Overview

Graduate Domestic Applicant How to Apply Tutorial

This tutorial demonstrates how to apply to SJSU as a Graduate Domestic Applicant. For admission purposes, domestic applicants are US Citizens, Permanent Residents/Green Card Holders, Refugees/Asylees, DACA, AB540, and holders of the following visas: H4, H1B, L1, L2, F2, J2, TN, TD).

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For technical support with the Cal State Apply application, help is available M - F, 6 am to 5 pm PT, by phone: (857) 304-2087, and by email: CalStateApply@liaisoncas.com. Provide your CAS ID # (located under your name in the upper-right corner of the application) with your request. Responses to emails are typically provided within 2 business days; however, responses can take up to 3 business days during busy times.

For other admissions-related questions, email: admissions@sjsu.edu or click on live chat from the Graduate Admissions website (www.sjsu.edu/graduateadmissions).

Common Mistakes to Avoid

• Using the back arrow before completing and saving a section

• Entering incorrect biographical information - name, birthdate, citizenship, address, not indicating all names

• Entering incomplete education history / missing academic records

• Not reviewing selected program(s) to ensure submission to correct/desired program

• Not reading or responding to CSU application-related emails
Creating an Account
The first step to submitting an application is to create an account with Cal State Apply. Follow the steps below for creating an account.

1. Go to https://www.calstate.edu/apply
2. Select the appropriate term.
3. Then click Apply.
4. Click Create An Account.
5. Enter your **Name** and **Contact Information**.

- **Tip:** If you have only one name, please enter a period (.) for your first name and your one name as your Last or Family Name.

6. Enter your **Username** and **Password**, and accept the **Terms and Conditions**.

![Create an Account form](image)
7. Enter if you are currently in the European Union and Click **Create my account.**

![Create my account](image)

8. Click on your **Degree Goal.**

- Click **Graduate** – if applying for a Master’s or Doctoral program.
- Click **Credential** – if applying for a Credential program only.
- Click **Certificate** – if applying for a Certificate program only.

9. Click **Yes** if you are a **Returning Student**, or **No** if you are not.

- Enter your prior **SJSU ID** if you are a returning student.

![Returning Student](image)
10. Enter your **US Military Status**.

11. Answer **No** for **International Applicant** if you meet the following:

- US Citizen
- Permanent Resident/Greencard holder
- Refugee/Asylees
- DACA
- AB540
- Visa Status (H4, H1B, L1, L2, F2, J2, TN, TD)

If you are in your home country and need an F1 visa, already in the US on a current F1 visa, J1 visa seeking, or B visa holder, answer **Yes** to this question.

12. Click **Save Changes**.

13. Click **Start Your Application!**  
   You are ready to begin.
Select One Program to Apply

Choose your program at SJSU. SJSU only allows one program application per semester.

1. Select San Jose State from the Campus drop down menu.

2. A list of open programs will display.

   If you cannot find your program, check for:
   - **Extension** – Special Session program
   - **Graduate** – Regular Session program

   *The deadline will be listed along with the degree type (MS, MA, MBA, etc.)*

--If you try to select two programs you will be forced to choose one only.
- Click **Continue Submission** if you would like the selected program.
- Click **Back to Program Selection** if you would like the first program you selected or a different program.

Graduate Admissions & Program Evaluations
We offer different types of programs: Regular and Special Session degrees, credentials, and certificates. If you cannot find your program, you may need to change your **Extended Profile – Degree Goal**.

To change your Extended Profile, click **Extended Profile** in upper right hand corner of the screen under your name. If you do not see Extended Profile in this location, shrink your screen until you see **3 lines** in the upper right hand corner and click on the 3 lines to bring up your Extended Profile.

3. When you are done selecting your program, click **I am Done, Review My Selections**.

4. Confirm your **Program** and click **Continue to My Application**.
Entering Personal Information
Enter information about yourself on the application.

1. Click **Personal Information** to complete this application section.
   *Your name and CAS ID are in the upper right hand corner of the screen.*

2. The following sections are included in **Personal Information** –
   - Release Statement
   - Biographic Information
   - Contact Information
   - Citizenship/Residency Information
   - Race & Ethnicity
   - Other Information
   - Financial and Parental Information

3. Click **Release Statement** to get started.
4. **Release Statement**
   - Read and click each check box to **acknowledge each section**, including the International Financial Certification.
   - Then, click **Save and Continue**

5. **Click Continue to Next Section.**
6. Enter any **Alternate Name** – especially if you will be sending documents under the alternate name.

7. Enter any **Preferred Name** you have and **Legal Sex**.
8. Enter your **Birth Information** and click **Save and Continue**.

9. Click **Continue to Next Section**.
10. Enter your Current Address –
   - If Select a Matching Address shows below Current Address, please select the address listed to move your application forward. Entering an unrecognized address may prevent your application from moving forward.

11. Click Save and Continue.

12. Click Continue to Next Section.
13. Enter your **Country of Citizenship** and your **Citizenship status** in U.S.

14. If you are on a **visa**, please select “other visa” to choose your current **visa type**. If you select **visa** or **greencard**, please enter the **date issued** and **year** you moved to the U.S. If you are DACA or AB540, you can select “none”.

15. Enter the **State** you consider your permanent home in the U.S. and whether you claim **California Residency**. If you have not lived in CA since birth, please enter when you moved to CA.

16. Click **Save and Continue**.

17. Click **Continue to Next Section**.
18. Enter your Race and Ethnicity.

19. Click Save and Continue.

20. Click Continue to Next Section.
21. Enter your **Social Security Number**.
   If you do not have a Social Security Number please check that you do not have one.

22. Enter your **Native Language**.

23. Enter your **Military Dependent Status**, if you have one.

24. Indicate if you were or were not in good **academic standing** at the last school you attended.

25. Indicate your **Academic Conduct** information.

26. Enter **Not interested in a credential program**, unless you are applying for a teaching credential.

27. Click **Yes** or **No** for your interest in **CalFresh**.
28. Answer the **RN License** and **How did you Hear About Us?** questions.

29. Click **Save and Continue**.

30. Click **Continue to Next Section**.

31. Enter how you classify as **Independent** or **Dependent** by answering all of the following questions.
32. Enter your **Parent/Guardian Educational Level** and click **Save and Continue**.

33. You will automatically be taken to the next Section of the application: **Academic History** and will be prompted to enter the **Colleges you Attended**.

34. If you go back to your My Application page, you will see that the Personal Information section is complete. You are now entering information for the Academic History section.
Entering Academic History
Enter your educational history in this next section

1. Click Add a College.

2. Type the name of the college you attended.

3. Indicate whether you received a degree or not.
   - Click Add another Degree only if you received a degree from this university.

⚠️ You must add all undergraduate, graduate, and professional institutions you attended or are currently attending.
--If your college name is not listed, click Can’t find your school?

--Then, select the type of university you attended.
4. Enter the **term information** for the college and the **dates** you attended.
   - Check the box if you are still attending this college.

5. Then click **Save This College**.

6. Confirm the **University** information is correct.
   - You may edit or delete as necessary.

7. Click **Add a College** if you attended another university and go through the same process.

8. Once you are done entering **Colleges Attended**, click on **GPA Entries**.
9. Click **I don't have a GPA to add** unless you are a School of Information applicant.

   ! Important! Applicants to all School of Information programs MUST enter their GPA for each college attended for admission purposes. Not entering your GPA will delay application processing.

   ! Important! GPA is only required for School of Information applicants.

10. If you do not enter your GPA you may click on **Standardized Tests** to complete the next section.

11. If you need to enter a GPA, click **Add a GPA**. When entering a GPA you must select if the degree was Undergraduate or Graduate work, the total credit hours earned, and your GPA, and then click **SAVE**.

12. You will be able to edit/delete or add additional GPAs.
13. Click on **Standardized Tests**.

14. If you have taken or will take a Standardized Test, you can report it by clicking **Add Test Score** under the test you have taken.

   - Instructions for Graduate applicants are listed.

15. If you do not have any test scores to report, click on **I Am Not Adding Any Standardized Tests**.

   - If you accidently click the button, but do have tests to report, you may click **Would you like to add a test?** on the next page.
16. If you have not taken the exam yet, but will be taking it in the future, enter No under **Have you taken the test?** Enter the date you plan to take the test. Then, click **Save This Test.**

17. If you have taken the test, indicate the **date and scores** you received on the test.

18. After you finish entering your scores, click **Save This Test.**
19. Your information will save under the appropriate test.

20. You may enter additional test scores as necessary by clicking the Add a Standardized Test button.

21. Once you are done entering test scores, click My Application at the top of the page to take you to the next section of the application.
Entering Supporting Information

In this section, you are asked to enter your work and other experiences. The information entered in this section of the application will be reviewed at the discretion of your department.

1. Click on the Supporting Information square.

2. Click on the Experiences tab.

3. If you do not have any work experiences to report, click on I Am Not Adding Any Experiences.
- If you accidently click the button, but do have experiences to report you may click Add an Experience on the next page.

If you click Add an Experience, then select the **Experience Type** (employment, internship, voluntary) and enter the **Organization information**.

You will need to add the **Experience Dates and Details** before clicking **Save & Continue**.
Your **Added Experience** will show for your review.

4. Click **My Application** once you are done entering experiences to progress to the next section of the application.
Entering Program Materials

We have several programs which require that you upload your department documents directly into the Cal State Apply application. If you are applying to any of the programs listed below, you will need to submit all department required documents at the time of the application. This means that all department materials must be uploaded into the application; and, the application must be submitted by the application deadline for these programs.

In addition, all programs **Statement of Purpose** is listed in this section.

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Art – All programs</td>
</tr>
<tr>
<td>Bioinformatics</td>
</tr>
<tr>
<td>Certificate in Mindfulness-Based OT</td>
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<tr>
<td>Communication Studies</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Creative Writing</td>
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<tr>
<td>Doctor of Audiology</td>
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<tr>
<td>English</td>
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<tr>
<td>Human Factors &amp; Ergonomics</td>
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<tr>
<td>Justice Studies</td>
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<tr>
<td>Kinesiology – all programs</td>
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<tr>
<td>Mass Communications (Journalism)</td>
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<tr>
<td>Meteorology</td>
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<tr>
<td>Chicana/Chicano Studies</td>
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<tr>
<td>Multiple Subject Credential</td>
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<tr>
<td>Nursing Educator</td>
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<tr>
<td>Nursing, DNP</td>
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<tr>
<td>Family Nurse Practitioner</td>
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<tr>
<td>Nutritional Science</td>
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<tr>
<td>Psychology – Clinical</td>
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<td>Psychology – Research &amp; Experimental</td>
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<tr>
<td>Science Education</td>
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<td>Single Subject Credential</td>
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<tr>
<td>Statistics</td>
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<tr>
<td>Urban Planning</td>
</tr>
</tbody>
</table>
1. Click on the **Program Materials** square.

2. Click on the **program** tab.

3. You will see tabs for all the **required documents** needed for this section AND the **application deadline**.
4. On the **Documents** tab, you will see the department document requirements.

You will also see helpful uploading tips.

⚠️ **Required documents** will have a red asterisk in front of them. You will not be able to submit your application until these documents are uploaded in the application.

⚠️ Once you submit your application, you will **not be able to add or edit any required documents.**
5. On the **Recommendations** tab, you will see the department letters of recommendation requirements.

6. Click **Add Recommendation** to enter recommendation information.

   ! The bottom right hand corner has the total number of required recommendations.

7. Enter the **name**, **email address**, **due date**, and a **personal message** to your recommender – along with **waiver of access** and **permissions**. You will also see helpful uploading tips.

   ![Add a personal note that explains your desire for further studies and how you know the recommender.](image)

8. Click **Save This Recommendation Request**.
9. You can then see the recommendation you entered on the next screen – edit or delete as necessary.

! The requirement bar will turn green for each recommendation you enter.

10. On the Questions tab you will see the department questions that you are required to answer for this section.

! You must complete each required section to submit your application.
If your program is not fully set up for Quadrant 4, the Statement of Purpose will show under the Questions section.

All department’s statement of purpose must be entered in this section.

11. Type in your **Statement of Purpose** and click **Save and Continue**.

💡 Check the department’s website to determine if they require a Statement of Purpose. Some departments prefer you to send the Statement of Purpose directly to them and not through Cal State Apply.

If your program does not require a Statement of Purpose, enter N/A to advance your application.
Submitting an Application

Once you have completed all sections of the application, please submit your application.

1. Verify that all quadrants/sections are complete.

2. Click on Submit Application.

   You will see the number of complete applications you have ready to submit under Submit Application.

3. Click Submit for the application you want to submit.

   Please check you are applying for the correct program BEFORE clicking submit.
4. Confirm the program and click **Continue**.

   ! The application fee will be listed. Graduates do not have application fee waiver options.

   This is the last chance to verify you have applied to the correct program.

   Changes cannot be made after submission.

   No refunds are issued for submission mistakes.

5. Enter your credit card, billing address, and select **Continue**.

6. Review information and check the box confirming payment. Then, click **Continue**.
7. You will see confirmation that your payment has been submitted.

8. Congratulations you have submitted your application!

It will take a few days for our university to receive and download your application. In the meantime, please see:

List of resources:

Admission Requirements
Domestic Steps to Admission
Deadlines
Activate MySJSU and Check Your Admission Status
Frequently Asked Questions

**Do I have to enter my entire transcript information?** No. If you already have a bachelor’s degree, you do not need to enter in your coursework. Select the ‘I Am Not Adding Any College Transcripts’ button on the Transcript Entry page. If you are still completing your bachelor’s degree at the time you are completing the application, enter in-progress and planned coursework only.

**Can I apply as a graduate student before I finish my bachelor’s degree?** As long as you complete the bachelor’s degree before the application term, you can apply.

**I don’t see the program I want in the Add Programs page?** Only programs that are open to applications will appear for selection. If your desired program is not listed, check the Application Dates & Deadlines page and your Extended Profile to see which campuses and programs are open. For more information about available programs see (website).

**When do I send my transcripts?** Submit official transcripts and other documents by the document deadline for your program. Submit transcripts directly to the Graduate Admissions & Program Evaluations (GAPE) office (list address). Documents submitted to the department instead of directly to GAPE will NOT complete your application.

**I submitted my application but made a mistake. How do I correct my application?** Changes cannot be made after submission. Contact each campus you applied and request information be updated.
Applicant Help & Technical Support

For instructions on filling out each of the quadrants, see the question icon at the top right of any page within the application. Click on the question mark icon and select Instructions and FAQs. This launches the Help Center where information about each section can be found. To enable links, make sure to allow pop-ups. Customer service contact information can also be accessed. They can assist with application-related questions. Chat functionality is available during business hours by selecting ‘Live Chat’ at the bottom right corner of the page.

Cal State Apply Customer Service General Information
Contact us (857) 304-2087 or CalStateApply@liaisoncas.com
Hours of operation: Monday – Friday 6am-5pm PT
Responses to emails are typically provided within 2 business days; however, responses can take up to 3 business days during busy times. Provide CAS ID # (located under your name in the upper-right corner of the application) with request.

Contact SJSU directly for Admission requirements and policies, Deadline requirements, Prerequisites, Supplemental materials, Requirements regarding the identity of references, Status of your application after it has been verified, Admission decisions and interview questions, Content and duration of a particular school’s program.