

# Steps to Graduate Admission

SPRING 2016

Thank you for applying to San José State University. This publication includes step-by-step instructions for completing the graduate admission process. Please note that your application will be reviewed by SJSU's Graduate Admissions and Program Evaluations Office (GAPE) as well as the academic program to which you are applying for admission. Be sure to check the website of the academic program for program-specific admission requirements in addition to California State University minimum standards.

**Justyn Vanderplas**  
Education



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**Amol Pujari**  
Software Engineering





## Application Overview

Now that your application is submitted, San José State University's GAPE office will evaluate your application to make sure you have met the minimum university requirements (i.e. an eligible undergraduate degree with a minimum GPA). If minimum requirements are met, your application is then reviewed by the academic program to which you have applied.

The minimum grade point average (GPA) for admission to the university is a 2.5 GPA in the last institution where you earned a degree. Professional development courses and courses taken in non-accredited institutions are not included in the evaluation of GPA. Course work completed outside the U.S. and Canada will be evaluated by WES (World Education Services) and marks earned will be converted to the U.S. GPA standard – *transcripts sent directly to SJSU will not be considered for admission.*

**Many SJSU graduate programs have higher GPA admission standards than the university's minimum GPA requirement.** Your intended graduate program will evaluate your application for admission based on program-specific criteria. Check the website for specific program criteria at [sjsu.edu/gape/graduate\\_programs](https://sjsu.edu/gape/graduate_programs)

# Application Process

1

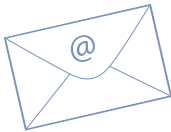


## Submit your Application Fee

If you did not submit the \$55.00 application fee at the time of submission, please submit your application fee as soon as possible. We will not begin to process your application until we receive your application fee. The \$55.00 fee can be paid by check, money order, or cashier's check. Cash is not accepted. The fee can be paid by credit card only at the time the application is submitted.

Your payment is non-refundable, 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 submitted application.

2



## Look for an email with your SJSU ID

Five to seven business days after applying at CSU Mentor, 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 [admissions@sjsu.edu](mailto:admissions@sjsu.edu). Include your 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 on your application status.

3



## Sign in to your MySJSU student account at <http://my.sjsu.edu>

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 admission, fees, financial aid, testing, transcript information, and deadlines.

4



## Check for any program-specific application requirements

Check your intended graduate program to find out if you must submit a separate department application, letters of recommendation, and graduate test scores. Be sure to follow all specific program procedures. All supplemental program materials should be sent directly to the program. To view a list of graduate programs, visit [sjsu.edu/gape/graduate\\_programs](http://sjsu.edu/gape/graduate_programs)

If you meet the minimum university standards, your application will be referred to the department that offers your intended graduate program. Your program will notify GAPE of the results of their review of your application. GAPE will post the final admission decision to your MySJSU account. If you have not received an admission decision after four weeks of being referred out for review, **contact your intended graduate program to determine when the department review will be completed.**

5



## Submit official required documents (transcripts or World Evaluation Services (WES) evaluations) listed on 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. 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 will still need to submit final transcripts once they graduate from their current institution. 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.

## Coursework Outside U.S./Canada

If you have completed post-secondary course work in an institution outside the U.S. or Canada, you must submit your transcripts/mark sheets directly to WES (World Education Services) for a document-by-document evaluation. We accept the Basic or ICAP document-by-document evaluation. SJSU must receive your academic record and the evaluation directly from WES. Transcripts sent directly to SJSU will not be considered for admission. We will review applications of those in the final year 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.

## 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. For admission to Spring 2016 as a resident, you must have established California residency by January 25, 2015 (one year prior to the start of the Spring 2016 term).

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/gape/prospective\\_students/residency](http://sjsu.edu/gape/prospective_students/residency)

## Declaration of Finance

In addition to the online CSU Mentor 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, which at this time is approximately \$31,000 U.S. dollars. For the most current fees, visit [sjsu.edu/bursar/fees\\_due\\_dates/tuition\\_fees/index.html](http://sjsu.edu/bursar/fees_due_dates/tuition_fees/index.html)

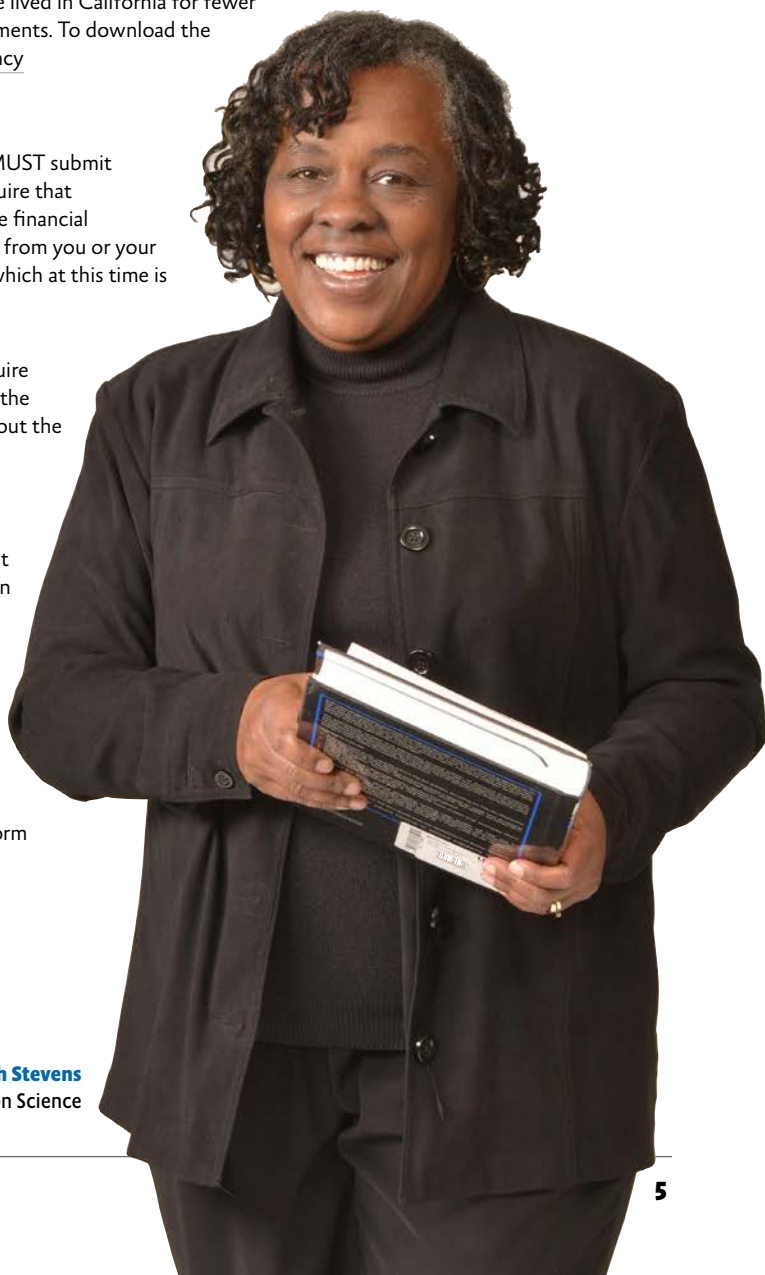
**Please note** that special session programs and the College of Business may require higher tuition fees to be listed on the Declaration of Finance. You can contact the specific department offering special session programs for more information about the annual costs of their programs.

## Bank Letter/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. 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.

## 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: The name on the I-20 form will appear exactly as it was submitted on your CSU Mentor application.



**Deborah Stevens**  
Library and Information Science

# How to Submit Documents

Please DO NOT submit documents prior to application. Doing so could cause delays in the processing.

	ACCEPTED BY MAIL ONLY	ACCEPTED BY E-MAIL (PDF) AND MAIL
U.S./Canada Transcripts	✓	
CourseWork outside U.S./Canada*	WES*	WES*
Copy of Passport		✓
Declaration of Finance		✓
Bank Statements		✓
Residency Questionnaire		✓
Copy of Green Card		✓
Copy of Current Visa		✓

\*Transcripts/mark sheets for course work completed outside the U.S. must be submitted to WES for evaluation.

\*\*Graduate Test Scores (GRE, GMAT, TOEFL, IELTS, PTE) must be sent by the testing agency.

## U.S./Canada Institution Transcripts

After applying online to the university, please include your assigned nine-digit SJSU ID# on the requested transcripts. All transcripts must be sealed and unopened to be accepted as official documents. COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL NOT BE ACCEPTED. Once submitted to SJSU, documents become the property of the university and cannot be released. Send transcripts to:

**San José State University – Graduate Admissions**  
 One Washington Square  
 San José, CA 95192-0017

## Coursework Outside U.S./Canada

SJSU requires all applicants who have completed coursework outside of the United States and Canada to provide a WES (World Education Services) document-by-document evaluation. We accept the Basic or ICAP document-by-document evaluation.

Records submitted to WES in support of the application become the property of the university and will not be returned to the applicant/student. Do not submit transcripts directly to SJSU. To request an evaluation, follow the country-specific requirements and arrange for document delivery to SJSU at [wes.org/fees/evaltypes.asp](http://wes.org/fees/evaltypes.asp)

SJSU must receive your evaluation from WES by the posted admission deadline. (For deadline dates visit [sjsu.edu/gape/prospective\\_students](http://sjsu.edu/gape/prospective_students)) If WES determines they do not evaluate work completed at your institution, you must use another approved evaluation service. GAPE will accept evaluations from an approved evaluation service other than WES if WES confirms that they do not evaluate work completed at your institution(s). To determine if WES is able to conduct an evaluation of work completed at your institution, visit [wes.org/required/index.asp](http://wes.org/required/index.asp)

For information about other approved evaluation services, contact [admissions@sjsu.edu](mailto:admissions@sjsu.edu).

## Sending WES Evaluation

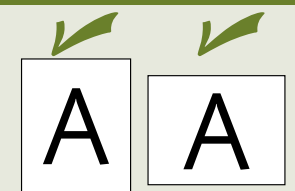
For detailed, illustrated instructions on how to send documents through WES, [click here](#). Please follow these instructions closely. If you do not complete each step as shown, we will not receive your documents.

## Submitting Documents by Email


All other documents must be submitted by email in individual PDF formatted files (one PDF for each requested document) to [sa-adm-wrkflow@sjsu.edu](mailto:sa-adm-wrkflow@sjsu.edu)

The following are steps for submitting items by email.

**CORRECT WAY to submit documents**



**WRONG WAY to submit documents**



- 1 Convert documents to PDF format. Free PDF converters are available at [primopdf.com](http://primopdf.com) or [freepdfconvert.com](http://freepdfconvert.com)
- 2 Make sure the documents are readable, in individual files (one form per PDF document), and that the institution's name is at the top of the page.
- 3 Include your nine-digit SJSU ID and your first and last name in the BODY of the email message.
- 4 Send email with attachments to [sa-adm-wrkflow@sjsu.edu](mailto:sa-adm-wrkflow@sjsu.edu) (One email may contain multiple PDF files.)

After your documents have been submitted, it may take up to three weeks for your "To Do List" items on your MySJSU account to be updated.

Apply early to avoid delays and submit documents as soon as possible in the approved format.

**Continue to check MySJSU for important messages, required documents, and deadlines.**

# Test Requirements

## Standardized Test

Many of our SJSU graduate programs require that applicants take a standardized test before they are eligible to be admitted to the program. Refer to the following list to check whether your intended program requires a particular test; also listed are minimum score requirements at [sjsu.edu/gape/prospective\\_students/test\\_requirements](http://sjsu.edu/gape/prospective_students/test_requirements)

## English-Language Proficiency Exam

An English-language proficiency exam is required for all students who graduated from a higher education institution in a country in which the primary language is not English. The exam requirement is waived only if the student has received an undergraduate or graduate degree from an accredited U.S. institution, or completed three years of full-time coursework in an accredited U.S. institution.

The English-language proficiency exams accepted include:

Test of English as a Foreign Language (TOEFL)  
International English Language Testing System (IELTS)  
Pearson Test of English (PTE)

Test scores must be fewer than two years old and sent directly from the testing agency to San José State.

The **SJSU institution code is 4687 (ETS code only)**. The university minimum entrance scores are:

MINIMUM PROFICIENCY	INTERNET	PAPER	CBT
TOEFL	80	550*	213
IELTS	7.0	N/A	N/A
PTE	68	N/A	N/A

\*Only certain academic programs accept paper-based scores for TOEFL.

**Please note:** Some graduate programs at SJSU require test scores higher than the minimum required by the university. The scores required are listed on the program websites and the Graduate Program Test Requirements page at [sjsu.edu/gape/prospective\\_students/test\\_requirements](http://sjsu.edu/gape/prospective_students/test_requirements)

## Deadlines

To view document deadlines for your intended graduate program, visit [sjsu.edu/gape/prospective\\_students/deadlines](http://sjsu.edu/gape/prospective_students/deadlines)

**Our international deadlines are much earlier than our domestic deadlines due to the lengthy visa process that international applicants must complete. Please plan accordingly.**

## Questions?

Contact [admissions@sjsu.edu](mailto:admissions@sjsu.edu)

[facebook.com/SJSUEnrollment](https://www.facebook.com/SJSUEnrollment)

# If Admitted ...

## Course Registration

If you are offered admission to the university you will receive an official letter of admission. You will be able to view your registration appointment date for course registration through your MySJSU student account. Questions about registration can be directed to [registrar@sjsu.edu](mailto:registrar@sjsu.edu)

## Intent to Enroll and Orientation

You will be invited to participate in SJSU's Intent to Enroll process in your admission materials. SJSU's Intent to Enroll process allows you to accept the university's offer of admission and register for the optional university-wide Graduate Student Orientation. In addition, contact your program to find out if a department-specific orientation program will be offered separately.

## I-20 Process (International Students Only)

If you are offered admission to the university, we will process your I-20 form and mail it to you as soon as possible so that you may start your F-1 visa process. If you are an international student, you must inform the GAPE office of your visa status at the time you submitted your admissions application.

## Mailing Admission Packets Overseas

If you are admitted, you will have to sign up to receive your admission packet through Express Mail. Your I-20 will be mailed with your admission packet. San José State uses an Express Mail service that allows you to receive your admission packet, which includes your acceptance letter and I-20 form, in five to seven business days.

We will post your admission notice to your MySJSU account. You will have 72 hours from the date of that notice to complete the Express Mail request. You must pay for the cost of Express Mail (approximately \$50), which can be paid for with a credit card (Visa, MasterCard, or Discover cards only). To request Express Mail of your documents, visit <https://study.eshipglobal.com> For more information on Express Mail, contact [support@eshipglobal.com](mailto:support@eshipglobal.com)

If you do not complete Express Mail registration within the required timeframe, your admission packet will be sent through regular overseas mail. If you decide that you prefer Express Mail after we have issued your I-20 in your admission packet, we will not be able to send another I-20 for 30 days. Packets sent through regular overseas mail cannot be tracked and will take up to eight weeks to receive.

## International Student and Scholar Services

For more information on activities, services, and changes to visa status, visit [sjsu.edu/iss](http://sjsu.edu/iss)



**Elizabeth and  
Christopher Thoma**  
Business



# Costs

Fees are due after registering for your classes. Check your MySJSU account to see your payment due date. After you register, log on to your MySJSU account to view the amount you owe and your payment due date. SJSU does not send invoices to students. It is your responsibility to check your MySJSU account to keep current with your account. Failure to pay by the deadline will result in your classes being dropped.

SJSU has established a business practice whereby all payments apply to the oldest debt on your account. For example, if you are making a registration payment and you have a housing debt with an earlier due date, the payment will apply to the housing charges first. Keep your account current to avoid the possibility of enrollment cancellation. Any delinquent outstanding charges owed to the university will be submitted to the Franchise Tax Board for tax refund offset. The university or its agent has the right to pursue collections in order to repay a delinquent debt owed to the university.

## Semester Registration Fees (estimated)

6 units or fewer	\$2,906.00
6.1 units or more	\$4,322.00

\*Nonresidents of California add \$372.00 per unit.

### Fees Are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees

### Non-Residents of California Fee

Pay the amount in the table above plus \$372 per unit. For information on residency rules and regulations, visit [sjsu.edu/registrar/students/Residency](http://sjsu.edu/registrar/students/Residency)

### Graduate Business Professional Fee

For students in the on-campus MBA program and the MS in Accountancy program, the program-related class fees are \$254 per unit in addition to basic registration fees and non-California resident fees (if applicable). For more information, visit [sjsu.edu/lucasschool/graduatefees](http://sjsu.edu/lucasschool/graduatefees)

## Parking Fee

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.00.

## Bookstore Charges

Registered students can charge books and supplies to their SJSU student account. For more details visit [sjsu.edu/bursar/services](http://sjsu.edu/bursar/services)

## Installment Payments

For payment plan options visit [sjsu.edu/bursar/payment\\_refunds/installments/index.html](http://sjsu.edu/bursar/payment_refunds/installments/index.html)

There is an enrollment fee to participate.

## Direct Deposit (Refunds)

With Direct Deposit, you receive your refund several days earlier than a paper check. To enroll, login to MySJSU, scroll to Finances, and select Enroll in Direct Deposit. To learn more visit [sjsu.edu/bursar](http://sjsu.edu/bursar)



**Deepna Bains**  
Software Engineering



Campus Village left; International House, right

## Housing

### University Housing Services (UHS)

If you are interested in living on campus during the Spring 2016 term, please visit [sjsu.edu/housing](http://sjsu.edu/housing) for updates on availability. If you have questions about the process to apply for University Housing or the likelihood that University Housing will have vacancy for Spring applicants, please contact University Housing directly 408-795-5600 or [uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

### Disability Accommodations

If you have specific needs regarding accommodations, contact University Housing Services at 408-795-5600 or [info@housing.sjsu.edu](mailto:info@housing.sjsu.edu)

### International House

The International House is a co-ed residence for 70 U.S. and international students attending San José State. SJSU I-House is located near campus and is a large comfortable home featuring friendly interaction among students of many cultures. Residents represent approximately 25 countries. In general, residents range in age from 17 to 35 years of age, study in a wide variety of programs offered on the SJSU campus, and enroll in graduate, undergraduate, and English language programs. As much as possible, roommates are matched according to compatible interests and personal habits. After the first semester at the International House, residents have the opportunity to choose a roommate and designate a preferred room.

I-House offers a one-semester contract and stays open year-round with per diem rates during summer and winter breaks. All furniture, utilities, TV, internet access and computer equipment, as well as use of a fully equipped kitchen, are included. Students interested in living in the I-House must send a separate application directly to the I-House. There is no application fee. Applications are available at [sjsu.edu/ihouse](http://sjsu.edu/ihouse)

# Contacts

For a complete campus directory of faculty, staff and departments, visit [sjsu.edu/directory](http://sjsu.edu/directory)

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## Accessible Education Center

[sjsu.edu/aec](http://sjsu.edu/aec)

[aec-info@sjsu.edu](mailto:aec-info@sjsu.edu)

408-924-6000 voice/408-924-5990 TTY

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## Advising

[sjsu.edu/aars](http://sjsu.edu/aars)

[academic.advising@sjsu.edu](mailto:academic.advising@sjsu.edu)

408-924-2129

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## Bookstore

[spartanbookstore.com](http://spartanbookstore.com)

408-924-1800

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## Class Schedules

<http://info.sjsu.edu/home/schedules.html>

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## Facebook

[facebook.com/SJSUEnrollment](https://facebook.com/SJSUEnrollment)

[facebook.com/sanjosestate](https://facebook.com/sanjosestate)

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## Fees – Bursar’s Office

[sjsu.edu/bursar](http://sjsu.edu/bursar)

[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

408-924-1601

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## Financial Aid and Scholarship Office

[sjsu.edu/faso](http://sjsu.edu/faso)

[fao@sjsu.edu](mailto:fao@sjsu.edu)

408-283-7500

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## Graduate Admissions and Program and Evaluations (GAPE)

[sjsu.edu/gape](http://sjsu.edu/gape)

[admissions@sjsu.edu](mailto:admissions@sjsu.edu)

408-283-7500

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## Housing

[sjsu.edu/housing](http://sjsu.edu/housing)

[uhs-frontdesk@sjsu.edu](mailto:uhs-frontdesk@sjsu.edu)

408-795-5600

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## International House (I-House)

[sjsu.edu/ihouse](http://sjsu.edu/ihouse)

[ihouse@sjsu.edu](mailto:ihouse@sjsu.edu)

408-924-6570

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## International Students and Scholar Services

Services and programs for international students and students wishing to study abroad

[sjsu.edu/iss](http://sjsu.edu/iss)

[international-office@sjsu.edu](mailto:international-office@sjsu.edu)

408-924-5920

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## Maps/Directions to SJSU

[sjsu.edu/about\\_sjsu/visiting/campus\\_maps/directions](http://sjsu.edu/about_sjsu/visiting/campus_maps/directions)

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## Parking

Purchase parking permits online only

[sjsu.edu/parking](http://sjsu.edu/parking)

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## Registration – Registrar’s Office

[sjsu.edu/registrar](http://sjsu.edu/registrar)

[registrar@sjsu.edu](mailto:registrar@sjsu.edu)

408-924-5680

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## Testing Office

<http://testing.sjsu.edu>

[testing-office@sjsu.edu](mailto:testing-office@sjsu.edu)

408-924-5980

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## Tours of SJSU

[sjsu.edu/soar](http://sjsu.edu/soar)

[outreach@sjsu.edu](mailto:outreach@sjsu.edu)

408-924-2786

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## Tuition and Fees - Bursar’s Office

[sjsu.edu/bursar](http://sjsu.edu/bursar)

[bursar@sjsu.edu](mailto:bursar@sjsu.edu)

408-924-1601

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## Veterans

[sjsu.edu/registrar/veterans](http://sjsu.edu/registrar/veterans)

408-924-2015

## Accessible Education Center (AEC)

The Accessible Education Center provides academically related services for students with disabilities. To qualify, students must register and create a confidential file with the AEC to receive a wide spectrum of services based on their own individual needs.

Services include, but are not limited to: Consideration for priority registration, note takers, readers, sign language interpreters/captioners, test accommodations, academic counseling, general education advising and hands-on training with adaptive technology. Students should provide the AEC with disability verification as soon as possible after applying to SJSU. It is important to make an appointment with the center at 408-924-6000 for review of specific needs prior to registering for classes.

## Immunization

As a new student, you will need to provide proof of Measles and Hepatitis B immunization prior to enrollment. If you don't have documentation, go to the SJSU Health Center to get your shots and proof of immunizations. Bring the forms to window "R" in the Student Services Center or fax them to 408-924-2077.

## Student Code of Conduct

Members of the SJSU community are expected to demonstrate academic integrity, accountability for one's actions, respect for oneself and one's community, and personal development. It is, therefore, important that students familiarize themselves with the Student Code of Conduct and Academic Integrity Policy for which they are accountable. This information can be found in the SJSU university catalog, schedule of classes, and online at [sjsu.edu/studentconduct/policies/index.html](http://sjsu.edu/studentconduct/policies/index.html)

## Student Responsibilities and Rights

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution (S90-5). Students are encouraged to consult the Student Responsibilities and Rights section of the SJSU Catalog to ensure an understanding of the resources, requirements, and programs designed to support students' academic and personal growth, as well as review important university policies and procedures every student at SJSU is responsible for knowing and upholding. That information can be found at <http://info.sjsu.edu/static/catalog/policies.html>

## Non-Discrimination Policy

San José State University does not discriminate on the basis of accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, genetics or veteran's status. This policy applies to all SJSU students, faculty and staff programs and activities. Questions regarding this policy should be directed to the director of the Office for Equal Opportunity, 408-924-2250. Learn more at [sjsu.edu/hr/about\\_us/hr\\_directory/eo\\_unit/title\\_ix/](http://sjsu.edu/hr/about_us/hr_directory/eo_unit/title_ix/)



### Enrollment Services

One Washington Square | San José, CA 95192-0014 | 408-283-7500 | [sjsu.edu](http://sjsu.edu)