SJSU: Office of Graduate Admissions & Program Evaluations

Overview

Graduate International Applicant How to Apply Tutorial

This tutorial demonstrates how to apply to SJSU as a Graduate International Applicant.

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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 Admissions website (www.sjsu.edu/admissions).

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

SJSU: Office of Graduate Admissions & Program Evaluations

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 (Fall 2021)**.
3. Then click **Apply**.

4. Click **Create An Account**.

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.

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	
* First or Given Name	Hello
Middle Name	
* Last or Family Name	Sunshine
Suffix	
Display Name	

Contact Information

* Email Address	hello.sunshine@sjsu.edu	Home
* Confirm Email Address	hello.sunshine@sjsu.edu	
* Preferred Phone Number	+14089240000	Mobile
Alternate Phone Number	(201) 555-5555	Mobile

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.

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

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	SunshineTimes
* Password	•••••••••••••

Your password must meet these minimal requirements:
Minimum of 8 Characters ✓
1 lowercase letter ✓
1 uppercase letter ✓
1 number ✓
1 special character ✓

* Confirm Password	•••••••••••••

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

☑ * I agree to these terms

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

European Union Data Protection

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

○ Yes ● No

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** to SJSU, or **No** if you are not.

-Enter your prior SJSU ID if you are a returning student and choose SJSU as the campus.

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?

000000000

10. Enter your **US Military Status**.

11. Answer **Yes** for **International Applicant** if you meet the following criteria:
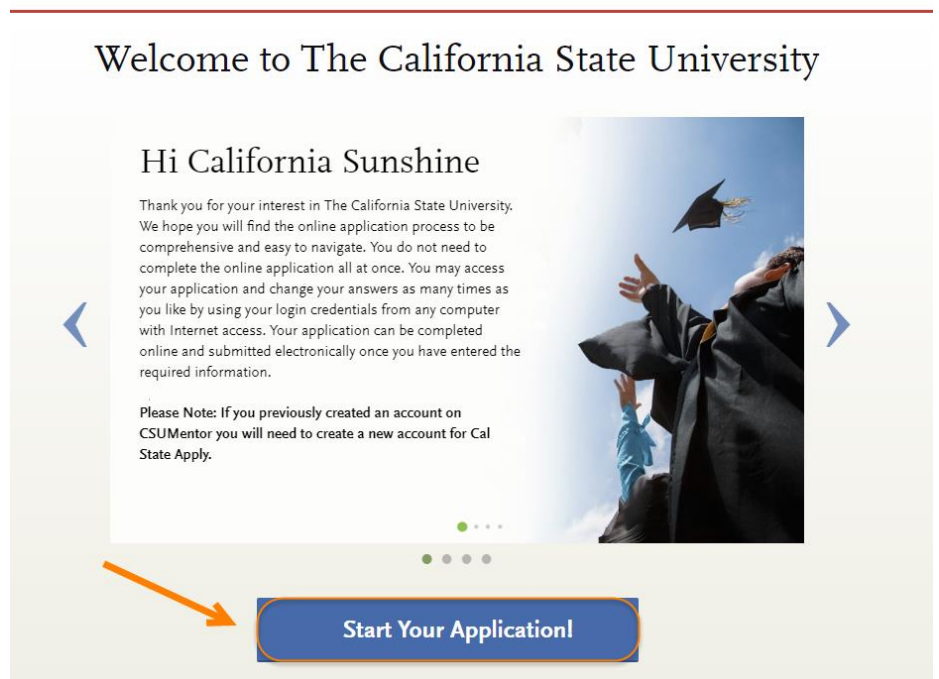
- F1 Visa (applying from home country)
- F1 Visa (already in U.S. on F1 visa)
- J1 Visa seeking
- B Visa holders

If you are a US Citizen, Permanent Resident, Refugee/Asylee, DACA, AB540 or hold another visa (H4, H1B, L1, L2, F2, J2, TN, TCD, etc.) please complete the **Domestic Application** and answer **No** 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

Not a Member of the Military ⌄

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!

Select One Program to Apply

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

1. Scroll down to view **San Jose State** programs.

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.

💡 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.

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

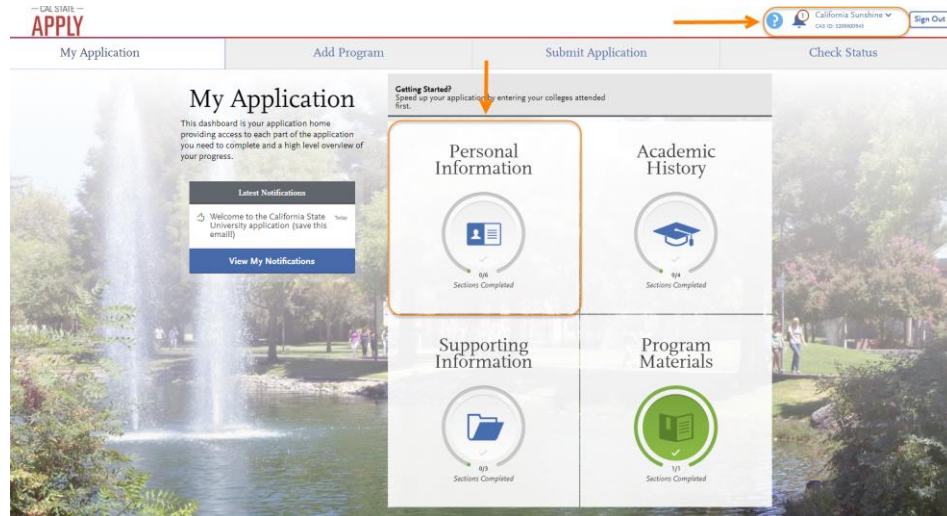3. Confirm your **Program** and click **Continue to My Application**.
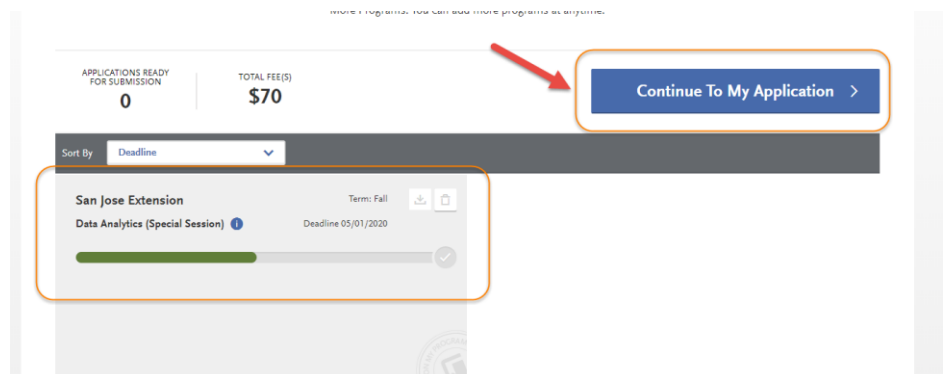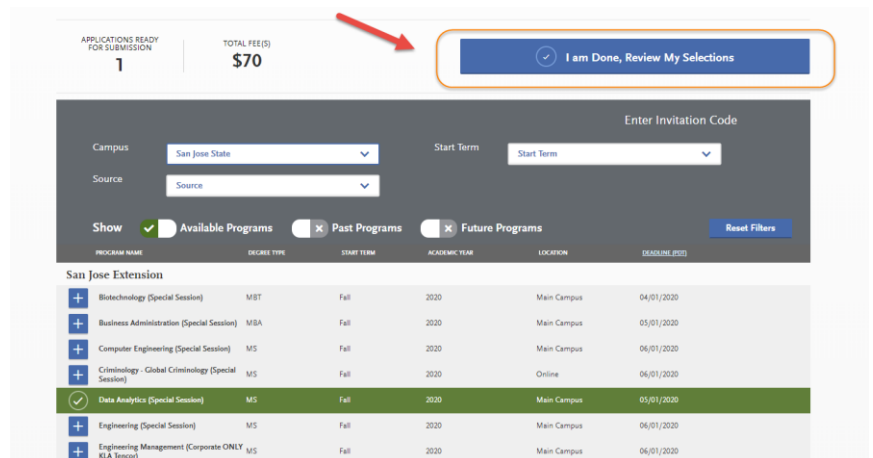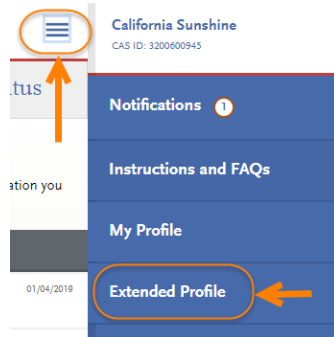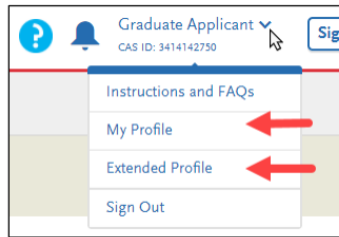
Entering Personal Information

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

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. Click **Biographic Information**.

7. Enter any **Alternate Name** – especially if you will be sending documents under the alternate name.

Preferred Name

8. Enter any **Preferred Name** you have, **Legal Sex**, and **Birth Information**.

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

○ Yes   ● No

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 ⌄

⚠ Carefully make sure that you **enter the Birth City as listed on your Passport,** to ensure this information is correct on your I-20.

Birth Information

* Date of Birth	06/19/1986 📅 MM/DD/YYYY
* Country	India ⌄
* City	Ahmedabad
* State	Gujarat ⌄
* County	N/A ⌄

[✓ **Save and Continue**]

9. Click **Save and Continue**.

Saved Successfully ✕

Your info has been successfully saved.

[Go to Dashboard] [**Continue to Next Section**]

10. Click **Continue to Next Section**.

11. Enter your **Current Address**

🔸 if you currently live in the US, please **list a US 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.*

*If an international applicant resides in the US, they will be asked to **submit a copy of their current F1 visa or EAD card if on OPT/STEM-OPT**.

Current Address

⭐ Street Address 1	One Washington Square
Street Address 2	
⭐ City	San Jose
⭐ Country / Territory	United States
⭐ State/Province	California
⭐ County	Santa Clara County
⭐ Zip/Postal Code	380001
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

What is your permanent address?

⭐ Street Address 1	One West Street
Street Address 2	
⭐ City	Ahmedabad
⭐ Country / Territory	India
⭐ State/Province	Gujarat
⭐ County	N/A
⭐ Zip/Postal Code	380001

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

12. As an International applicant, you must have an **International Address** for SEVIS. **Please enter your permanent international address**.

☑ **Save and Continue**

13. Click **Save and Continue**.

Saved Successfully ✕

Your info has been successfully saved.

Go to Dashboard   Continue to Next Section

14. Click **Continue to Next Section**.
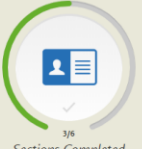
15. Enter your **Country of Citizenship**, **Type of Student Visa** you have or need (F1 for International, J1 for Fulbright Scholars), **Date Issued** if you already have an F1 or J1 visa.

Citizenship/Residency Information

Enter your citizenship information in this section. Visit the Applicant Help Center for more information.

3/6 Sections Completed

Release Statement ✓
Biographic Information ✓
Contact Information ✓
Citizenship/Residency Information

* Indicates required field.

Citizenship

☆ Country of Citizenship   India

☆ Which student visa do you have, or will you have when you study at the CSU?

⦿ F1 (Student)   ◯ J1 (Exchange)

Date Issued (if you have already been issued a student visa)   09/10/2019   📅 MM/DD/YYYY

16. Enter information if an **International Agent** is helping you complete the application. If so, list the details of the agency.

International Agent

☆ Are you currently working with a representative or agency?

⦿ Yes   ◯ No

☆ Representative Type   Other Sponsored

☆ Representative Name   List Name Here

Representative Street Address

Representative Street Address Line 2

Representative City

Representative State/Province

Representative Postal Code

☆ Representative Country   India

☆ Representative Phone   4089247500

☆ Representative Email   agent@agent.com

17. **If you currently live in the US, enter the year you moved to the US.**

International Applicant Details

☆ What year did you (or do you plan to) move to the U.S.?   2019

If you are currently an active F-1 student, enter your SEVIS ID:

18. Click **Save and Continue**.

⊘ **Save and Continue**

19. Click **Continue to Next Section**.

Saved Successfully

Your info has been successfully saved.

Go to Dashboard   Continue to Next Section
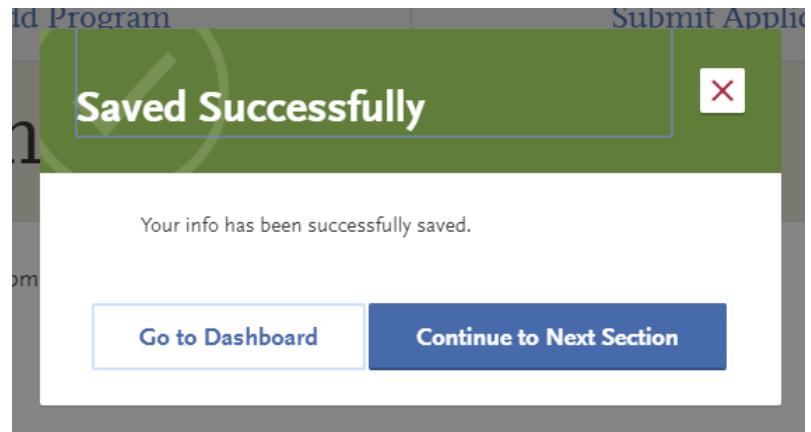
20. Enter your **Race and Ethnicity**.

APPLY

My Application   Add Program   Submit Applicati

Race & Ethnicity

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

4/6
Sections Completed

* Indicates required field.

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?   No

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.

● Asian Indian   ○ Bangladeshi
○ Bhutanese   ○ Burmese
○ Cambodian   ○ Chinese, except Taiwanese
○ Filipino   ○ Hmong
○ Indo Chinese   ○ Indonesian
○ Iwo Jiman   ○ Japanese

Summary

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

21. Click **Save and Continue**.

✓ Save and Continue

22. Click **Continue to Next Section**.

Saved Successfully ✕

Your info has been successfully saved.

Go to Dashboard   Continue to Next Section

23. Enter your **Social Security Number**, if you have one, OR **check the box if you do not have a Social Security Number**.

24. Enter your **Native Language**.

— CAL STATE —
APPLY

| My Application | Add Program | Submit Application |

Other Information

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.

If you have a U.S. Social Security number you are required to include it on admission application forms to all CSU campuses pursuant to Section 41201, Title 5, Code of California Regulations and Section 6109 of the Internal Revenue Code. Please refer to the Applicant Help Center for more information on laws pertaining to SSN.

Social Security Number

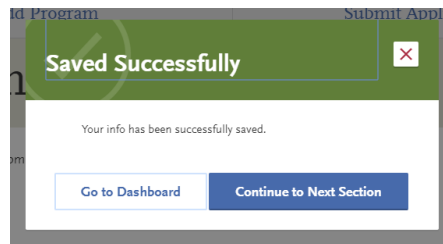Your designated programs may require your SSN for institutional or federal financial aid forms.

SSN

Social Security Number Acknowledgement

Check the box below if you do not have a Social Security Number

☑ International students, nonresident aliens, and other exceptions, may not have a Social Security Number and should check this box.

Language Proficiency

✱ What is your Native Language?   Gujarati ⌄

⊕ Add Another Language

5/6 Sections Completed

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

Military Status

Have you ever served in the United States military?
To make changes to this question go to Extended Profile

No. I have not served in the US military ⌄

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

Teacher or Other Education Credential Information

✱ Select your interest in obtaining your teacher or other educational credential.   ⌄

26. If you attended a CSU campus before, list the campus and the last term you attended. [This question will only show if you listed you are a Returning Student on your Extended Profile].

Returning CSU Applicants

Which CSU Campus did you previously attend?
To make changes to this question go to Extended Profile

San Jose State ⌄

What was your Student ID?
To make changes to this question go to Extended Profile

000000000

✱ Enter the last term attended   Spring ⌄

27. Answer the **How did you Hear About Us?** question.

28. Click **Save and Continue**.

29. Click **Continue to Next Section.**

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

31. 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 or University**.

   ⚠ 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 IEE 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 another degree from this university*.

   ⚠ You **must** add all undergraduate, graduate, and professional institutions you attended or are currently attending.

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 in the dates of attendance. Visit the Applicant Help Center for more information.

If you attended or are attending an institution outside the United States/Canada, you may upload an unofficial copy of your transcript. **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 Application | Add Program | Submit Appl

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.

* What college did you attend?

UNIVERSITY OF MUMBAI

* 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**

--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.

    ⚠️ 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 IEE and request the official evaluation sent to SJSU to be considered for admission to SJSU.

8. Once you are done entering **Colleges Attended**, the **GPA Entries** will automatically complete. You do NOT have to enter this information on your application.

9. Click on **Standardized Tests**.

   -Instructions for Graduate and International applicants are listed.

10. 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.

11. 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.

| My Application | Add Program | Submit Application |

Standardized Tests

Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked "plan to take", but you will not be able to update or delete completed tests.

- **Freshman Applicants:** Please report your SAT and/or ACT results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Transfer Applicants:** If you have completed less than 60 transferrable units, please report your SAT and/or ACT results. If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Graduate Applicants:** Please report your GMAT or GRE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **International Applicants:** Please report your IELTS or PTE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"

I Am Not Adding Any Standardized Tests

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

---

12. If you have **not taken the exam yet and will take 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**.

TOEFL   [×]

* Indicates required field.

* Have you taken the test?

○ Yes   ● No

* When do you plan to take this test?

02/07/2019   📅   MM/DD/YYYY

[✓ **Save This Test**]

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

TOEFL   [×]

* Indicates required field.

* Have you taken the test?

● Yes   ○ No

* When did you take this test?

01/01/2019   📅   MM/DD/YYYY

* Did you take an Internet-based test (IBT), or a paper based test?

Internet-based   ▼

Test Registration ID   [   ]

* Did you take the listening test?

● Yes   ○ No

What did you score on this test?

Reading Score

19

Writing Score

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

15. Your information will save under the appropriate test.

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

17. 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 and your achievements. 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.
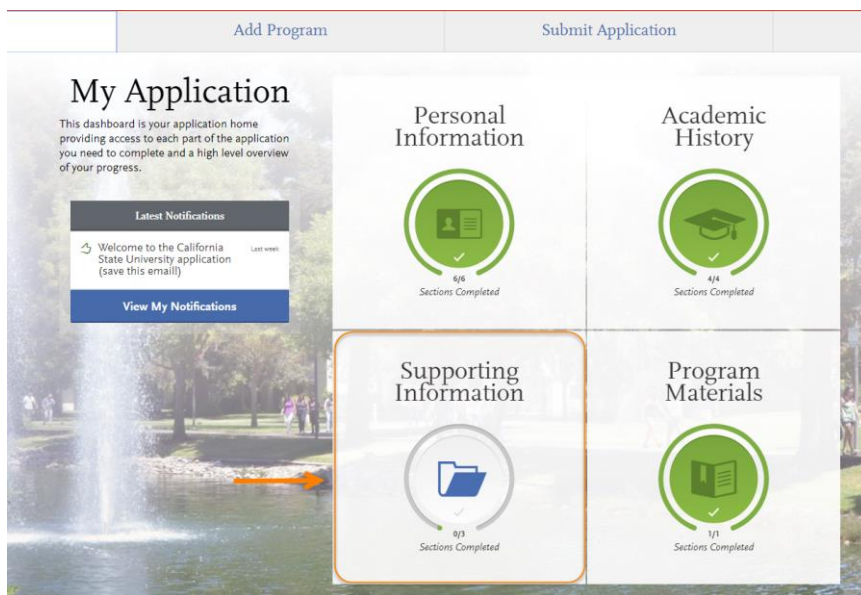
2. Click on the **Experiences** tab.
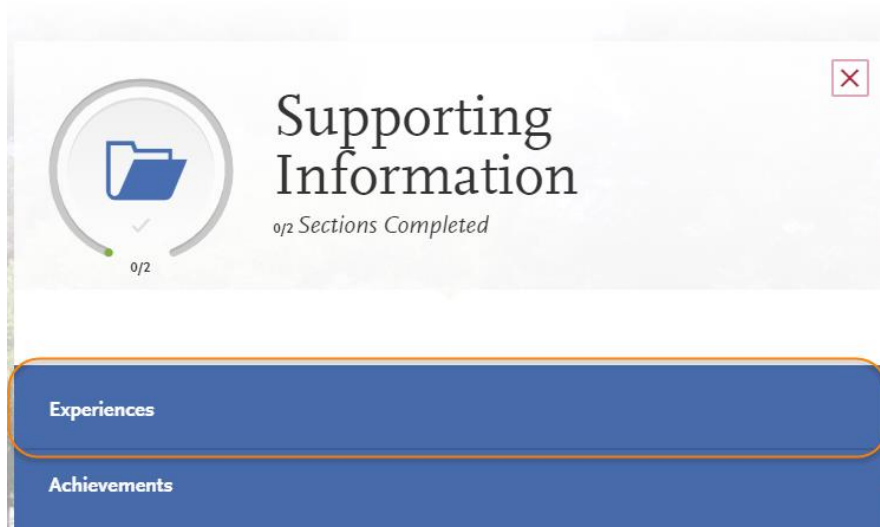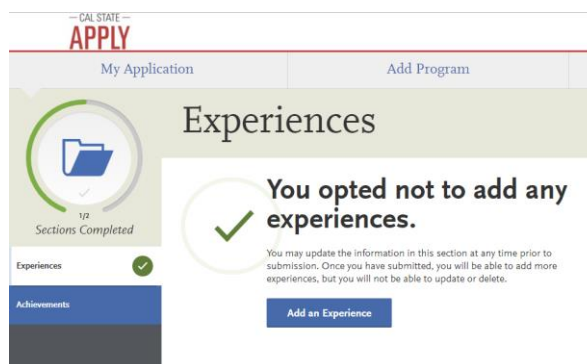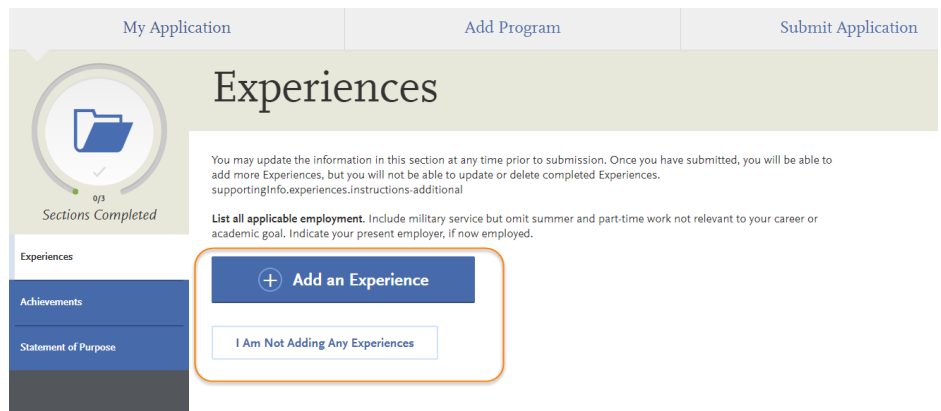
3. If you do not have any work experiences to report, click on **I Am Not Adding Any Experiences**.

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

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. supportingInfo.experiences.instructions-additional

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.

⊕ Add an Experience

I Am Not Adding Any Experiences

0/3 Sections Completed

Experiences
Achievements
Statement of Purpose

— CAL STATE —
APPLY

My Application	Add Program

Experiences

✓ **You opted not to add any 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.

Add an Experience

1/2 Sections Completed

Experiences ✓
Achievements

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.

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

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

You will need to add the **Experience Dates and Details** before clicking **Save & Continue**.

Experience Dates

* Start Date

10/01/2016 📅 MM/DD/YYYY

* Current Experience

● Yes ○ No

End Date

📅 MM/DD/YYYY

* Status

Part time ⌄

Experience Details

* Title

Assistant

* Type of Recognition

☐ Compensated

☐ Received Academic Credit

☑ Volunteer

* Average Weekly Hours

10 **x**

* Number of Weeks

156 **=**

* Total Hours

1560

* Description/Key Responsibilities

assisted with all duties as assigned - stock shelf, inventory, assist customers

79/600

* Release Authorization (May we contact this organization?)

● Yes ○ No

✓ **Save & Continue**

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

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.

⊕ **Add an Experience**

★ MY EXPERIENCES

TYPE	ISSUING ORGANIZATION	DATE	TITLE		
Internship	Salvation Army	10/01/2016 - Till Date	Assistant	✏	🗑

4. Click on the **Achievements** tab.

5. If you do not have any Achievements to report, click on **I Am Not Adding Any Achievements**.

   -If you accidently click the button, but do have achievements to report you may click **Add an Achievement** on the next page.

If you enter **Add an Achievement,** then enter the **Achievement** Type (award, honors, presentations, publications, scholarships), **name**, and **details**.

Add Your Achievements

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

* Indicates required field.

Achievement Details

* Type	Publications ⌄
* Name	Journal of Marriage & Family
Name of Presenting Organization	
Issued Date	📅 MM/DD/YYYY
Brief description	Article regarding care work identity.	

37/600

Then, click **Save This Achievement**.

✓ **Save This Achievement**

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

Achievements

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the Applicant Help Center to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

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

⊕ **Add an Achievement**

★ MY ACHIEVEMENTS

NAME	PRESENTING ORGANIZATION	ISSUED DATE	
Journal of Marriage and Family	N/A	N/A	✏ 🗑

Click on **My Application** to return to your application.

My Application	Add Program	Submit Application

Achievements

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the Applicant Help Center to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

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

⊕ **Add an Achievement**

★ MY ACHIEVEMENTS

NAME	PRESENTING ORGANIZATION	ISSUED DATE	
Journal of Marriage and Family	N/A	N/A	✏ 🗑

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 (*list may change without notice), 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.

Program
Art – All programs
Bioinformatics
Certificate in Mindfulness-Based Health Science
Chicana/Chicano Studies
Communication Studies
Computer Science
Counseling & Guidance
Creative Writing
Curriculum and Instruction
Data Science
English
Human Factors & Ergonomics
Justice Studies
Kinesiology – all programs
Mass Communications (Journalism)
Meteorology
Multiple Subject Credential
Nursing Educator
Nursing, FNP
Nursing, DNP
Family Nurse Practitioner
Nutritional Science
PPS Credential
Clinical Mental Health Counseling
Psychology – Research & Experimental
Science Education
Single Subject Credential
Statistics
Urban Planning

1. Click on the **Program Materials** square.
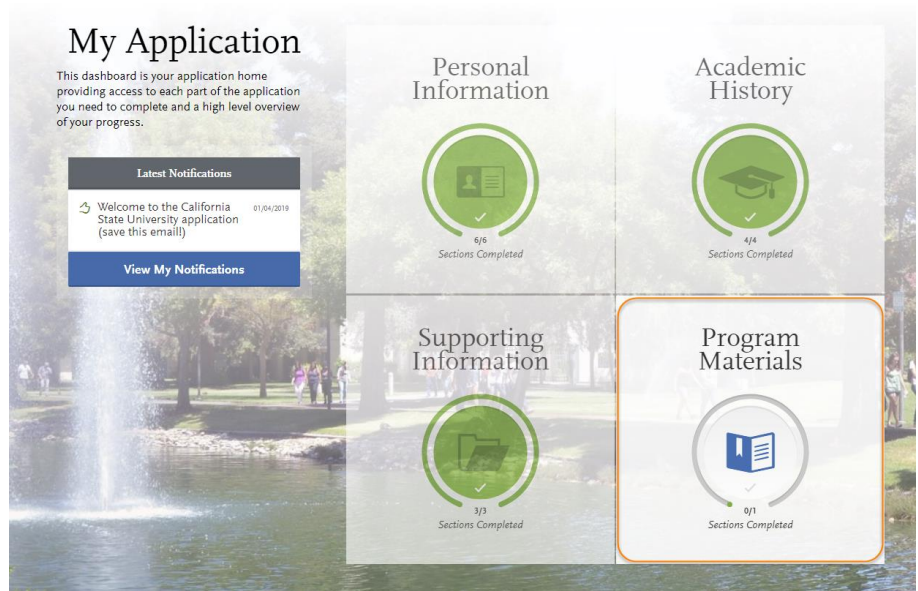
2. Click on the **program** tab.

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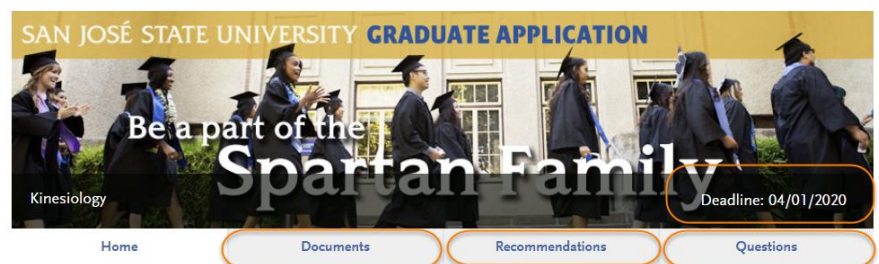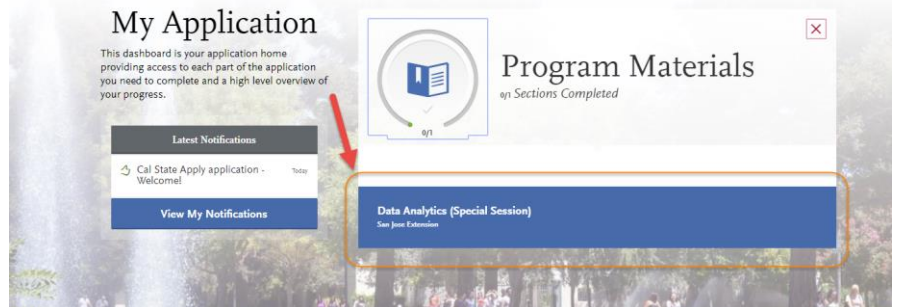
4. On the **Documents** tab, you will see the department document requirements.

   You will also see helpful uploading tips.

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

   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.

Home	Documents	Recommendations	Questions

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	Accepted File Types	Do Not Password Protect Your Documents	Conceal Your Social Security Number (SSN)
The uploading process may have altered your formatting. Please review before submitting.	.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	Protected documents will not be sent with your application.	Only use correction fluid or a redacting marker to conceal your SSN before uploading.

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

[+ Add Document]

Assistantship Application

[+ Add Document]

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.

| Home | Documents | Recommendations | Questions |

Recommendations
Kinesiology (MA) 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.

Please use the requests below. If you are not able to use the below requests, you may send letters directly to Dr. Ted Butryn, the Graduate Coordinator of the Kinesiology Department at theodore.butryn@sjsu.edu. The letters should be addressed to Dr. Ted Butryn and should be on the writer's business letterhead stationery.

- Submitting requests using the blue button below is strongly preferred.
- Use an early deadline for the letters of recommendation to be submitted. Deadlines should be on or before March 30, 2019 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.
- You can submit your application after requesting recommendations.
- 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.

⊕ **Add Recommendation**

General Program Recommendation with Letter Upload

2 required - 2 total allowed

7. Enter the **name**, **email address**, **due date**, and **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.

| Recommendation Type | General Program Recommendation with Lette... ▾ |

Recommender's Information

☆ First Name: Professor
☆ Last Name: X
☆ Email Address: professor.x@sjsu.edu
☆ Due Date: 02/27/2019 📅 MM/DD/YYYY
☆ 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**

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.**

Add Recommendation

General Program Recommendation with Letter Upload

2 required - 2 total allowed

1. X, Professor - Requested

Home	Documents	Recommendations	Questions

Save

Kinesiology (MA) Program Questions
Please let us know your Research experience and interests below.

* Indicates required field.

Research Experience and Interest

* Please indicate any Research Methods courses you have taken.

0/100

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

0/500

11. **All department's statement of purpose must be entered in this section.**

    *If your program is not fully set up for Quadrant 4, the Statement of Purpose will show under the Questions section.

    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.

Data Analytics (Special Session) — Deadline: 05/01/2020

Home | Questions

Save

* Indicates required field.

Statement of Purpose

* Write a brief statement of purpose describing your interest in pursuing graduate study in the program you have applied for at San Jose State University. Include how the degree will help you achieve your career objectives. Check the department's website to determine if they require a statement of purpose. If your program does not require a statement of purpose, enter Not Applicable to advance your application. If you enter a statement of purpose, please make sure not to enter special characters. 5000 character limit.

0/5000

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**.

Your Selected Program

PROGRAM NAME	DEADLINE
San Jose Extension	
✓ TEST-Business Administration (Special Session)-copy-1	05/01/2020

Selected Programs (1)

Fee Total $70.00

Coupon Code

[XXXX-XXXX-XXXX-XXXX] [Apply]

[Continue]

Enter Your Payment Details

* Indicates required field.

Payment Method

○ Credit Card   **P** PayPal

* Name as it appears on card [_____]
* Card Type [Visa ▼]
* Credit Card Number [_____]
* Expiration [Month ▼] [Year ▼]
* 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

[Continue]

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

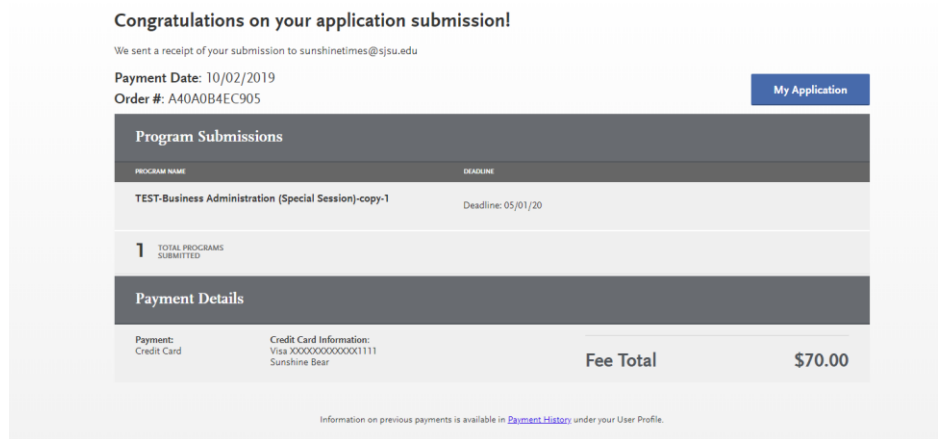| Payment Method	Billing Address
VISA Sunshine Bear	One West Street
4111XXXXXXXX1111 Exp: February/2021	Ahmedabad, Gujarat 383001

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.

[Continue]

7. You will see **confirmation** that your payment has been submitted.

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 Information:		
Credit Card	Visa XXXXXXXXXXXX1111 Sunshine Bear	**Fee Total**	**$70.00**

Information on previous payments is available in Payment History under your User Profile.

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

   International 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 you Extended Profile to see which campuses and programs are open. For more information about available programs see (website).

When and where do I send my international transcripts? Submit official transcripts and other documents by the document deadline for your program to WES (World Education Services), Academic Credentials Evaluation Institute, Inc. (ACEI) or International Education Evaluations, LLC (IEE) 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: Office of 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.
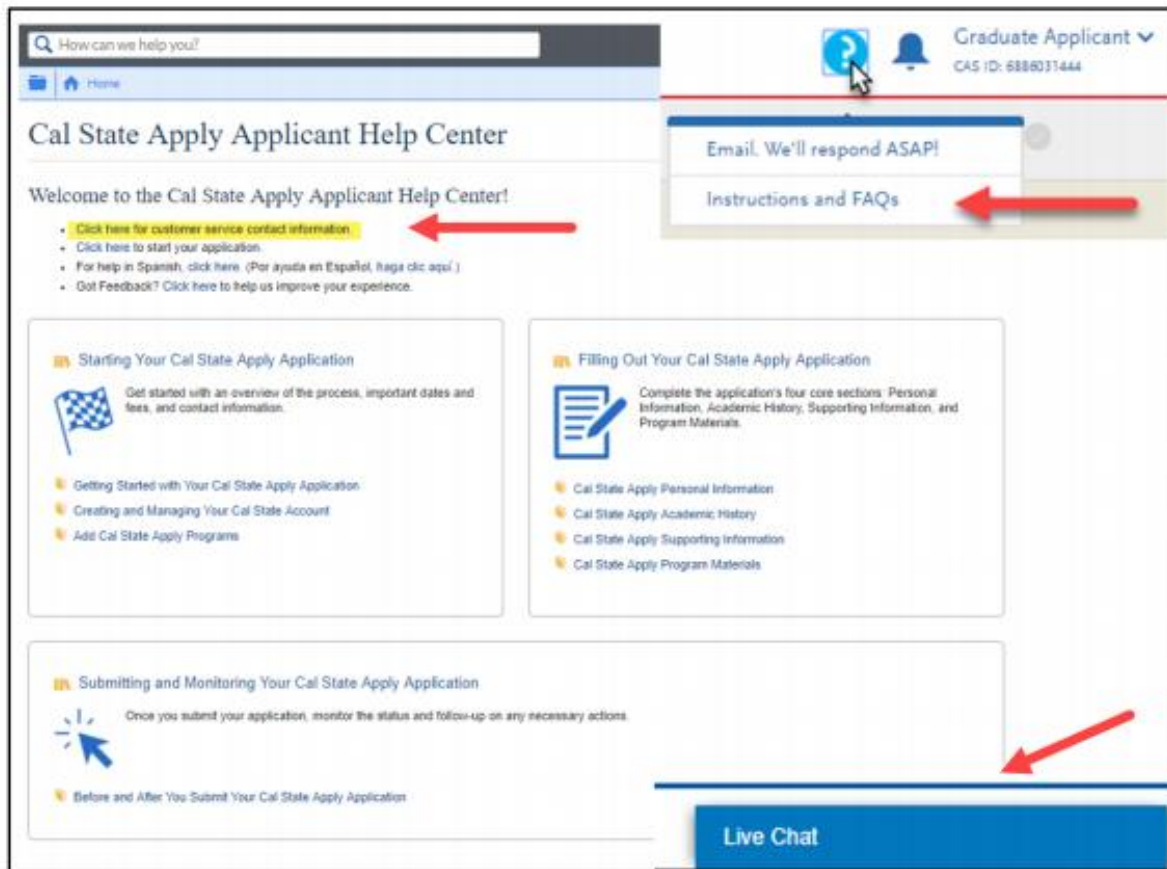
Cal State Apply Customer Service General Information

Contact us (857) 304-2087 or CalStateApply@liaisoncas.com

Hours of operation: Monday – Friday 6am-5pm PT

Responses to emails are typically provided within 2 business days; however, response times 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.