Agent Manual

➢ Undergraduate Admission Requirements
➢ Graduate Admission Requirements
➢ Claim Students Under Your Agency
➢ Commission
➢ Additional Information

Revised February 2020
This manual is designed for International Recruitment & Partnerships agents. The purpose of this training manual is to help our agents learn about the admission requirements and procedures for both Undergraduate and Graduate programs. It also includes instructions on how to claim students, submit invoices and other important information.

Please note that International Gateways (English language program, Conditional Admission/Eligibility, etc.) signs separate agreements with agents. This manual DOES NOT apply to International Gateways. If you have questions about International Gateways, please contact them directly at igateways@sjsu.edu.
International Undergraduate Admission

Admission Process

- Submit degree applications online through Cal State Apply - select appropriate term, then click Apply, click Create An Account and fill out the application.
- Submit the application and pay the application fee directly on Cal State Apply (credit card or PayPal).
- An email message from @sjsu will be sent to the email address indicated on the application. This email contains the student’s 9-digit SJSU ID that is used to activate their MySJSU account.
- Activate the student’s SJSU One account and sign in to the MySJSU student portal. The MySJSU student portal is the main source of information regarding requirements, deadlines, and updates to the student’s application status. It is very important to activate the MySJSU account and regularly review the “To Do List” in the account.
- Submit all required documents on the “To Do List” before the posted deadline in the student’s MySJSU account.
- If admitted, complete the Next Steps Intent to Enroll process by the posted deadline in the MySJSU “To Do List.” All steps must be completed (including paying the enrollment fee) to maintain admission at SJSU.

CSU Eligibility Requirements

Freshmen

- Earn the equivalent of a U.S. 3.0 grade point average (GPA) or an average of “B” grade.
- Successfully complete three years of college preparatory mathematics with a minimum grade of “C-” or better.
- Complete an English language proficiency exam TOEFL/IELTS/PTE unless exempt
  - TOEFL iBT - 61 (or iBT 80 for all Engineering Majors)
  - IELTS - 6.0
  - PTE - 44
- Take the SAT or ACT (not required but highly recommended).

Lower Division Transfer

- Complete 60 semester/90 quarter or less transferable units.
- Meet all Freshman Admission Requirements.
- Earn a grade point average (GPA) of 2.0 or greater in all U.S. college/university work and a “B”/3.0 in any international coursework.
- Submit official test scores from an approved English language proficiency test (TOEFL, IELTS, or PTE) unless exempt.
- Be in good standing at the last institution you attended.
Upper Division Transfer

- Complete 60 semester (90 quarter) or more transferable units.
- Complete 30 semester (45 quarter) units of General Education courses, including four basic skills courses with a “C-” grade or higher. These must be completed by the end of spring term for fall admission:
  - A1 - Oral communication
  - A2 - Written composition
  - A3 - Critical thinking
  - B4 - Mathematics/quantitative reasoning
- Earn a college grade point average of 2.00 or better in all transferable courses.
- Be in good standing at the last college or university that you attended.
- Submit official test scores from an approved English Language Proficiency test (TOEFL, IELTS, or PTE) unless exempt.

Undergraduate Impaction and Eligibility Index

San Jose State is a popular school, and has become more selective because of the high volume of student applications. This situation is called "impaction," and it means that meeting the minimum California State University (CSU) requirements does not guarantee admission to SJSU. All applicants must compete in the selection process. Information on this process can be found at the Impaction for Undergraduate Admission website. Students must think carefully about which major they want to apply to because some majors require a higher eligibility index number than others.

Please check freshmen impaction results and transfer impaction results for more information.

How To Submit Documents

- Official transcript in English or with certified English translation must be sent directly in separate sealed envelopes to SJSU’s Office of Undergraduate Admissions. Copies of documents will not be accepted or processed.
  - Office of Undergraduate Admissions
  - San José State University
  - One Washington Square
  - San José, CA. 95192-0016

- Official test scores, such as TOEFL/IELTS/PTE and SAT/ACT must be sent directly from the testing company to SJSU’s Office of Undergraduate Admissions. The school code for SAT and TOEFL results is 4687. PDF versions of test scores are not accepted.

- Upload the bank statement, Declaration of Finance, and a copy of the passport biographic page in the required format to the Admissions Document Upload form at http://bit.ly/SJSUAdmissionsDocumentUpload. The Declaration of Finance form must be signed by the applicant and sponsor(s). Make sure the documents are in separate
PDFs. If multiple documents are combined in a single PDF file, the document will not be accepted
● A personal statement and letters of recommendation are not required. Please DO NOT send statement of purpose and letters of recommendations to our office or the admissions office.

TIPS
✓ Students benefit from applying early.
✓ Never send documents to San Jose State before an application is submitted.
✓ If a student does not receive his/her SJSU ID, check the spam folder first. If the student still has not received it one week after submitting the application, have them contact admissions@sjsu.edu directly with their full name, Cal State Apply ID, and email address.
✓ Do not send admissions documents to our office or global-students@sjsu.edu, See the How to Submit Documents section.
✓ All deadlines are fixed and there is no extension.
✓ Please note that once the documents are received by Admissions, the student will receive a confirmation email. Students will receive another confirmation email once their documents are verified and their status will be updated then. Please ask students to be patient and keep checking their To Do List in their MySJSU account regularly.
✓ Students have 72 hours from the time an acceptance is posted on their MySJSU accounts, to select and pay for Express mailing. This is highly recommended.
✓ Accepted undergraduate students must complete the Next Steps process which includes confirming Intent to Enroll, selecting an orientation date, and paying for orientation fees before the due date, otherwise, their application will be withdrawn.
✓ For more information, please check International Freshman Admissions.
International Graduate Admission

Admission Process

- Submit degree applications online through Cal State Apply - select appropriate term, then click Apply, click Create An Account and fill out the application.
- Submit the application and pay the application fee directly on Cal State Apply (credit card or PayPal).
- An email message from @sjsu will be sent to the email address indicated on the application. This email contains the student’s 9-digit SJSU ID that is used to activate their MySJSU account.
- Activate the student’s SJSU One account and sign in to the MySJSU student portal. The MySJSU student portal is the main source of information regarding requirements, deadlines, and updates to the student’s application status. **It is very important to activate the MySJSU account and regularly review the “To Do List” in the account.**
- Submit all required documents before the posted deadline provided in the “To Do List” in the student’s MySJSU account. (*Your department may require additional documents sent directly to their department for review, please check the specific department website).
- If admitted, students should be encouraged to complete the Next Steps Intent to Enroll process and pay the orientation fee.

SJSU Admission Requirements

- U.S. bachelor’s degree from a regionally accredited institution, or completion of a four-year bachelor’s degree from a recognized, accredited, and approved institution from a country outside of the U.S.
- A 2.5 GPA (based on 0.0-4.0 U.S. grading scale) in the last degree completed, or a 2.5 GPA in the last two years of full-time study. Please note that individual program requirements may have a higher GPA requirement.
- Official TOEFL or IELTS report - TOEFL iBT 80 or IELTS 6.5, Some majors require a higher TOEFL score, check English Language Proficiency Exam.
- Official GRE or GMAT score (for certain majors, please check Test Requirement)

Degree Program Requirements

- Make sure students apply first through Cal State Apply. Then, submit all ‘To Do List’ items to GAPE before the document deadline. Third, submit department materials and a department application, if required, directly to your program. Note - Not all departments require a department application and materials. Review your intended degree program website for specific graduate department materials you need to submit.
- For specific information about the department application, pre-requisites, best fit for you, and/or department GPA requirements, review the student’s admissions information and/or contact the program directly.
How To Submit Documents

- Applicants with international coursework should provide a WES (World Education Services) document-by-document evaluation. Marksheets/transcripts must be sent directly to WES for evaluation. SJSU must receive the academic record and the evaluation directly from WES. No exceptions.
- U.S./Canadian Transcripts must be sent to GAPE in a sealed and unopened envelope to be accepted as official. If the university offers official electronic transcripts, GAPE will also accept this method of delivery.

Graduate Admissions and Program Evaluations
San José State University
One Washington Square
San José, CA 95192-0017

- Official test scores, such as TOEFL/IELTS/PTE and GRE/GMAT must be sent directly from the testing company to GAPE. Our ETS school code is 4687. PDF versions of test scores are not accepted.
- Upload the bank statement, Declaration of Finance form, a copy of the passport biographic page in the required format to the Admissions Document Upload form at http://bit.ly/SJSUAdmissionsDocumentUpload. The Declaration of Finance form must be signed by the applicant and sponsor(s). Make sure the documents are in separate PDFs. If multiple documents are combined in a single PDF file, the document will not be accepted.
- The statement of purpose needs to be submitted via Cal State Apply. Please check with each department to see if a resume or letters of recommendations are needed.

TIPS
✓ Original international transcripts must be sent to WES for evaluation. When processed by WES they are then sent electronically directly to San Jose State. For some countries, the WES evaluation can take a long time, please have the student start the WES evaluation early to meet the deadline.
✓ We do not accept PDF versions of test scores.
✓ Graduate Deadlines are fixed and exceptions are rare.
✓ Each student must meet the general San Jose State admission requirements before they are referred to their respective Graduate Department for a decision.
✓ While students are referred to the department, neither admissions nor our office is involved in this phase of the review and will not be able to provide any additional information about the student status because departments have a separate review process.
✓ Students have 72 hours from the time an acceptance is posted on their MySJSU accounts, to select and pay for priority mailing. This is highly recommended.
✓ For more information, please check International Steps to Admission.
Claim Students Under Your Agency

Please use **BOTH** methods to claim students under your agency.

1. **Enter Your Agency Information in the Cal State Apply Application**
   Starting Fall 2020, the Cal State Apply system has implemented several new features, including collecting student’s representative/agency information.

   Please remind your students to enter your agency information correctly. The section is under `<Personal Information>` - `<Citizenship/Residency Information>` - `<International Agent>`.

   Students who work with agents should select **Agency** as the **Representative Type**. In order to avoid entering the agency name inconsistently, please advise the students to add the 4 digit **agency code** before the agency name. (An email with your respective agency code has been sent to your agency previously, if you did not receive it, please contact global-partners@sjsu.edu.)

   Please see the example below.

   **International Agent**

   ✭ Are you currently working with a representative or agency?
   
   [ ] Yes  [ ] No

   ✭ Representative Type
   
   ![Agency]

   ✭ Representative Name
   
   ![Agency Code - Agency Name]

2. **Student consent form**
   In addition to entering the agency information on Cal State Apply, please also submit the [new student consent form](#).
We will need this form to release the student admissions status to their working agent, and this form will also serve as proof that the student is under your agency.

When submitting the form, please include **ALL** student information, including the **9-digit SJSU ID**. If you do not have this information when the student is filling out the form, please submit it to us when it becomes available. This information is very important.
Commission

Agents with an active agreement are welcome to submit an invoice at the beginning of each semester. Our finance office will begin verifying the enrollment AFTER the census date (usually mid-March or mid-October).

We require that each international student claimed, should be enrolled as a full-time student for their first semester at SJSU. “Full-Time” means a minimum of twelve units per semester for undergraduate students and nine units for graduate students.

Include the following student information in the invoice:

- First Name
- Last Name
- Date of Birth
- SJSU 9-digit ID *
- Term
- Major/Program
- Degree Level
- Fee

Please refer to this template when submitting invoices. Note that all fields are required to reflect accurate student information and payment, and invoices from different enrollment semesters will not be accepted. You can submit all invoices of degree-seeking students to global-partners@sjsu.edu
Additional Information

Why Students and Parents Choose SJSU

Location, Location, Location

- The Bay Area in California is famous for its temperate weather, beautiful scenery and access to the coast, the mountains, and the city.
- Being in the heart of Silicon Valley makes it an exceptionally rewarding environment for learning and career development.
- Three international airports in the area provide direct flights to many places in the world.

History of Academic Excellence

- The oldest campus in the California State University (CSU) system—San José State University—was founded in 1857 and became the first institution of public higher education in California.
- We are also the oldest public institution of higher education on the West Coast.
- Ranked #5 Best Regional Public Universities in the West offering Bachelor’s and Master's Degrees.
- College of Engineering ranked 3rd in Public Engineering Programs.

Unparalleled Career Possibilities

- Being in the heart of Silicon Valley gives us access to a number of cutting-edge companies, such as Apple, Google, Facebook, Cisco, Adobe, etc.
- #1 Public University in California with the most graduates at Silicon Valley companies.
- Silicon Valley and agencies seek SJSU students for internships, short-term programs, R&D projects, and full-time employment.

A Diversified International Community

- With more than 3000+ international students from 100+ countries, our community is welcoming to people from all over the world.
- We are #1 public master’s colleges & universities hosting international students.
● More than 450 student clubs & organizations.

Competitive Graduate Degrees
Computer Science vs. Software Engineering

The Computer Science degree is one of the most competitive M.S. degrees at San Jose State University. It requires applicants to have done a four-year bachelor’s degree in "Computer Science". Other related majors are not accepted. See the M.S. in Computer Science Frequently Asked Questions document for more information.

For the M.S. in Computer Science (CS) program, students write a thesis, which helps put them on track for a career in research or a PhD. Whereas with the M.S. in Software Engineering (SE) degree, students do final projects, which helps put them on track for a career in the tech industry.

The graduate level computer science degree program and the software engineering program have many courses in common. Software engineering students learn more about software reliability and maintenance and focus more on techniques for developing and maintaining software. While CS students are likely to have heard of the importance of such techniques, the engineering knowledge and experience provided through the SE program and its many concentrations goes beyond what the graduate level CS program can provide.

Special Session Programs vs. Regular Session Programs

A regular session program is funded by the State of California and a special session program is funded by student tuition. Thus, for a regular session program, the State of California will carry partial tuition of a student whose status is California resident. However, all students taking a special session class will pay the same tuition regardless of residency status. A student will receive exactly the same degree within a program, whether it is offered through a regular session program or a special session program.
Spring Availability

Not all programs are open for admission in the spring. For example, the M.S. in Computer Science is only open for fall. You can find the programs that are available to international applicants on Cal State Apply.

Scholarship

San José State University does not offer admission based scholarships to International students at this time, but please do check back with us regularly as this may change. However, once the students are admitted, they will have the opportunity to apply for merit-based scholarships. Please visit the Financial Aid Office: International Students web page for more detailed information. Also, check the program web page to verify if the program the student is interested in provides scholarships independently.