





# Application Process

## STEP 1 Submit your University Application

By this time, you may have already submitted your Cal State Apply application for San José State University. If you have not, please make sure to do so and ensure that you have paid your application fee by credit card or a paypal account. Your payment is nonrefundable, even if you withdraw the application or if the application is denied. The fee can be applied only to the admission term indicated on your Cal State Apply application. Upon full completion and submission of your application, the Graduate Admissions and Program Evaluations (GAPE) office would then process your graduate application for San José State University.

## STEP 2 Look for an email with your SJSU ID

Five to seven business days after applying at [Calstate.edu/Apply](http://Calstate.edu/Apply), you will receive an email with your nine-digit SJSU ID number and instructions to access your MySJSU student account. If you do not receive your ID within that time period, contact [grad-admissions@sjsu.edu](mailto:grad-admissions@sjsu.edu). Include your Cal State Apply CAS ID, full name, birth date, and mailing address for identity verification purposes.

Once you access your MySJSU account, you will be able to check the status of your application. Your MySJSU account is the first and best place for information about your application status. The application status shown on your MySJSU account is the same status visible to SJSU staff.

## STEP 3 Access your MySJSU account

After signing in to your one.SJSU Spartan App Portal, search for “MySJSU” in the search box. Click on the task for MySJSU (we suggest you click on the heart icon in the lower corner, first, to save as a favorite). SJSU communicates almost entirely by messages and “To Do List” items posted to your MySJSU student account. Check your MySJSU account at least once a week for important and timely notices, such as your admission status, fees, any test requirements, transcript information, financial aid, and deadlines.

## STEP 4 Check for any degree program-specific application requirements

Check your intended degree program to find out if you must submit a separate department application, letters of recommendation, and graduate test scores. Be sure to send all supplemental program materials as specifically instructed by the department. Some of our graduate programs include their department application instructions within Cal State Apply. To view a list of graduate programs, visit [sjsu.edu/admissions/graduate/admission-requirements/degree-program-requirements](http://sjsu.edu/admissions/graduate/admission-requirements/degree-program-requirements)

If you meet the minimum university requirements, your application will be referred to the department for further review. Timelines for admission decisions vary by department. Once your program notifies the GAPE office of a final admission decision, the GAPE office will then post the final admission decision to your MySJSU account. If you have not received an admission decision after 6-8 weeks of being referred out for review, or by the time departments make their scheduled final admission decisions, contact your intended graduate program to determine when the department review will be completed. Oftentimes, the department will have their own review timeline beyond the 6-8 weeks.

## STEP 5 Submit official required documents

Submit official required documents (e.g., transcripts or an international evaluation [WES, ACEI, or ECE]) listed on your MySJSU “To Do List.” Submission instructions are outlined for each item listed in your MySJSU To Do List.

# Document Requirements

## U.S./Canada Institution Transcripts

All transcripts must be sealed and unopened to be accepted as official documents. COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL **NOT** BE ACCEPTED. We prefer your university send official electronic transcripts, if possible. Once submitted to SJSU, documents become the property of the university and cannot be released. Individuals currently enrolled in courses at the time of their application for admission are required to submit the most current “Work In Progress” transcript from the institution. Students planning to earn a degree before the start of their admit term will still need to submit final transcripts once they graduate from their current institution. Please note that a degree-in-progress must contain final grades for all terms completed in order for applications to be reviewed. If this information is not provided by the stated deadlines, applications will be withdrawn.

## Coursework Completed Outside U.S., U.S. Territories and Canada

If you have completed post-secondary coursework at an institution outside the U.S., U.S. Territories and Canada, transcripts/mark sheets and degree certificates must be submitted directly to WES (World Education Services), ACEI (Academic Credential Evaluation Institute Inc.), or ECE (Educational Credential Evaluators) for an evaluation. We accept the WES document-by-document or course-by-course evaluation (Basic or ICAP). SJSU must receive your academic record and the evaluation directly from WES, ACEI, or ECE. Transcripts sent directly to SJSU will not be considered for admission. We will review applications of those in the final semester of study.

Please note that documents must contain a minimum of seven semesters (10 quarters) for applications to be reviewed. If this information is not provided by the stated deadlines, applications will be withdrawn. For deadline dates visit [sjsu.edu/admissions/graduate/deadlines](http://sjsu.edu/admissions/graduate/deadlines)

## California Residency

The laws of California provide that every student in the California State University system must be classified as either a resident or nonresident for tuition purposes. Applicants have the ultimate burden of proving their residence classification. To qualify for tuition as a California resident, you must have established residency:

- Fall Admission – by September 20 of prior year
- Spring Admission – by January 25 of prior year

Established California residents should not submit a residency form. If you have lived in California for fewer than two years, the residency form should be submitted with supporting documents.

To download the form or for more information, visit [sjsu.edu/admissions/graduate/want-to-apply/domestic-steps-to-admission/california-residency](http://sjsu.edu/admissions/graduate/want-to-apply/domestic-steps-to-admission/california-residency)

## Declaration of Finance

In addition to the online Cal State Apply application, all international applicants MUST submit a signed and dated Declaration of Finance. Federal immigration regulations require that all international students provide evidence of adequate liquid funds to meet the financial obligations of enrollment at a U.S. university. The combined U.S. dollar amount from you or your sponsor(s) must equal or exceed the minimum listed for the application term. Please see the current Declaration of Finance form ([sjsu.edu/admissions/internationalfinancialdocs.php#DeclarationFinance](http://sjsu.edu/admissions/internationalfinancialdocs.php#DeclarationFinance)) for current costs.

Please note: Special session programs and the College of Business may require higher tuition fees to be listed on the Declaration of Finance. Contact the specific department to learn the annual costs.

## Bank Letter or Bank Statement

A letter from your bank, or a copy of your bank statement, showing the amount of liquid funds in your account is required for international applicants. The letter/statement must have been issued within the previous six months and must be reported in U.S. dollars. If you have a sponsor, the name listed on the Bank Letter or Bank Statement must match your sponsor's name listed on your Declaration of Finance form. For specific requirements, please see the instructions listed on the Declaration of Finance.

## Copy of Passport

A copy of your current passport is also required if you are an international applicant. The name listed on your passport and your I-20 form must be the same. There are no exceptions to this rule.

Please note: If dependents will be accompanying you, you must also submit a passport copy for each of your dependents and provide proof of funding for an additional \$5,000 for each family member.







