

Conditional Admission: Online Application Instructions

1. Logging in

- First time students will need to create an account by filling out all the required details. You will receive an account creation confirmation email after you submit the form. If you already have an account, login with your Username and Password.
- If you have forgotten your Username or Password, click the **“Forgot Username/Password?”** link and enter the email used to create the account. Your Username and Password will be sent to your email.
- If you are an **Agent** assisting a student with an application, please make sure to only enter the **student’s information**. There is a specific section for **Agents**, and it’s important that you only put your information on the **Agent Page**.
- Once you create the account, you will receive a welcome email that has your Username and link to the portal.

SAN JOSE STATE UNIVERSITY

Registration Information

First Name:

Last Name:

Email (Username):

Password:

Confirm Password:

[<<Back to Login](#)

College of International and Extended Studies
One Washington Square,
San Jose, CA 95192-0135
Phone: 408 924 2670

Quick links:
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SAN JOSE STATE UNIVERSITY

Login

Email (Username):

Password:

[Forgot Your Password?](#) | [New User](#)

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2. Home Page

- The first page you will be taken to when you sign in is the home page. Here you can learn about our programs and start your Application.
- From here you can **start your application** by clicking the **“Apply Now”** button.

SAN JOSE STATE UNIVERSITY

HOME MY PROFILE MY APPLICATION HELP LOG OUT

Application Checklist

View the items below to see what must be turned in for your application to be completed:

[Apply Now](#)

If you have selected any activities in the Additional Information section in Education History, please mail in the corresponding official documents to verify your professional/academic activities. Examples of such documents can be Employment Letter, ESL School Letter, Military Service Letter, etc. To be considered official, these documents must meet the same requirements as your academic documents.

Academic and Test Preparation



Improve your English and develop the academic skills necessary for success in an American university or college. The Academic and Test Prep program is accredited by the Commission on English Language Program Accreditation (CEA). [Read more](#)

Conditional Admission / Eligibility



The Conditional Admission/Eligibility program (ICA) at San Jose State University is designed for international students who are academically qualified to apply for admission to the university, but have an insufficient score on the TOEFL or IELTS. [Read more](#)

Semester at SJSU



Study with American students and experience American university life! Enroll in one or two semesters of full-time undergraduate study at San José State University without having to submit a formal application to the university. [Read more](#)

MBA Preparation Program



To enhance your chance of admission to an MBA program, the academic advisors at International Gateways will help you research a variety of MBA programs, guide you through the application process, and offer assistance with refining application essays. [Read more](#)

Active Communication in English



Enjoy university campus life and improve your English skills in vibrant Silicon Valley. Increase your fluency in English through a fun 5-week program. 16 hours of classroom instruction per week plus field trips every Friday. [Read more](#)

[Contact](#)

3. Program of Interest Page

- On this page you will select your program of interest. Right now the only option is Conditional Admission / Eligibility, so press the **“Next”** button to continue.

Select Your Program

Conditional Admission/Eligibility (ICA): SJSU offers Conditional Admission/Eligibility to academically eligible international undergraduate and graduate students who have not yet achieved the required English language proficiency test score

[Learn More](#)

[Next](#)

4. Applicant Profile

- a. On this page you will fill out the information of the **Applying Student**. If you are an **Agent** assisting a student, there is a section for your information later in the Application.
- b. Everything that starts with a red line is required to fill out in order to progress through the application.
- c. For the Profile Section, enter your personal information.

<input checked="" type="checkbox"/> Program of Interest	Personal Data
<input type="checkbox"/> Applicant Profile	If you are an agent assisting a student with this application, please enter the student's information on this page. The agent's information will be requested later in the application.
<input type="checkbox"/> Enrollment Questions	
<input type="checkbox"/> Education History	
<input type="checkbox"/> Agent & Agency	
<input type="checkbox"/> SJSU Admission	
<input type="checkbox"/> Application Fee Payment	
<input type="checkbox"/> Uploads	
<input type="checkbox"/> Submit	

Salutation	<input type="text"/>
First Name	<input type="text" value="-"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="-"/>
Preferred First Name	<input type="text"/>
Gender	<input type="text"/>
How did you hear about us?	Please select all that apply. <input type="checkbox"/> Browser Search <input type="checkbox"/> Corporate Event <input type="checkbox"/> Email <input type="checkbox"/> Facebook <input type="checkbox"/> Friends or Family <input type="checkbox"/> Higher Education Fair

- d. When you get to the Permanent Home Address section, if your Mailing Address is not the same as your Permanent Home Address, change the following answer to “No”.

Is the Permanent Home Address Same as Mailing Address	<input type="text" value="Yes"/>
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- e. After that press **“Save & Next”** to move to the next section.

5. Enrollment Questions

a. In this section, you will enter your desired degree and major.

Questions

Please select the degree you would like to apply for

Please select your major of interest

What is your intended term at International Gateways?

Save & Next

b. When you are done, press **“Save & Next”** to continue.

6. Education History

a. Enter your Education History.

b. Start by typing the name of your School in the School Name box. If the system does not find your school, then click on the **“School Not Found”** in the box below and type in your school information.

High School

Start by typing the name of your School in the School Name box. If the system does not find your school, then click on the **“School Not Found”** in the box below and type in your school information.

High School

School Not Found

Attended From

Attended To

Do you have a HS Graduation Certificate?

Graduation Date

Save & Next

Add Another High School

c. Click on the **“Add Another”** button to add your history from additional schools if necessary.

Please mail in your College/University transcript and its English translation: [More Info.](#)

Add Another College/University

Additional Information

d. For Undergraduate Conditional Admission Applications Only:

If there is a gap more than 1 year between your High School Graduation date and your College Start date
or

If there is a gap more than 1 year between your High School Graduation date and Today's date, make sure to fill in the Additional Information section. Select all options that apply.

Additional Information

If it has been 1 year or more since you graduated from high school, select all the activities you were engaged in.

- Employment
- Intensive English Program (ESL)
- Military Service
- Volunteering
- Other

Save & Next

e. When you have finished entering your Education History, press **“Save & Next”** to continue.

7. Agency Information

- a. If an Agent is helping you, the Agent should enter this information. If an Agent did not help you, then select “No” and continue.
- b. Agents, make sure to enter your Agency code. If you are not sure what it is, enter “0000” and we will contact you at the email you provide.

<input checked="" type="checkbox"/> Program of Interest	Agency	
<input checked="" type="checkbox"/> Applicant Profile	Did an Agent help you fill out this application?	Yes
<input checked="" type="checkbox"/> Enrollment Questions	Agency Code	
<input checked="" type="checkbox"/> Education History	Agent Name	
<input type="checkbox"/> Agent & Agency	Agent Email	
<input type="checkbox"/> SJSU Admission	Agent Phone Number	
<input type="checkbox"/> Application Fee Payment		
<input type="checkbox"/> Uploads		
<input type="checkbox"/> Submit		

Save & Next

c. When you are done, press **“Save & Next”** to continue.

INTERNATIONAL GATEWAYS

SAN JOSÉ STATE UNIVERSITY

Questions?: international-conditional-admission@sjsu.edu

8. SJSU Admission

- a. If you have applied to SJSU or International Gateways before, please input your SJSU ID or your International Gateways Application ID. Please contact us if you have applied before, but you do not remember your ID.

SJSU Admission

Have you applied to SJSU before?

Have you applied to International Gateways before?

Save & Next

- b. When you are done, press **“Save & Next”** to continue.

9. Payment Page

- a. Click the **“Please Click Here to Make Payment”** button to progress to the Payment Page. Then click the **“Pay Now”** button to progress to the Cashnet Payment Page. Press **“Continue Checkout”**.

New Payment Methods

Credit Card

BUY WITH MasterPass

Continue Checkout

- b. Enter the address and credit card number for the payment, then press **“Continue Checkout”**.

Enter credit card information

Total Amount: \$110.00

Credit Card Number *

Expiration Month * Select Month

Expiration Year * Select Year

Cardholder Name *

Address * 1234 Test Street

City * Fresno

State/Province/Region *

Zip/Postal Code * 12345

Country * United States

Card ID Code * Enter the three or four digit code from your card. [Help](#)

Email Address * james.herrin+portalhowto@sjsu.edu

We accept: AMERICAN EXPRESS Cards MasterCard VISA

(You'll have a chance to review this order before it's final.)

Continue Checkout

Questions?: international-conditional-admission@sjsu.edu

- c. Once you are done, you will be redirected back to this page and the **“Save & Next”** button will be available so that you can continue the application.

10. Uploads

- a. Upload the Personal Data page of your passport.
b. Press **“Choose File”** and select the file from your computer. After you have chosen the file, press **“Upload Document”**.

The screenshot shows the 'Uploads' section of the application form. On the left is a sidebar with a list of sections: Program of Interest, Applicant Profile, Enrollment Questions, Education History, Agent & Agency, SJSU Admission, Application Fee Payment, Uploads, and Submit. The 'Uploads' section is currently active. The main content area has a header 'Uploads' and a sub-header 'Upload the following required documents'. There are two upload fields. The first is for 'Upload Passport Personal Data Page' with a 'Choose File' button, 'No file chosen' text, and an 'Upload Document' button. The second is for 'English Proficiency' with a dropdown menu set to 'Yes', a 'Choose File' button, 'No file chosen' text, and an 'Upload Document' button. At the bottom of the section is a 'Save & Next' button.

- c. If you have taken an English proficiency test (TOEFL/ IELTS), upload that document here by selecting **“Yes”**. Then press **“Choose File”** and select the file from your computer, and press **“Upload Document”**.
d. When you are done, press **“Save & Next”** to continue.

11. Submit Page

- a. This is the final page of the Online Application. After pressing the **“Submit”** button, you will not be able to change your application. By pressing **“Submit”** you will send and lock the application. You will receive an Email verifying that you have submitted your application and listing what documents you need to mail to the Conditional Admission Unit. After you submit your application, you will be taken back to the homepage which will now also have a list of what documents you need to mail to the Conditional Admission Unit.
b. Enter your name as it appears in your passport in the **“Application Signature”** box. Select today’s date in the **“Application Submitted Date”** box. Click the box confirming that all the answers in the application are accurate, and press the **“Submit”** button.

The screenshot shows the 'Submit your application' page. On the left is the same sidebar as in the previous screenshot, with 'Submit' now checked. The main content area has a header 'Submit your application'. There are two input fields: 'Application Signature' and 'Application Submitted Date' (with a placeholder 'MM/DD/YYYY'). Below these fields is a message: 'Thank you for submitting your application to San Jose State University.' followed by a checked checkbox and the text 'I attest all the answers I have given in this application are complete and accurate to the best of my knowledge.' At the bottom right is a 'Submit' button.