Welcome to the first edition of San Jose State University’s International Recruitment and Partnership newsletter. This newsletter is designed to help our partners stay informed about processes at the university and improve our communication with you. If you have any questions about something you read here please contact us and we will be happy to clarify.

San Jose State welcomed its students on campus this week for the Fall 2016 semester. We want to thank you for your contribution to another year of international student enrollment growth. We look forward to sharing official international enrollment numbers with you in the near future.

Questions? Please contact us through our SJSU emails at global-students@jsu.edu.

The Spring 2017 application cycle is now open for international Undergraduate (1 August - 30 September) and Graduate (1 August - 1 October) students. This is a much shorter cycle than the Fall application cycle so please make sure your students have all of their materials in order and ready. This includes test scores (SAT/ACT, TOEFL/IELTS, GRE/GMAT), transcripts and financial documents. Graduate transcripts should be sent to WES for “document-by-document” evaluation as soon as the application is completed.

Once an application has been submitted the student has until the document deadline (1 November - Undergraduate and 20 October - Graduate) to submit all required documents. The application will be cancelled if the deadline is not met, so please hurry!

We have recently made some upgrades to our International Students website (http://www.sjsu.edu/global/) in the “Partnerships” section. It now includes additional information for partners, such as an Agent Tutorial for Student Referral (essential for getting your commission), a Marketing Materials page where our latest brochures can be downloaded and our updated Video Gallery with student videos in English, Hindi, Cantonese, Mandarin and Turkish.

In order to receive your commission we are asking all SJSU recruiting partners to document in CSUMentor which students they are sending. This needs to be done when the student is completing the online application at http://www.csumentor.edu. We have created a tutorial to show you which fields to fill out in the application process. This tutorial is listed on our Partnerships page and called “For Agents: Student Referral Tutorial.”

This system allows us to generate a list of students that your agency has sent to the university. Remember: Spring commission payments will not be processed until after 22 February when the Add/Drop period is over and all courses are finalized.

Spring 2017 Admission Cycle

Tips for Applying

- Not all programs are open for Spring 2017. Check the CSUMentor Filing Status page.
- DO NOT send docs until a student has completed an application. They can easily get lost.
- Student names on passports, test documents, transcripts and applications must all be the same. This includes name order and spelling. Failure to do this may result in the cancellation of an application.
- All financial documents are due by the document deadline. A student’s file will not be reviewed unless SJSU receives the bank statement and declaration of finances showing a sufficient amount of funds.
- Have students check their MySJSU accounts weekly. This is the place to get the most up to date information on where the student is in the application process.

New Marketing Materials and Video

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