

SJSU: Graduate Admissions & Program Evaluations

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 Pacific Time, 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: grad-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

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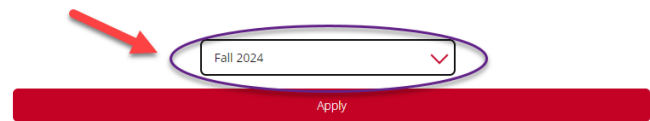
Creating an Account

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 Now**.

CAL STATE APPLY

With 23 universities spanning the state, and thousands of degrees to choose from, the CSU offers you more choices and connections than any other public higher education institution in the nation. One application opens infinite possibilities. Start your journey today.



— CAL STATE —
APPLY

Welcome to The California State University

Thank you for your interest in The California State University. This application will allow you to apply for the 2019-2020 cycle, including Fall 2019, Winter 2020, Spring 2020 and Summer 2020. Please take time to acquaint yourself with the application and instructional resources available. You may access your application and change your answers as many times as you like prior to submission by using your login credentials from any computer with internet access. Please visit [this link](#) for browser requirements. For applicant support during the application process, please contact us directly at 857-304-2087.

If you are interested in applying to a prior term, Winter 2019, Spring 2019, or Summer 2019 please click [here](#) to open the application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Sign In

Create an Account

[Forgot your username or password?](#)

4. Click **Create An Account**.

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5. Enter your **Name** and **Contact Information**.



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**.

— CAL STATE —
APPLY

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

* Indicates required field.

Your Name

Title	<input type="text"/>
* First or Given Name	<input type="text" value="Hello"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text" value="Sunshine"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

Contact Information

* Email Address	<input type="text" value="hello.sunshine@sjsu.edu"/>	Home <input type="button" value="v"/>
* Confirm Email Address	<input type="text" value="hello.sunshine@sjsu.edu"/>	
* Preferred Phone Number	<input type="text" value="+14089240000"/>	Mobile <input type="button" value="v"/>
Alternate Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>

Text and Phone Authorization

I agree to the [Terms of Service](#) and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, or the association for this Centralized Application Service.

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

* Username	<input type="text" value="SunshineTimes"/>
* Password	<input type="password" value="*****"/>

Your password must meet these minimal requirements:

- Minimum of 8 Characters ✓
- 1 lowercase letter ✓
- 1 uppercase letter ✓
- 1 number ✓
- 1 special character ✓

* Confirm Password	<input type="password" value="*****"/>
--------------------	--

Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at www.liaison-intl.com (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement, without limitation or qualification, to be bound by and to comply with the following terms and conditions:

* I agree to these terms

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7. Enter if you are currently in the European Union and Click **Create my account**.

8. Click on your **Degree Goal** →select **Second Bachelor's Degree & Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)**.

Click **Graduate** – if applying for a Master's or Doctoral program.

Click **Teaching and Service Credential Only** – if applying for a Credential program only.

Click **Certificate** – if applying for an Advanced 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 graduate student and choose SJSU as the campus.
- Select the scenario that applies to you.

European Union Data Protection

* Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?

Yes No

Create my account

1. Degree Goal

* What degree, credential or certificate are you applying for?

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

* Please select one or more of the following degree goals.

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

Graduate (e.g. Master's, Doctoral) or Professional's Degree

Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

Certificate

2. Returning

* Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

Yes

No

* Which CSU Campus did you previously attend?

San Jose State

What was your Student ID?

00000000

* Select the scenario that applies to you:

I previously attended a CSU campus and am now applying to an additional campus.

I attended other colleges or universities since leaving CSU.

I previously attended a CSU campus and am now applying to an additional campus AND I attended other colleges or universities since attending CSU.

I have not attended other colleges or universities since leaving CSU and am only applying to my original campus.

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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.

US Military Status

★ Anticipated US Military Status at time of enrollment

Military Dependent

International Applicant

★ Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

Yes

No

Save Changes

Welcome to The California State University

Hi California Sunshine

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with Internet access. Your application can be completed online and submitted electronically once you have entered the required information.

Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.

Start Your Application!

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Select One Program to Apply

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

1. Enter **San Jose** in the **Search** field.

Add	Program Name	Degree Type	Start Term	Academic Year	Location	Campus Name	Deadline
	SAN JOSE EXTENSION						
	SAN JOSE EXTENSION						
+	TEST - Business Administration (Special Session)	MBA	Fall	2021	Main Campus	San Jose State	04/01/2021
	SAN JOSE GRADUATE						
✓	TEST - Art - Pictorial Art	MFA	Fall	2021	Main Campus	San Jose State	03/01/2021

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.

College of Graduate Studies

PROGRAM NAME	DEGREE TYPE	TERM	ACADEMIC YEAR	LOCATION	DEADLINE (P01)	
San Jose Extension						
+	Biotechnology (Special Session)	MBT	Fall	2019	Main Campus	04/01/2019
+	Business Administration (Special Session)	MBA	Fall	2019	Main Campus	05/01/2019
+	Data Analytics (Special Session)	MS	Fall	2019	Main Campus	04/01/2019
+	Medical Product Development Management (Special Session)	MS	Fall	2019	Main Campus	04/01/2019
+	Software Engineering (Special Session)	MS	Fall	2019	Main Campus	04/01/2019
+	Taxation (Special Session)	MS	Fall	2019	Main Campus	05/01/2019
San Jose Graduate						
✓	Aerospace Engineering	MS	Fall	2019	Main Campus	04/01/2019
+	Applied Anthropology	MA	Fall	2019	Main Campus	04/01/2019
+	Art - Art History and Visual Culture	MA	Fall	2019	Main Campus	03/01/2019
+	Art - Digital Media Art	MFA	Fall	2019	Main Campus	03/01/2019

Are you sure you want to change your program?

For this application, only one program may be selected for each term per campus. If you select two programs, you will be asked to choose one.

You've selected **Aerospace Engineering** at **San Jose State**. Do you want to change it to **Data Analytics (Special Session)** at **San Jose State**?

[Back to Program Selection](#) [Continue Submission](#)

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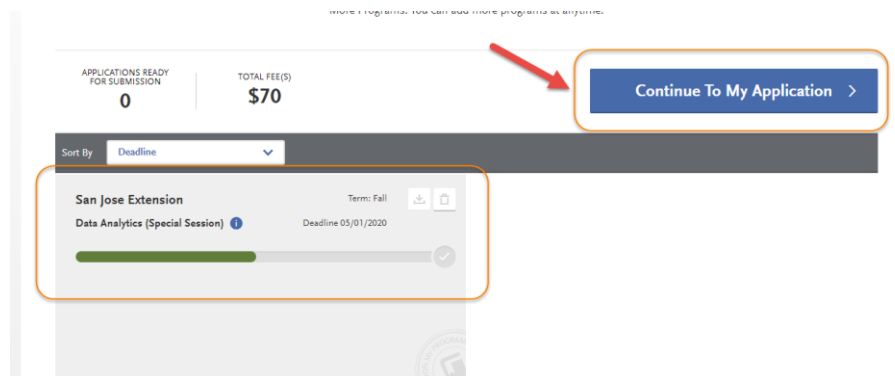
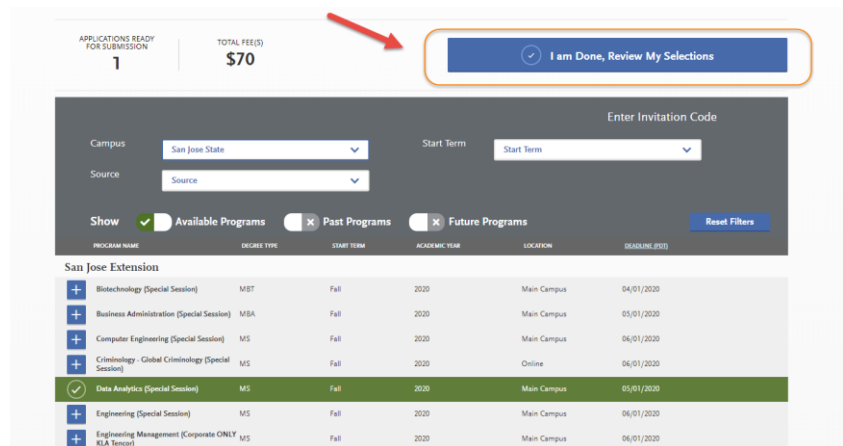
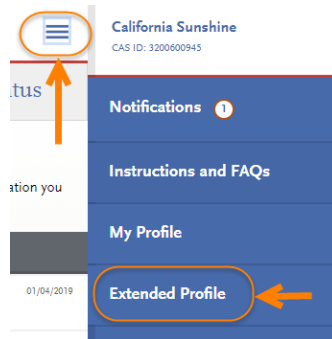
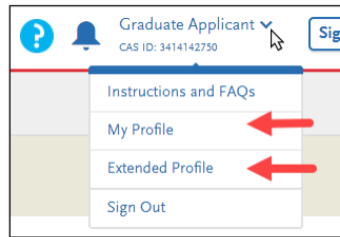


We offer different types of programs: Regular and Special Session degrees, credentials, and certificates. If you cannot find your program, you may need to change your **Extended Profile – Degree Goal**.

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**.



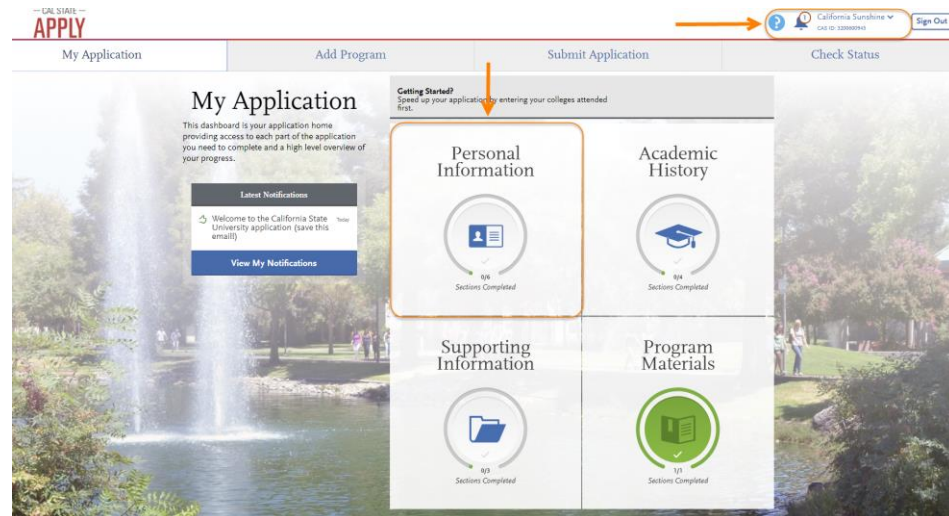
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Entering Personal Information

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.



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4. Release Statement

- Read and click each check box to **acknowledge each section**, including the International Financial Certification.
- Then, click **Save and Continue**

Release Statement

* **CERTIFICATION** - to be read and authorized by all applicants to certify the accuracy of the information provided.

I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.

Your certification of this statement serves the same purpose as a legal signature, and is binding.

Release of Contact Information

I authorize the California State University to release my contact information to one or more CSU campuses and/or affiliates that may wish to contact me before and/or after I have submitted my application to the university.

Check box to Acknowledge

[Save and Continue](#)

5. Click **Continue to Next Section**.

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#) [Continue to Next Section](#)

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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**.

Preferred Name

* Do you have a name (first, middle) that you commonly use that differs from your legal name?

Yes No

* Preferred First Name

Cali

Preferred Middle Name

Legal Sex

* What is your legal sex?

Male Female Nonbinary

Do you consider yourself to be?

Select

How do you describe yourself?

Select

How do you describe the way you express your gender identity in terms of behavior, appearance, speech, and movement?


Select


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8. Enter your **Birth Information** and click **Save and Continue**.

-A pop up box will display asking you to confirm your age. Confirm if it is correct.

Birth Information

* Date of Birth	06/19/1986  MM/DD/YYYY
* Country	United States 
* City	Fremont
* State/Province	California 
* County	Alameda County 


 **Save and Continue**

9. Click **Continue to Next Section**.

Confirm your age

You're 39 years old.
Is that correct?

[Edit Date of Birth](#) [Confirm Date of Birth](#)

Saved Successfully 

Your info has been successfully saved.

[Go to Dashboard](#) [Continue to Next Section](#)

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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.*
-You may be asked to confirm your address. Select 'Yes' if it is accurate.

Current Address

★ Street Address 1
One Washington Square

Street Address 2

★ City
San Jose

★ Country / Territory
United States

★ State/Province
California

★ County
Select a County

★ Zip/Postal Code
95192

Approximate Date through which current address is valid
MM/DD/YYYY

Select a Matching Address

1 Washington Sq
San Jose, CA
Santa Clara County
95112-3613

Use the address I entered

★ Is this your permanent address?
 Yes No

Is this your address?
1 Washington Sq
San Jose, CA
Santa Clara County
95112-3613
 Yes No

* Indicates required field

11. Click **Save and Continue**.

Phone

To make changes to your phone number, go to the [Profile Section](#)

★ Preferred Phone Number
+14089240000 Mobile

Alternate Phone Number Type

Email

To make changes to your email, go to the [Profile Section](#)

★ Email
hello.sunshine@sjsu.edu Home

Save and Continue

12. Click **Continue to Next Section**.

id Program Submit Appli

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#) [Continue to Next Section](#)

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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**.

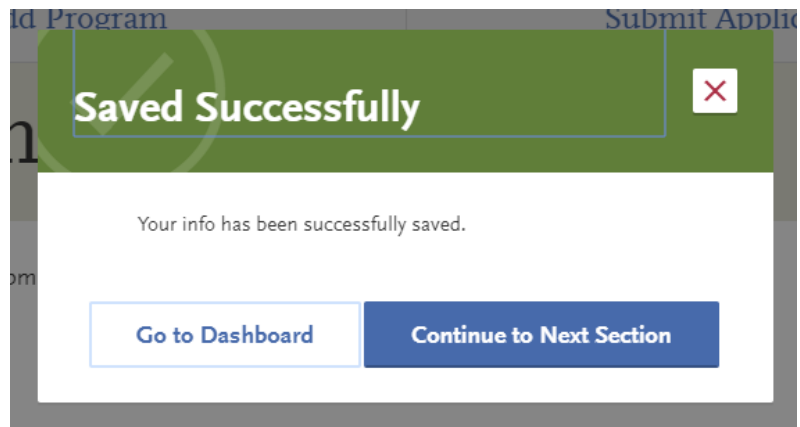
The screenshot shows a web form with a sidebar on the left containing navigation tabs: Release Statement (checked), Biographic Information (checked), Contact Information (checked), Citizenship/Residency Information (active), Race & Ethnicity, Other Information, and Financial and Parental Information. The main content area is titled "US Citizenship" and includes the following fields:

- * Country of Citizenship: India (dropdown)
- * Select the value that best describes your U.S. Citizenship: Other Visa (dropdown)
- * Visa Type: H4 Dependents H1 through H3 (dropdown)
- * Visa Date Issued: 12/14/2012 (calendar icon) MM/DD/YYYY
- If you were born outside of the U.S., what year did you or will you move to the U.S.?: 2013 (text input)

Below this is the "Residency" section:

- * What U.S. State/Possession do you regard as your permanent home?: California (dropdown)
- * Do you claim California Residency?: Yes (selected radio button), No (radio button)
- * Have you lived in California continuously since birth?: Yes (radio button), No (selected radio button)
- * When did your present stay in California begin?: 01/15/2013 (calendar icon) MM/DD/YYYY

At the bottom of the form is a blue button with a checkmark icon and the text "Save and Continue".



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18. Enter your **Race and Ethnicity**.

APPLY
My Application Add Program Submit Application

Race & Ethnicity

You may update this information at any time before submission. Once you have submitted, the information on this page cannot be edited. * Indicates required field.

Sections Completed 4/8

- Release Statement ✓
- Biographic Information ✓
- Contact Information ✓
- Citizenship/Residency Information ✓
- Race & Ethnicity**
- Other Information

Ethnicity

* With regard to your ethnicity, do you consider yourself Hispanic or Latino?

Race

* Regardless of your answer to the question above, please select below one or more of the following groups in which you consider yourself a member.

American Indian or Alaska Native

Asian

* Please select one sub-category below that best describes your background.

<input checked="" type="radio"/> Asian Indian	<input type="radio"/> Bangladeshi
<input type="radio"/> Bhutanese	<input type="radio"/> Burmese
<input type="radio"/> Cambodian	<input type="radio"/> Chinese, except Taiwanese
<input type="radio"/> Filipino	<input type="radio"/> Hmong
<input type="radio"/> Indo-Chinese	<input type="radio"/> Indonesian
<input type="radio"/> Iwo Jiman	<input type="radio"/> Japanese

19. Click **Save and Continue**.

Summary

* California State University often needs to report **ONLY ONE** summary race/ethnicity description for a person. Please select your reporting preferences:

Asian

Save and Continue

20. Click **Continue to Next Section**.

id Program Submit Application

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#) [Continue to Next Section](#)

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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**.

The screenshot shows a portion of the SJSU Graduate Admissions application form. On the left is a navigation menu with sections: Release Statement, Biographic Information, Contact Information, Citizenship/Residency Information, Race & Ethnicity, Other Information, and Financial and Parental Information. The main content area includes:

- Social Security Number:** A text input field for the SSN and a checkbox for "Social Security Number Acknowledgement" with a note for international students.
- Language Proficiency:** A dropdown menu for "What is your First Language?" (set to Gujarati) and an "Add Another Language" button.
- Military Status:** A dropdown menu for "Indicate your anticipated United States Military status at the time you enroll:" (set to "Not a Member of the Military").
- Military Dependent Question:** A dropdown menu for "Are you the dependent of a U.S. military service member, including active duty, National Guard, Reserves, or a Veteran discharged from military service?" (set to "Yes, Veteran").
- Academic Standing:** A radio button question: "Are you in good standing with your last school attended?" with "Yes" selected.
- Academic Infractions and Conduct:** Three radio button questions about disciplinary actions, all with "No" selected.
- Teacher or Other Education Credential Information:** A dropdown menu for "Select your interest in obtaining your teacher or other educational credential." with "Not interested in a credential program" selected and highlighted by an orange box.
- CalFresh:** A radio button question: "Are you interested in checking your eligibility for monthly food assistance to be used towards groceries through the CalFresh Program?" with "No" selected.

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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.

RN License

* Do you have an RN (registered nurse) license or expect to achieve a RN license?

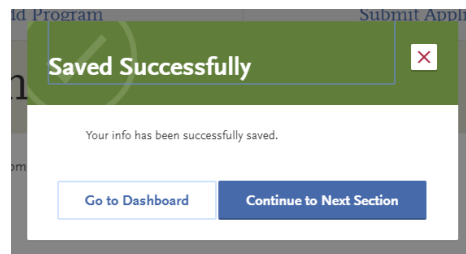
Yes No

How did you Hear About Us?

* How did you hear about CalState.edu/apply?

Friend

Save and Continue



Release Statement	<input checked="" type="checkbox"/>
Biographic Information	<input checked="" type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>
Citizenship/Residency Information	<input checked="" type="checkbox"/>
Race & Ethnicity	<input checked="" type="checkbox"/>
Other Information	<input checked="" type="checkbox"/>

Financial and Parental Information

Household Income and Size Information

Please review the following statements carefully to determine if any of them apply to you. Then, answer the question below.

- You were born before January 1, 2001.
- You are currently an active duty member or a veteran of the U.S. Armed Forces.
- As of today, you are married or you are separated, but not divorced.
- You have or will have children or dependents who will receive more than half of their support from you between July 1, 2024 and June 30, 2025.
- Someone other than your parent(s) or stepparent(s) has legal guardianship of you, as determined by a court in your state of legal residence.
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court.
- At any time on or after July 1, 2023, your high school, an emergency shelter, a transitional housing program, or a homeless youth center determined you were an unaccompanied youth or were self-supporting and at risk of being homeless.
- You currently do not live with your parent(s)/stepparent(s) and have not had contact or financial support from them for the last 12 months or more.

* Do any of the above statements apply to you?

None of the above statements apply to me. One or more of the above statements apply to me.

Independent: Household Size

If you are registered with the California Secretary of State as a domestic partner, your household size must include your partner and your combined legal dependents, and your partner's income must be included with your income. Visit the [Applicant Help Center](#) for additional details when responding to the questions below.

* Total size of your household in 2022, be sure to include yourself, spouse and all dependents:

* Number of dependent children living with you in 2022:

Independent: Income Information

* Adjusted gross income (AGI) for 2022, all income reported on your federal tax return:

* Untaxed income and benefits for 2022, income not reported on your federal tax return:

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32. Enter your **Parent/Guardian Educational Level** and click **Save and Continue**.

Parent/Guardian Education Level

★ What is your Parent/Guardian #1 highest level of education?

★ What is your Parent/Guardian #2 highest level of education?

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**.

Academic History
0/3 Sections Completed

Colleges Attended

Standardized Tests

GPA Entries

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.

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the Cal State 10/13/2022
Apply application (save this email)

[View My Notifications](#)

Personal Information
7/7 Sections Completed

Academic History
0/3 Sections Completed

Supporting Information
0/1 Sections Completed

Program Materials
0/1 Sections Completed

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Entering Academic History

Enter your educational history in this next section

1. Click **Add a College**.



NOTE: Please do not upload unofficial transcripts. The Graduate Admissions & Program Evaluations office does **not** process applications based on unofficial transcripts uploaded or send to our office. Applicants **MUST** send international marksheets/transcripts & degree certificates directly to WES, ACEI, or ECE and request the official evaluation sent to SJSU to be considered for admission to SJSU.

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.

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--If your college name is not listed, click **Can't find your school?**

--Then, select the **type of university** you attended.

My Application Add Program Submit Application

Colleges Attended

Add Your Colleges

Please add all undergraduate, graduate or professional institutions you attended or are currently attending.

You may update the information in this section at any time prior to submission.

* Indicates required field.

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

* What college did you attend?

Changtau University

Can't find your school?

Save This College

* What college did you attend?

Changtau University

* If you can't find your school in our list, select one of the options below:

Unlisted English Speaking Canadian Institution

Unlisted US Institution

Unlisted French Speaking Canadian or Other Foreign Institution

* Did you obtain or are you planning to obtain a degree from this college?

Yes No

* Degree Info

Degree Awarded Degree In Progress

Check if you were a double major

+ Add another Degree

* Degree Info

Degree Awarded Degree In Progress

* What type of degree did you earn?

Bachelor of Technology

* When did you earn that degree?

July 2000

* What was your major?

Biotechnology

What was your minor?

None

Check if you were a double major

+ Add another Degree

SJSU: Graduate Admissions & Program Evaluations

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.



NOTE: Please do not upload unofficial transcripts. The Graduate Admissions & Program Evaluations office does **not** process applications based on unofficial transcripts uploaded or send to our office. Applicants **MUST** send international marksheets/transcripts & degree certificates directly to WES, ACEI, or ECE and request the official evaluation sent to SJSU to be considered for admission to SJSU.

8. Once you are done entering **Colleges Attended**, click on **GPA Entries**.

* What type of term system does this college use?
 Quarter Semester Trimester

When did you attend this college?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

* First Semester: Spring, February, 2014
* Last Semester: Spring, February, 2019

Check if you are still attending this college

Save This College

If you attended or are attending an institution outside the United States/Canada, you may upload an unofficial copy of your transcripts. This is not required, but will help to expedite the processing of your application. Please submit an English mirror/direct, word-for-word translation with the transcript.

Once you submit your application, you cannot edit previously entered colleges and universities.

+ Add a College or University

MY ATTENDED COLLEGES

UNIVERSITY OF MUMBAI

June 2012 - August 2015 | Semester System | Bachelor of Dental Science Degree Earned: March 2015

Select one: Upload transcript

Colleges Attended

Report all colleges and institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was already transferred to another institution

Also, report each institution only once, regardless of the number of degrees earned or gaps the [Applicant Help Center](#) for more information.

If you attended or are attending an institution outside the United States/Canada, you can upload with an English mirror/direct, word-for-word translation. This is not required but will help to expedite the processing of your application. Once you submit your application, you cannot edit previously entered colleges and universities.

+ Add a College or University

MY ATTENDED COLLEGES

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9. Click **I don't have a GPA to add** unless you are a School of Information applicant.



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.



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.

AVERETT UNIVERSITY Transcript

Summer June 1997 - Spring May 2002

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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 accidentally click the button, but do have tests to report, you may click **Would you like to add a test?** on the next page.

Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. Visit the [Applicant Help Center](#) for more information.

- Freshman Applicants:** report your SAT and ACT results, with the associated College Board or ACT ID number. If you have not yet taken the exam, you can simply add the date that you will complete the exam. You must report the associated ID number and request official results from College Board or ACT for the scores to be sent to all your CSU campuses.
- Transfer Applicants:** if you have completed less than 60 transferable units, report your SAT and ACT results. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- Graduate Applicants:** report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- International Applicants:** report your IELTS and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information.

I Am Not Adding Any Standardized Tests

ACT

Standardized Tests

You opted not to add any standardized tests.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full.

Would you like to add a test?

TOEFL

Add Test Score

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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**.

The screenshot shows the 'Standardized Tests' section of a web application. On the left is a navigation menu with 'Standardized Tests' selected. The main content area is titled 'GRE' and contains the following fields:

- 'Have you taken the test?': Radio buttons for 'Yes' and 'No', with 'No' selected.
- 'When do you plan to take this test?': A date picker showing '04/04/2019'.
- 'ETS Registration Code': An empty text input field.
- 'Save This Test': A blue button with a checkmark icon.

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

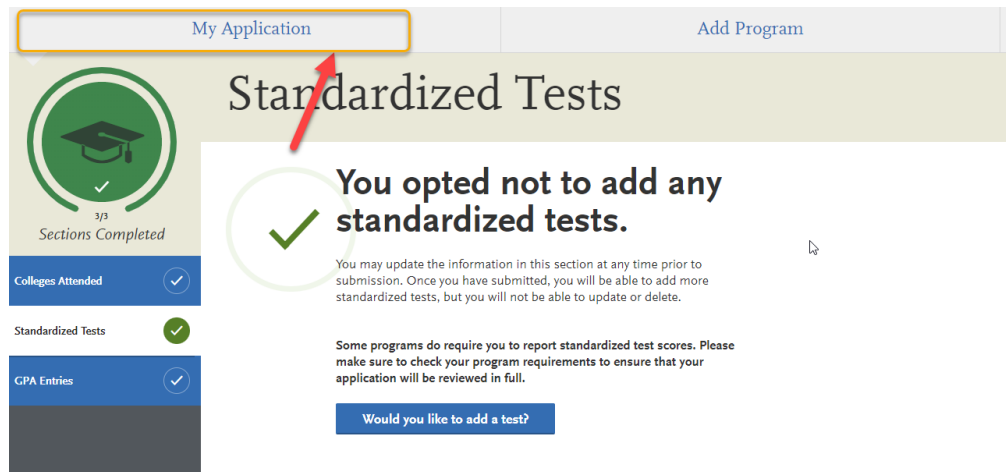
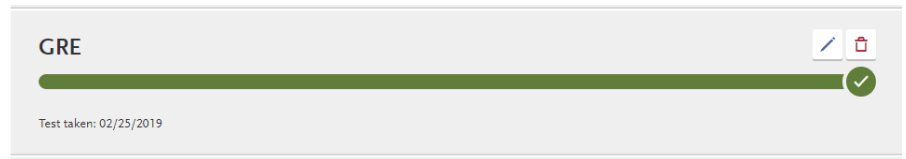
The screenshot shows the 'Standardized Tests' section of a web application. On the left is a navigation menu with 'Standardized Tests' selected. The main content area is titled 'GRE' and contains the following fields:

- 'Have you taken the test?': Radio buttons for 'Yes' and 'No', with 'Yes' selected.
- 'When did you take this test?': A date picker showing '02/25/2019'.
- 'ETS Registration Code': An empty text input field.
- Score fields:
 - Quantitative: 150
 - Quantitative Percentile: empty
 - Verbal: 150
 - Verbal Percentile: empty
 - Analytical Writing: 4.5
 - Analytical Writing Percentile: empty
- 'Save This Test': A blue button with a checkmark icon.

18. After you finish entering your scores, click **Save This Test**.

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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.

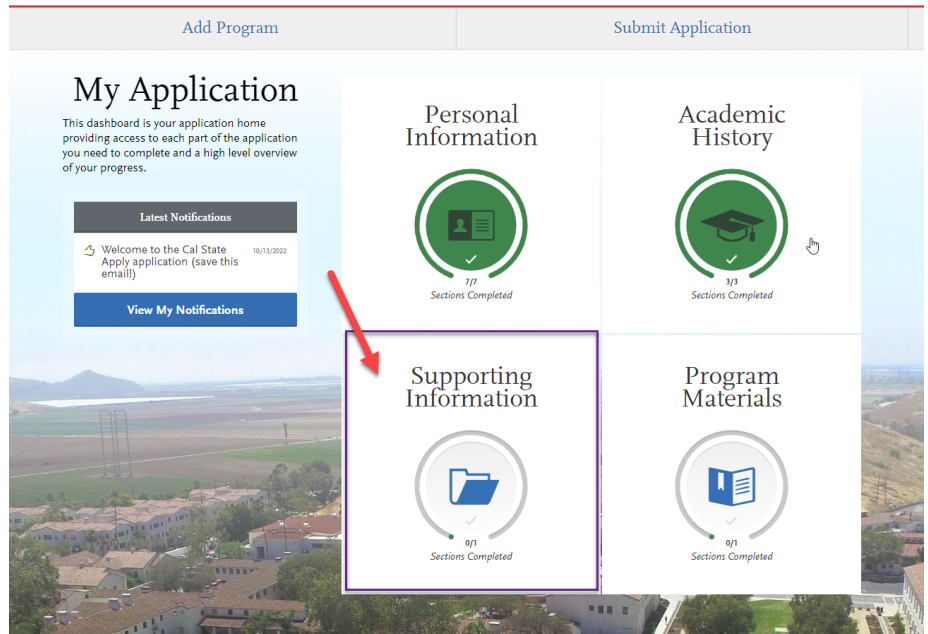


SJSU: Graduate Admissions & Program Evaluations

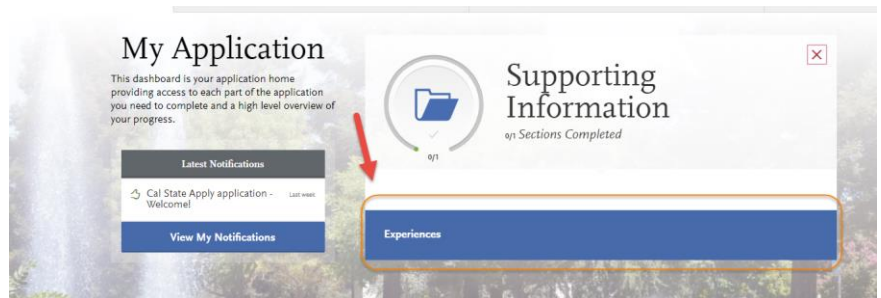
Entering Supporting Information

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.

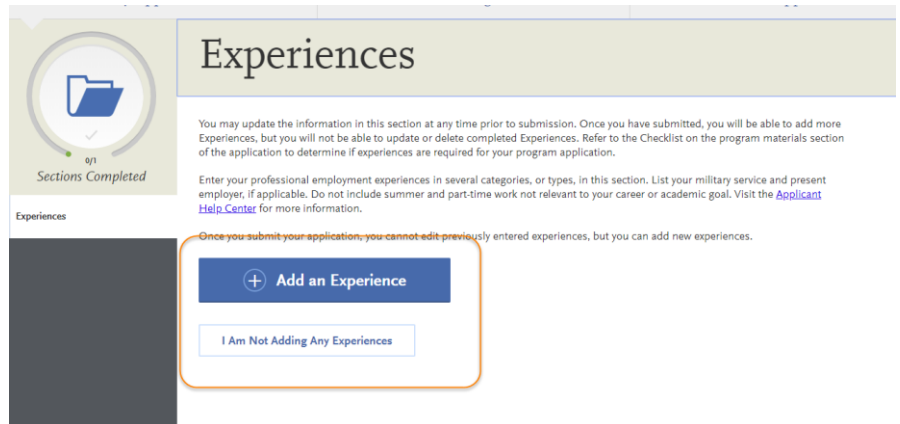
1. Click on the **Supporting Information** square.



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**.

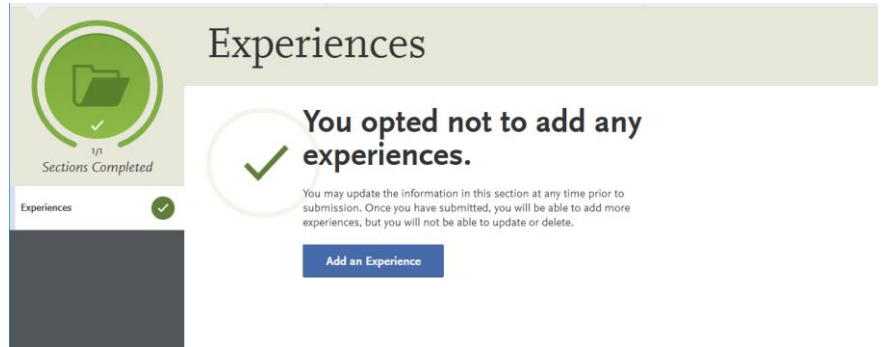


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-If you accidentally click the button, but do have experiences to report you may click **Add an Experience** on the next page.

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**.



Update your experiences any time prior to submission. After submission, you can add more experiences. However, you cannot update or delete completed experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

* Indicates required field.

Experience Type

* What type of experience do you want to add?

Internship

Organization

* Name

Salvation Army

Address

Address 2

City

* Country

United States

Zip Code

* State

California

Supervisor

First Name

Last Name

Title

Contact Phone

🇺🇸 (201) 555-5555

Contact Email

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Your **Added Experience** will show for your review.

Experience Dates

* Start Date MM/DD/YYYY

* Current Experience Yes No

End Date MM/DD/YYYY

* Status

Experience Details

* Title

* Type of Recognition

Compensated

Received Academic Credit

Volunteer

* Average Weekly Hours x

* Number of Weeks =

* Total Hours

* Description/Key Responsibilities

* Release Authorization (May we contact this organization?) Yes No

Save & Continue

List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.

★ MY EXPERIENCES			
TYPE	ISSUING ORGANIZATION	DATE	TITLE
Internship	Salvation Army	10/01/2016 - Till Date	Assistant

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

My Application Add Program Submit Application

Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

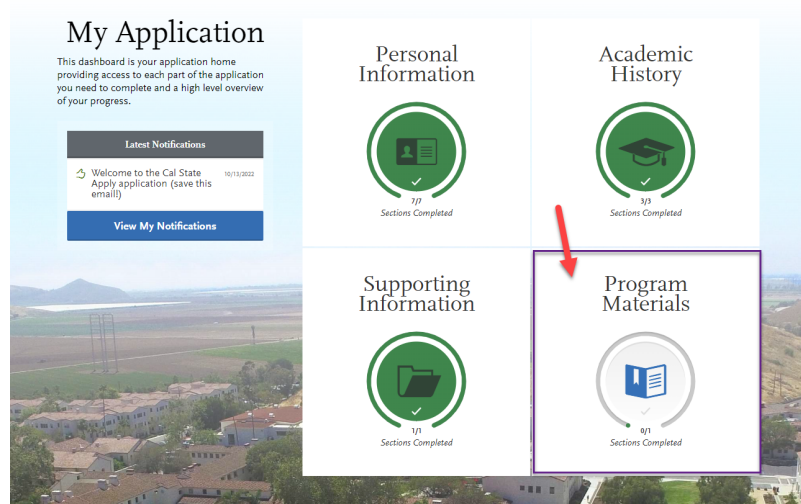
Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.

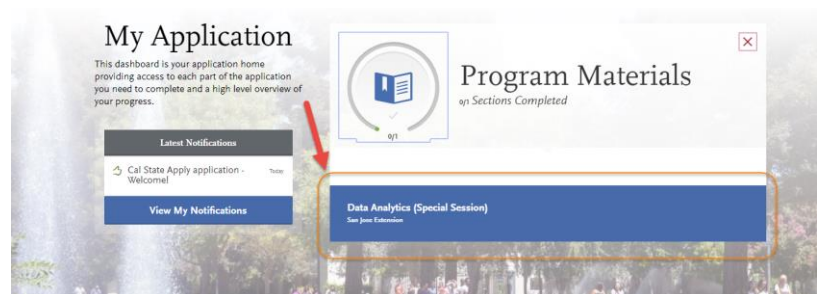
★ MY EXPERIENCES			
TYPE	ISSUING ORGANIZATION	DATE	TITLE
Internship	Averett Univ.	03/04/2019 - 10/02/2019	AD

SJSU: Graduate Admissions & Program Evaluations

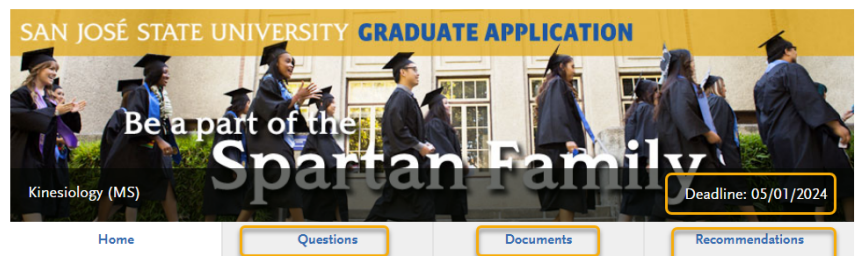
1. Click on the **Program Materials** square.



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



3. You will see tabs for all the **required documents** needed for this section AND the **application deadline**.



SJSU: Graduate Admissions & Program Evaluations

4. On the **Documents** tab, you will see the department document requirements.

You will also see helpful uploading tips.



Once you submit your application, you will **not** be able to add or edit any required documents.



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 uploaded a green bar will show with the name of the document and date uploaded.



Documents

Kinesiology (MA) Document Requirements for Admission

The Kinesiology department requests the following documents:

- Upload a short Personal Statement outlining your interest and indicate how a Kinesiology degree will help you to achieve your career objectives. **(required)**
- General Graduate Record Examination (GRE) scores are required for applicants. When requesting to take this exam with ETS, please use the code for SJSU which is 4687. There is no need to upload scores here.
- Upload the [Graduate Assistantship](#) and [Area of Expertise Teaching](#) forms if you are interested in a GA/TA position **(optional)**.

For more information about our program, please visit sjsu.edu/kinesiology/programs/Graduate/

The deadline to submit your Cal State Apply application if you are a domestic or international applicant (F1 visa - initial or transfer) deadline is April 1, 2019. You should plan to upload required department documents well before the deadlines. Please note, once you submit your Cal State Apply application, the ability to upload documents will no longer be available.

UPLOAD TIPS

 Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.	 Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	 Do Not Password Protect Your Documents Protected documents will not be sent with your application.	 Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.
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Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

* indicates required field.

*** Personal Statement**

Progress bar with checkmark

+ Add Document

Assistantship Application

Progress bar with checkmark

+ Add Document

Required Documents

* indicates required field

*** Personal Statement**

Progress bar with checkmark and lock icon

SJSU Deferral.pdf Uploaded: 02/13/2024

SJSU: Graduate Admissions & Program Evaluations

- On the **Recommendations** tab, you will see the department letters of recommendation requirements.
- Select **Request New Recommendations** for each Recommendation (Recommendation 1 and 2) to enter recommendation information.



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

- 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.

- Click **Save This Recommendation Request**.

Recommendations

Kinesiology (MS) Recommendation Requirements

Two (2) original letters of recommendation are needed for the department application. These letters should come from either university instructors who taught you or supervisors who managed you in paid or volunteer work. It is highly recommended that at least one letter come from a university instructor. If this is not possible, ask your letter writers to include an evaluation of your writing and analysis skills.

- Submit requests using the blue button below.
- Use an early deadline for the letters of recommendation to be submitted. Deadlines should be on or before the application deadline, for domestic and international applicants. The earlier the deadline you use, the better.
- Include in your message to the recommender the name of the program you are applying for at San Jose State University.
- If you need to cancel your request, you can cancel by using the "trash" button.
- Please note, once you submit your Cal State Apply application, you cannot go back and request more recommendations.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

General Program with Letter Upload 2 required - 2 total allowed

Recommendations 1 Select Recommendations

Recommendations 2 Select Recommendations

Recommendation Type: General Program Recommendation with Lette... ▼

Recommender's Information

* First Name:

* Last Name:

* Email Address:

* Due Date:

* Personal Message/Notes:

Dr. Professor X,
I enrolled in two of your research method classes in 2018. I completed a project on global warming and climate change, which was ultimately presented at city council in December 2018. I would like to enhance my research skills through a master's degree. Would you recommend me?

299/500

Waiver of Recommendation

* I waive my right of access to this Recommendation. Yes No

* Permission to Contact Recommender

I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* Permission for Schools to Contact Recommender

I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

[Save This Recommendation Request](#)

SJSU: Graduate Admissions & Program Evaluations

9. You can then see the recommendation you entered on the next screen – edit or delete as necessary.

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.

+ Add Recommendation

General Program Recommendation with Letter Upload

2 required - 2 total allowed

1. X, Professor - Requested



San Jose Graduate Questions



The answers to these questions will be submitted as part of your application to all San Jose Graduate Programs.

If you have already answered questions for another of this school's programs, you will see your previous answers below. Changing your answers here will apply those changes to all of this school's programs.

Housing Inquiry

Please complete the question below. Your response will not have any effect on your admission decision.

★ Where do you plan on living during the 2024/2025 academic year?

On campus

Off campus, not with family

With parents/family

Kinesiology (MS) Program Questions

To help us in the process of assigning you an advisor, please indicate any research experience and any specific interests below.

Research Experience and Interest

★ Please indicate any Research Methods courses you have taken.

0 word 0/200

Please describe any (tentative) research ideas you have as you enter the program.

SJSU: Graduate Admissions & Program Evaluations

***If your program is not fully set up for Quadrant 4, the Questions page will require that you acknowledge the two-step process to apply for graduate admissions.**



You are **required** to enter your initials to attest the 2-step process before submitting your application.

Public Health (MPH Online) Deadline: 06/01/2023

Home Questions

Save

* Indicates required field

Your graduate application to SJSU is a 2-step process.

Step 1. You are currently beginning the 1st step by submitting your university Cal State Apply application. Approximately 5-7 days after submission of your Cal State Apply application, you will receive an email containing your assigned nine-digit SJSU ID# upon which you will be able to log into your MySJSU account to see what is needed to complete your university application.

Step 2. We need you to be successful for the 2nd step which is fulfillment of separate department admission criteria.

You must research department admission criteria.

Each graduate program has unique admission requirements. You must research your program's [Degree Program Requirements](#) to verify if the graduate program requires submission of additional departmental application materials. Please identify your program as listed on the [Degree Program Requirements](#) page and research their requirements by clicking on program criteria links.

In order to ensure successful completion of your entire graduate application, please utilize the following resources.

[Admission Requirements](#)

Research the university and department requirements for your graduate application including test requirements and deadlines.

[Steps to Admission](#)

Review each step for domestic or international applicants including how to properly submit important documents for your application.

Attestation

* I attest and understand that I must complete Step 1 and 2 of the application process, including researching the degree program requirements for my application and following the separate instructions provided by the graduate program I am applying for. (Please initial below)

SJSU: Graduate Admissions & Program Evaluations

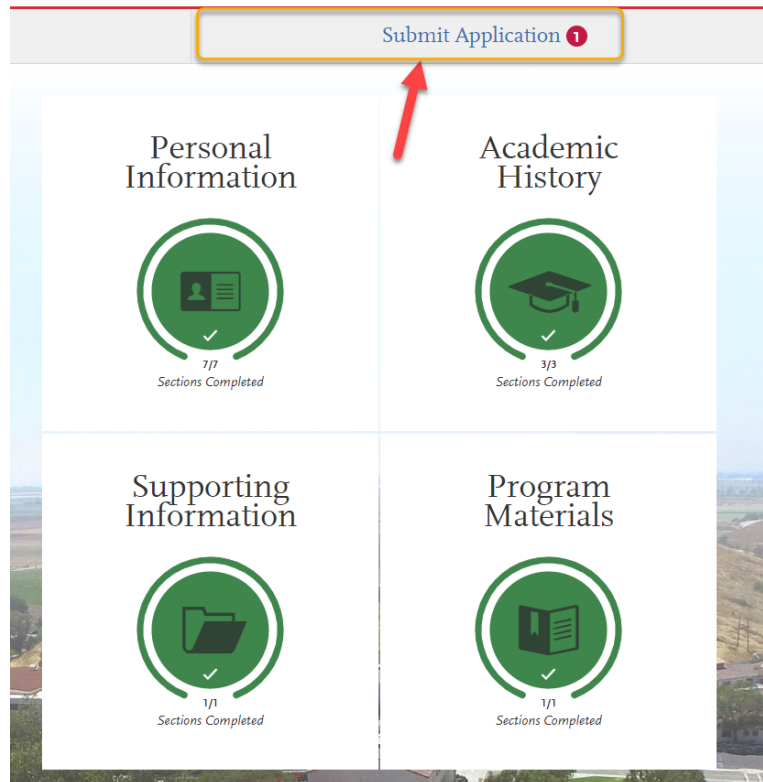
Submitting an Application

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**.



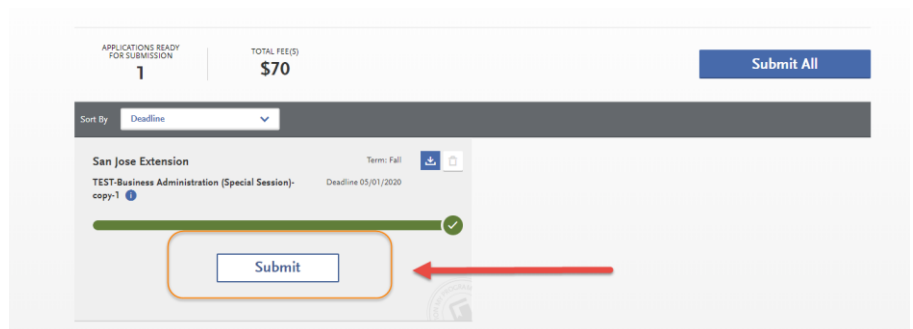
You will see the number of complete applications you have ready to submit under **Submit Application**.



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



Please check you are applying for the correct program & term **BEFORE** clicking submit.



SJSU: Graduate Admissions & Program Evaluations

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**.

Your Selected Program

PROGRAM NAME	DEADLINE
San Jose Extension	
<input checked="" type="checkbox"/> TEST-Business Administration (Special Session)-copy-1	05/01/2020

Selected Programs (1)

Fee Total \$70.00

Coupon Code
XXXX-XXXX-XXXX-XXXX

Enter Your Payment Details * Indicates required field.

Payment Method

Credit Card PayPal

Name as it appears on card

Card Type

Credit Card Number

Expiration

CVV Code

Billing Address

Please select a billing address or enter a new one.

My permanent address
One West Street
Ahmedabad, Gujarat 383001

My current address
1 Washington Sq
San Jose, California 95112-3613

Use a different address

Selected Programs (1)

Fee Total \$70.00

Review and Submit Your Applications

Please review your submission details below and acknowledge you've read and understand the conditions once submitted. * Indicates required field.

Submitting Your Application

Upon application submission, you will not be able to edit most of your information, including your question answers and completed coursework.

* I acknowledge that I will not be able to edit my application after submission.

Payment Information

Payment Method	Billing Address
VISA Sunshine Bear 4111XXXXXXXXX1111 Exp: February/2021	One West Street Ahmedabad, Gujarat 383001

Selected Programs (1)

Fee Total \$70.00

Please do not click the button more than once or refresh this page, or you may be charged twice.

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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](#)

Congratulations on your application submission!

We sent a receipt of your submission to sunshinetimes@sjsu.edu

Payment Date: 10/02/2019
Order #: A40A0B4EC905

[My Application](#)

Program Submissions	
PROGRAM NAME	DEADLINE
TEST-Business Administration (Special Session)-copy-1	Deadline: 05/01/20

1 TOTAL PROGRAMS SUBMITTED

Payment Details	
Payment: Credit Card	Credit Card Information: Visa XXXXXXXXXXXXXXX1111 Sunshine Bear
Fee Total	\$70.00

Information on previous payments is available in [Payment History](#) under your User Profile.

Frequently Asked Questions

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.

Where 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), electronically from your university or via mail to: One Washington Square, San Jose 95192-0017. Documents submitted to the department instead of directly to GAPE will NOT complete your application.

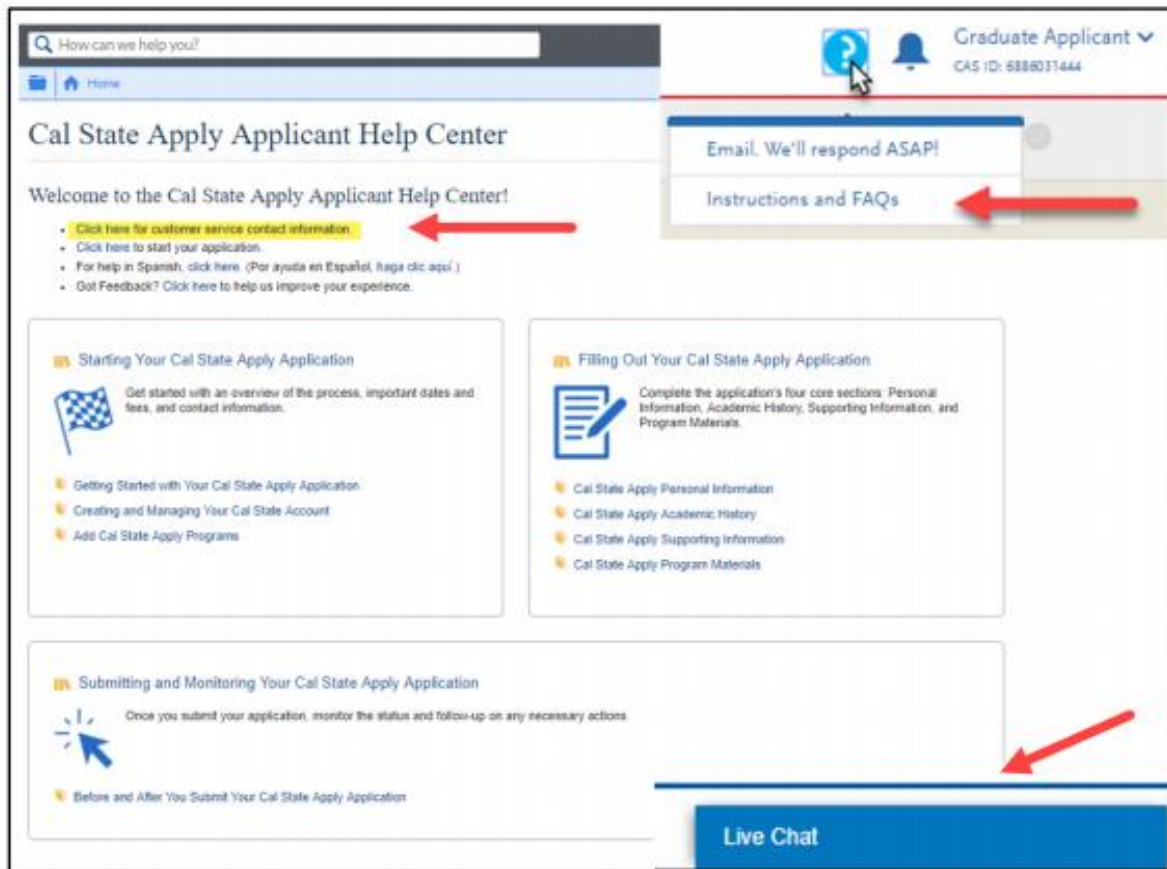
Submit official international transcripts/marksheets by the document deadline for your program to [WES \(World Education Services\)](#), [Academic Credentials Evaluation Institute, Inc. \(ACEI\)](#) or Educational Credential Evaluators (ECE) for an evaluation of international coursework. Documents submitted to the department instead of through an evaluation service 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.

SJSU: Graduate Admissions & Program Evaluations

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 Pacific Time

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.