

Application information

M.S. Program in Industrial/Organizational (I/O) Psychology
San Jose State University
Department of Psychology (DMH 157)
One Washington Square
San Jose, CA 95192-0120

Thank you for your interest in the M.S. Program in Industrial/Organizational (I/O) Psychology at San Jose State. If you have not done so already, please read our brochure (http://www.sjsu.edu/psych/docs/io/IO_Brochure.pdf) to learn more about the program as well as applicant eligibility requirements.

Please note that you must submit application materials to both the Psychology Department and the SJSU Graduate Admissions and Program Evaluations (GAPE) Office. It is your responsibility to gather the application materials listed below and submit them by the deadline. Please feel free to check with the Psychology Department at (408) 924-5600 to confirm that your departmental application is complete; late or incomplete applications (including supporting materials) cannot be considered for admission.

To apply to the MS Program in I/O Psychology, you must:

A) Submit the following materials directly to the Psychology Department:

1. Application Cover Sheet
2. Checklist of Application Materials
3. Official transcripts of any relevant college academic work. If possible, please send your transcripts in unopened (sealed) envelopes, as this may help address any transcript-related problems that might occur with GAPE.
4. A 1-2 page single-spaced statement of purpose, describing your interests related to I/O Psychology, reasons for pursuing graduate education at San Jose State, and educational and career goals both within and beyond graduate school.
5. A professional resume or curriculum vitae detailing your educational background, work experience, relevant activities, experiences, and accomplishments.
6. Three letters of recommendation (see attached forms) in signed and sealed envelopes
7. A photocopy of ETS Graduate Record Examination (GRE) Aptitude test scores (we do not require the Advanced Test in Psychology) (SJSU institution code is 4687; I/O psychology code is 2008).

Once you have gathered the above materials, please mail them in one packet to the address below:

M.S. Program in I/O Psychology
Department of Psychology (DMH 157)
San Jose State University
One Washington Square
San Jose, CA 95192-0120

These materials must be received by the Psychology Department no later than **February 1st** .

NOTE: If you are unable to send some of the above materials (particularly letters of recommendation or GRE scores) by the February 1st deadline, please mail the rest of the materials to the Psychology Department and indicate when the remaining materials will be sent.

B) Submit the following materials directly to the Graduate Admissions and Program Evaluation (GAPE) Office (<http://www.sjsu.edu/gape/>):

1. Online University Graduate Application (<http://www.csumentor.edu/>). The deadline to apply online is **February 1st**.
2. \$55 application processing fee. The fee is nonrefundable, even if you withdraw your application or if your application is denied. The fee cannot be used for any semester other than the one indicated on the submitted application. You can pay the fee by credit card when you submit the application online. You can also indicate on the application that you will pay the fee by check. However, GAPE will not process your application until the fee is received, therefore, you need to send a check immediately after submitting the application and before sending other supporting materials to GAPE. If the fee is not received, GAPE will withdraw your application.
3. Official transcripts of any relevant college academic work. Submit official transcripts from all institutions attended, including those from which you did not complete a degree program. All transcripts must be sealed and unopened in order to be accepted as official documents. If you are currently enrolled and have not yet received an undergraduate degree, please submit your most recent transcript (you will need to submit a final transcript after graduation, as failure to do so may delay your application process).
4. California residency questionnaire and supporting documents (optional). All students intending to pay resident tuition must provide documentation of physical presence and intent to remain in California at least one full year prior to the Residence Determination Date for the applied term. Please submit the Residency Questionnaire (http://www.sjsu.edu/gape/docs/residency_questionnaire.pdf) with attached supporting documents (http://www.sjsu.edu/gape/prospective_students/residency/index.htm)
5. Legal Presence (non-citizens only). If you are not a U.S. citizen, you will need to provide a photocopy of your current visa. If you have an H-4 visa, please provide a photocopy of your dependent/affiliated H-1 visa. If you are a legal immigrant, you will need to provide a photocopy of your green card.

Once you have gathered the above materials, please mail them to the address below:

Graduate Admissions and Evaluations (GAPE)
San Jose State University
Student Services Center (SCC)
One Washington Square
San Jose, CA 95192-0017

These supporting materials must be received by GAPE no later than **March 1st**

C) Include the following materials with your application (International applicants only):

In addition to the materials listed above, international applicants must submit the following:

1. International Mark sheets and Degree Certificates: If you have completed a degree in an institution outside of the U.S., please visit the International Document Requirements page (http://www.sjsu.edu/gape/prospective_students/international_documents/index.htm) to find the document requirements for the country where the institution is located.
2. IELTS score (7 or higher), Pearson's score (68 or higher), or TOEFL score (550 or higher (paper based), 213 or higher (computer based), or 80 or higher (internet based)). One of these scores is required of all students graduating from a higher education institution outside of the U.S. where the primary language of instruction is not English. All test scores must be less than 2 years old. Your

test score must be sent directly from the ETS office (SJSU institution code is 4687, I/O Psychology code is 2008). In addition, please submit a photocopy of the test scores with your application package to the Department of Psychology.

The English proficiency requirement can be waived if you meet one of the following conditions:

- * you have received a BS or MS degree from an accredited U.S. institution.
- * you have completed 3 years of full-time study in a U.S. institution.

3. A Declaration of Finance in the amount of \$23,157.

Please remember that it is your responsibility to gather the application materials (including transcripts and letters of recommendation) and submit them to the appropriate offices.

Please check with the Psychology Department (408) 924-5600 to confirm that your departmental application is complete. Also, after you have submitted all supporting materials to GAPE, please check your “to do” list frequently to insure your application status is complete.

Applicants meeting the minimum requirements will be evaluated and selected on the basis of their application materials (please see the M.S. I/O Program description for more information). Unfortunately, due to a limited number of spaces available, not all students meeting the minimum requirements can be selected. We expect to begin notifying applicants of their application status by the end of March.

Thank you again for your interest in the I/O program at San Jose State. We wish you the very best in your academic and professional pursuits.

Sincerely,

Megumi Hosoda, Ph.D.
Coordinator, M.S. Program in I/O Psychology

CHECKLIST OF APPLICATION MATERIALS

Materials sent to the Psychology Department

- _____ 1. Application Cover Sheet
- _____ 2. Checklist of Application Materials
- _____ 3. Official, sealed transcripts
Name of institution(s): _____

- _____ 4. Statement of purpose
- _____ 5. Resume or curriculum vitae
- _____ 6. Letters of recommendation
Name of letter writer: _____

- _____ 7. Photocopy of GRE scores (Date(s) taken (mo/yr)): _____

Materials sent to Graduate Admissions and Program Evaluations (GAPE):

- _____ 1. Online University Graduate Application
- _____ 2. \$55 application processing fee
- _____ 3. Official, sealed transcripts
- _____ 4. California residency questionnaire and supporting documents (optional)
- _____ 5. Legal Presence (non-citizens only)

Additional materials for International Applicants

- _____ 1. International Mark sheets and Degree Certificates
- _____ 2. IELTS, Pearson, or TOEFL score
Reminder: Please send an official report of your TOEFL scores to the university and include a photocopy of your scores with your application packet to the Psychology Department.
- _____ 3. Declaration of Finance

If any of the above materials have not been included, or if additional information will be submitted in the future, in the spaces above please indicate which one(s) and when the Psychology Department will receive them.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR ADMISSION - please check with the Department to confirm your application is complete.

Letter of Recommendation
M.S. Program in I/O Psychology
San Jose State University

M.S. Program in I/O Psychology
Psychology Department (DMH 157)
San Jose State University
One Washington Square
San Jose, CA 95192-0120

To the Applicant:

NOTE: By law, a candidate may, but is not required to, waive the right of access to letters of recommendation. Your signature below indicates that access has been waived and the contents of this letter will not be disclosed to you. If a signature does not appear, access may be granted upon request. However, it is the policy of the Psychology Department not to disclose contents of recommendation letters until after final admission decisions have been made.

Applicant's name: _____

Applicant's signature (optional: see Note above): _____

To the Letter Writer:

In the space below or on an attached sheet, please provide your comments regarding the applicant's abilities and potential to complete a graduate (Masters degree) program in Industrial/Organizational Psychology. Topics of interest to the admissions committee include academic performance and competencies, motivation for graduate study, intellectual potential, maturity, thoroughness, dependability, enthusiasm, and the ability to work effectively and ethically with others.

Please return this form with your comments to the candidate in a sealed envelope with your signature across the seal to determine authenticity. *Thank you for your assistance!*

Signature of Letter Writer: _____ Date: _____

Please fill in the information below or attach a business card:

Name: _____

Title: _____ Employer: _____

Address: _____