child and Adolescent  
Development

