



Agent Manual

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This manual is designed for International Recruitment & Partnerships agents to learn about the admission requirements and application process for both Undergraduate and Graduate programs at San Jose State University (SJSU). It also includes instructions on how to claim students, submit invoices, and other important information.

Please note that [International Gateways](#) (short-term study abroad programs, custom programs) 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 igateway-partners@sjsu.edu.

International Undergraduate Admission

Application Process

- Review available majors for the term at [Majors and Programs - San José State University](#). Choose Intended Major and Alternative Major (optional). The Intended Major is one's first choice which a student will always be reviewed for admissions to SJSU. The Alternative Major is one's second choice which a student will be reviewed for admissions should she be rejected admissions to her Intended Major. Students have the option to declare their Alternative Major when filling out their online application.
- Submit an application online through [Cal State Apply](#) - select the desired term, then click **Apply**, click **Create An Account**, and fill out the application (Please review [International Application Guide](#)). Pay a non-refundable \$70 application fee.
Note: SJSU doesn't accept second bachelor's degree-seeking applicants. Students who have earned a bachelor's degree are not eligible to apply as a freshman but may be eligible for a graduate program at SJSU. If interested in pursuing another undergraduate degree at SJSU, students can begin at a local community college before applying to transfer to SJSU.
- Within a **week** after submitting the application, an email message from nextsteps@sjsu.edu will be sent to the email address indicated on the application. This email contains the student's **9-digit SJSU ID** and other information needed to activate the applicant's MySJSU account. The 9-digit SJSU ID will be the primary identification of a student throughout their career at SJSU.
- **Activate the student's SJSU One account** (including setting up multifactor authentication DUO) and sign in to the MySJSU student portal. The MySJSU student portal is the one-stop shop of all information and to-do tasks 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.**
Note: To set up multifactor authentication DUO, students will need two devices, a laptop and a smart phone. Please review and follow the instructions properly at [Login for the First Time | Information Technology \(sjsu.edu\)](#)
- Once logged in MySJSU, follow the instructions to submit all required documents on the **"To Do List"** before the posted deadline in the student's MySJSU account.
Note: Financial documents are not part of the application. All applications will be reviewed for admission once academic documents are submitted.
- If admitted, complete the [Next Steps to Enroll](#) process by the posted deadline on the "To Do List." **All undergraduate students must submit [financial documents](#) and complete Next Steps** (including submitting intent to enroll, signing up for the

orientation, and paying the \$250 enrollment deposit) to **receive an I-20 and secure admission** at SJSU.

CSU Eligibility Requirements

International Freshman

- Earn the equivalent of a U.S. 3.0 grade point average (GPA) or an average of “B” grade.
- Complete **three years of college preparatory mathematics** with a minimum grade of “C” or better.
- Submit an English language proficiency exam score (TOEFL/IELTS/PTE/Duolingo) unless [exempt](#). All waivers shall be determined by the Admissions Office upon the review of the submitted transcripts.
 - TOEFL iBT - 61 (or iBT 80 for all Engineering majors)
 - IELTS - 6.0 (or 6.5 for all Engineering majors)
 - PTE - 44
 - Duolingo - 95
- SAT/ACT has been suspended and will not be considered for admissions review.

Lower Division Transfer

- Complete 60 semester/90 quarter **or fewer** transferable units.
- Earn a grade point average (GPA) of 2.0 or greater in all U.S. college coursework and a GPA of 3.0 or greater in all international college coursework.
- Meet all other first-year requirements

Upper Division Transfer

- Complete 60 semester (90 quarter) **or more** transferable units, of which 30 semester (45 quarter) units must be **General Education** courses, including **four basic skill courses** with a “C-” grade or higher. These must be completed by the end of spring semester for fall admission, or by the end of fall semester for spring admission.
 - A1 - Oral communication
 - A2 - Written composition
 - A3 - Critical thinking
 - B4 - Mathematics/quantitative reasoning
- Earn a college grade point average of 2.0 or better in all transferable courses.
- Be in good standing at the last college or university that you attended.

- Meet the English proficiency requirement (see above). An English test shall be waived for students who have attended a local U.S college/university for at least 2 years and meet the UDT requirement. All waivers shall be determined by the Admissions Office and given upon the review of the submitted transcripts.

Undergraduate Impaction

San Jose State University is a popular school and has become increasingly more selective because of the high volume of student applications. This situation is called "impaction" and most programs at SJSU are heavily impacted. Thus, meeting the minimum California State University (CSU) requirements does not guarantee admission to SJSU. All applicants shall compete in the selection process and **must pass the impaction threshold** to get admitted to the program of their choice. Information on this process can be found at the [Impaction for Undergraduate Admission](#) website. Please check [freshman impaction results](#) and [transfer impaction results](#) to see the impaction (GPA) threshold of each program for past terms.

How To Submit Documents

- Official transcripts in English or with certified English translation can be submitted electronically (strongly preferred) to etranscript@sjsu.edu by a school official (principal or counselor) from a verifiable school email address. Alternatively, official transcripts can be mailed in a **sealed envelope** to SJSU's Office of Undergraduate Admissions. **Documents deemed unofficial will not be accepted or processed.**

Office of Undergraduate Admissions
San José State University
One Washington Square
San José, CA. 05192-0016

- Official test scores, such as TOEFL/IELTS/PTE/Duolingo or CBSE/AP/IB/A Level exams must be sent directly from the testing administrator to SJSU's Office of Undergraduate Admissions. The school code for TOEFL result submission is 4687. A **PDF version of the test score report is not accepted.**
- Submit the [Declaration of Finance](#), along with **proof of funds** and a **copy of passport** in the [required format](#) through the [Document Upload form](#). The Declaration of Finance form must be signed by the applicant and the sponsor(s). Proof of funds must present sufficient withdrawable funds for an academic year as indicated in the Declaration of Finance. Make sure the documents are in separate PDFs. If multiple documents are combined in a single PDF file, the documents will not be accepted.

- A personal statement and letters of recommendation are not required for undergraduate admission. Please DO NOT send any of those documents to our office or the Admissions office.

TIPS

- ✓ [Undergraduate deadlines](#) are the same across all majors.
- ✓ Never send documents to San Jose State before an online application is submitted on Cal State Apply.
- ✓ 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, please have them contact nextsteps@sjsu.edu directly with their full name, Cal State Apply ID, and email address.
- ✓ Always activate DUO on a laptop and use the DUO mobile app to scan the QR code on the laptop screen. For any technical issues with DUO, please contact [IT Help Desk](#) through **live chat** (works best for international students).
- ✓ Do not send admissions documents to our office at global-partners@sjsu.edu or global-students@sjsu.edu. See the **How to Submit Documents** section.
- ✓ Please note that once a document is received by Admissions, the student will receive a confirmation email. Students will receive another confirmation email once their document is verified and their status will then be updated. Please ask students to be patient and review their To Do List in their MySJSU account regularly for any remarks regarding the submitted documents.
- ✓ Admitted students will receive the **electronic** Admissions packet through their email.
- ✓ SAT/ACT scores will not be factored into admission consideration but can be used for first-year **course placement** (Maths & English)
- ✓ **International credit by examination**: SJSU awards **college credits** for successful completion of certain exams with satisfactory results. For further details, see [International Test Requirements](#)
- ✓ For more information, please check [International Freshman Admissions](#).
- ✓ SJSU begins to admit undergraduate students in November (Spring intake) and February (Fall intake)

International Graduate Admission

Application Process

- Review the majors available for the term at [Majors and Programs - San José State University](#). Students can only apply for one graduate program at a time.
- Submit an application online through [Cal State Apply](#) - select an appropriate term, then click **Apply**, click **Create An Account** and fill out the application (see [Graduate Application Guide 25-26](#)). Pay a \$70 application fee.
Note: SJSU does not accept 3-year bachelor's degrees from India, Australia, and many Canadian provinces. Please review the info carefully [3-year Bachelors Degree | Admissions \(sjsu.edu\)](#) before applying.
- Within a week after submitting the application, an email message from nextsteps@sjsu.edu will be sent to the email address indicated on the application. This email contains the student's **9-digit SJSU ID** and other information needed to activate the applicant's MySJSU account. The 9-digit SJSU ID will be the primary identification of a student throughout their career at SJSU.
- Activate the student's SJSU One account and sign in to the MySJSU student portal. The MySJSU student portal is the one-stop shop of all information and to-do tasks 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.**
Note: To set up multifactor authentication DUO, students will need two devices, a laptop and a smart phone. Please review and follow the instructions properly at [Login for the First Time | Information Technology \(sjsu.edu\)](#)
- Follow the instructions to submit all required documents on the **"To Do List"** before the posted deadline in the student's MySJSU account. Your program department may require **documents in addition to university-wide application documents**. Those documents will not be posted on your MySJSU to-do list and must be submitted as instructed by the department. Please check the program website for specific instructions on supplemental documents and how to submit these documents.
- **Financial documents are part of the graduate application and must be submitted by the document deadline** to complete an application before it can be reviewed for admissions. No further financial document is required post-admissions. An I-20 will be issued to admitted students along with an admissions offer.
- If admitted, students should submit their **intent to enroll** on the [Next Steps portal](#).
Note: Many graduate programs require mandatory Next Steps to Enroll (including submitting intent to enroll and paying a \$200 deposit). Graduate students admitted to

programs with mandatory Next Steps to Enroll **must complete the steps** by the given deadline to secure the admission offer.

SJSU Admissions Requirements

- U.S. bachelor's degree from a regionally accredited institution, or 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 in the last two years of full-time college coursework. Please note that individual programs may require a higher GP.
- Official English test proficiency exam (IELTS/TOEFL/PTE/Duo Lingo). Check [English language requirements](#).
- Good standing at the last college attended.

Degree Program Requirements

- Official **GRE or GMAT score**. Please check [Test Requirement](#) to see if GRE/GMAT is required or optional for the interested program.
- Supplemental documents such as **SOP, LOR and Resume**. Review the intended degree program website for the specific graduate department materials to be submitted.
- For specific information about the department's required documents, prerequisites, curriculum, review the program website and/or contact the program department directly.

How To Submit Documents

- **For academic records outside of the U.S./Canada:** Applicants with international coursework must provide a document-by-document evaluation of all academic records (transcripts, certificates, degrees) from one of the accepted evaluation agencies, including [WES](#), [ACEI](#) and [ECE](#). **At least 7 semester transcripts are required for the evaluation.** Transcripts must be sent directly to the chosen evaluation agency for evaluation. SJSU must receive all academic records and the evaluation directly from the agency. No exceptions.
- **For U.S./Canadian academic records:** All academic records must be sent directly to SJSU by the issuing institution.. Official transcripts can be submitted to etranscript@sjsu.edu or mailed to

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 administrator to GAPE. Our ETS school code for TOEFL/GRE is 4687. **A PDF version of the test score report is not accepted.**
- Upload the [Declaration of Finance](#) form, along with **proof of funds**, and **a copy of passport** in the [required format](#) to the [Document Upload form](#). The Declaration of Finance form must be signed by the applicant and the sponsor(s). Make sure the documents are in separate PDFs. If multiple documents are combined in a single PDF file, the documents will not be accepted.
- **Supplemental documents** required by the program may need to be submitted via Cal State Apply or sent directly to the department. Please visit the program website and/or check with each department to see what documents are required and how to submit them.

TIPS

- ✓ [Graduate deadlines](#) vary by program. Please check carefully and follow the deadlines of your intended program.
- ✓ Program requirements vary. Please check the program website, review [graduate program requirement checklist](#), and talk to your program advisor if needed.
- ✓ A minimum of 7 semester transcripts must be sent to WES/ACEI/ECE for evaluation. Please consider before starting a graduate application at San Jose State University. Any evaluation with less than 7 semester transcript WILL NOT be reviewed.
- ✓ For some countries, the evaluation may take a long time, please have the student start the evaluation early to meet the document deadline. Students with an evaluation completed by the document deadline may be given a 7-day grace period to have the report sent to SJSU by the evaluation agency..
- ✓ Only complete applications will be referred out for departmental review. Departments are responsible for admission decisions of their own graduate programs. Once applications have been referred to the department in charge, neither the Admissions Office nor our IRP office is involved in the review process and will not be able to provide any additional information about the student status. The turnaround time is typically 6-8 weeks after an application has been referred out but it could take a lot longer for impacted majors.
- ✓ Many programs require admitted students to complete their [Next Steps](#) to Enrollment, including confirming their intent to enroll and signing up for the orientation, to secure the admissions offer. Other programs may make Next Steps optional and students can still enroll up until the program's start date.
- ✓ See other tips at the Undergraduate Admissions section
- ✓ For more information, please check [International Steps to Admission](#).

Claim Students Under Your Agency

Please read carefully and follow the instructions below to register students under your agency.

Please keep in mind that (1) a proper registration with supporting documentation (as outlined below) is required before any commission claim can be made if the student is enrolled at SJSU, and (2) IRP will only credit the agent working with the student throughout their application and enrollment process. Any agent changes must be confirmed and notified to IRP by the student. Please encourage your students to stay with your agency throughout the process and not to reveal their SJSU information to another party in order to avoid any double claims for the same students.

1. Provide your agency's information in the student's Cal State application

Fill out the fields for recruitment agent in the online application. If the application is submitted through a sub-agent of yours, please do not use the name of the sub-agent and still list your agency information instead. We are only able to tag applications under the agents that have an active recruitment agreement with us.

2. Have students complete and sign the Student Consent form

A **signed student consent form** serves as a proof that your agency is working with the student you want to register and allows us to communicate with you on the student's application and admission status. The consent form is also attached in the agreement.

3. Submit the Student Information Form

Once you have the Student Consent form ready, please complete and submit the [Student Information form](#) **within 30 days** after submitting the online Cal State application. Please note:

- The **9-digit SJSU ID** is required. You will not be able to submit the form without the ID. Please wait until the student receives the SJSU ID (within 10 days after submitting the application on Cal State Apply) to submit the form.
- The **Student Consent form** must be attached in the designated field in the **Student Information form**. DO NOT submit the two forms separately.
- All information will be recorded after you submit the form. **No further submission of either form through email is required.**

Commission

Agents with an active agreement are welcome to submit an invoice to IRP once the semester has started. Our office will begin to verify the enrollment **after** the last payment date (usually mid-April for the Spring semester and mid-November for the Fall semester). All invoices **must** be submitted within the first semester the student is enrolled at SJSU.

An international student is commissionable only if the student

- Is enrolled full-time. **“Full-Time”** means a student enrolled with a minimum of twelve units per semester (for undergraduate study) or nine units per semester (for graduate study)
- Is on F-1 or J-1 visa at the time of processing invoice
- Has no outstanding balance
- Is invoiced within the first enrolling semester.

Include the following student information in the invoice:

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

Please refer to this [template](#) when submitting invoices. Note that all fields must reflect accurate student information and payment, and invoices from different enrollment semesters will not be accepted. You can submit all invoices to global-partners@sjsu.edu

Additional Information

2025-2026 [International Brochures](#)

All Majors & Programs [SJSU Catalog](#)

STEM Major List [STEM CIP Codes for International Students](#)

Program Deadlines & Requirements [International Admissions: Application Requirements & Deadlines](#)

[Estimated Cost of Attendance](#) for one academic year

The amount of fund below should be reflected in the financial documents. These figures are for document purposes only. The actual expenses vary.

Undergraduate program (12 units/semester)	Breakdown fee
Tuition	\$18,490
Living expenses	\$26,479
Medical insurance	\$2,250
Total	\$47,219

Graduate program (9 units/semester)	Breakdown fee
Tuition	\$17,494
Living expenses	\$26,479
Medical insurance	\$2,250
Total	\$46,223

Graduate programs under **College of Business** may have different fee structures. Please inquire the interested program or contact us for more information.

Reasons to Choose SJSU

Location, Location, Location

- The Bay Area in California is famous for its cultural diversity, 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 academic and professional development.
- Two international airports in the area provide direct flights to many places in the world.

Continued 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**, also the oldest public institution of higher education on the West Coast.
- Ranked #1 Most Transformative Universities (Money Magazine)
- Ranked #1 Best Value among Public Universities (US News Regional West)
- Ranked #3 Public Schools (US News Regional West)
- Ranked #3 Most Innovative Universities (US News Regional West)
- Ranked #4 Best Public Universities (Wall Street Journal)
- Ranked #6 Engineering Program (US News National Ranking)

Unparalleled Career Possibilities

- Being in the heart of Silicon Valley gives us access to a number of cutting-edge companies, such as Apple, Google, Meta, Cisco, Adobe, etc.
- #1 Public University in California with the most graduates at Silicon Valley companies. Alumni employment ranks #1 at Apple and Cisco, #2 at Adobe, #8 at Facebook and #10 at Google.
- Silicon Valley and agencies seek SJSU students for internships, short-term programs, R&D projects, and full-time employment.
- Almost 80% of graduates land a job within 6 months of graduation with an average salary of \$76,786

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.

Special Session Programs vs. Regular Session Programs

A regular session program is funded by the State of California while a special session program is funded by student tuition. In other words, regular sessions are state-supported while special sessions are self-supported and financially independent. Thus, for a regular session program, the State of California will carry partial tuition of a student whose status is California resident while students enrolling in a special session class will pay the same tuition regardless of residency status.

Both Special session students and Regular session students are taught by exactly the same faculty and receive exactly the same degree within a program.

Some Special sessions may be offered hybrid, online or off-campus.

Program Availability

Not all programs are open for admissions 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. You are also welcome to check with us about a program availability each term.

Scholarship

SJSU International students are only eligible for merit-based scholarships. Most scholarships are only available for continuing students, meaning that students must be enrolled for at least one semester at SJSU to be eligible to apply. Currently, the only scholarship available for incoming students is the [Global Spartan Scholarship](#), which is open in March for the Fall intake only. All international applicants will be notified of the scholarship when the application is open..

Change of intended major

For undergraduate applicants: Applicants can choose a primary major (intended major) and a secondary major (alternative major) in their Cal State application. Applicants will be reviewed for the intended major first. If an applicant is denied admission to the intended major, s/he will be automatically reviewed for the alternative major. Students will not be able to change their primary and secondary major after the online application has been submitted and will only be able to enroll in the admitted major. Students may submit a petition to change their major after the first year of full-time enrollment at SJSU.

For graduate applicants: Applicants are allowed to apply for only one graduate program at a time. Applicants are also allowed to change the intended major during the application process as

long as the major they now wish to apply for still accepts application (aka before the application deadline). Any request for change of the intended major must be made directly by the student to the [Data Specialist](#) in charge of the new major. Enrolled students may submit a petition to change their major after the first semester at SJSU.

International exam credit

In addition to the AP, IB, A/AS level, and CLEP exam, SJSU now accepts the **Indian CBSE class XII exams** for college credits. Students must pass these exams with an "81%" mark/grade or higher. SJSU must receive the official CBSE examination scores directly from the Central Board of Secondary Examination (CBSE) to be granted credits.

A maximum of 30 units will be accepted for General Education and/or lower division credit. Course equivalency will depend on the major advisor for major, minor, or support credit. Below is the list of approved CBSE curriculum for international students.

Approved CBSE Curriculum

Exam Subject	Credit (Semester units)	GE Credit Area
Accountancy	3	LDT elective
Art	3	C1
Biology	4	B2, B3 with Lab if taken
Business Studies	3	LDT elective
Chemistry	4	B1, B3 with Lab if taken
Commerce	3	LDT elective
Computer Science	3	LDT elective
Dance	3	C1
Economics	3	D
English Core	3	C2
Engineering Graphics	3	LDT elective
Entrepreneurship	3	LDT elective
Environmental Sciences	3	B1, no Lab
Geography	3	D
Gujarati	3	C2
History	3	D
Home Science	3	LDT elective
Informatics Practices	3	LDT elective
Legal Studies	3	LDT elective
Mathematics	4	B4
Music- Hindustani	3	C1
Physics	4	B1, B3 with Lab if taken
Political Science	3	D
Psychology	3	D
Sociology	3	D

STUDENT CONSENT FOR RELEASE OF INFORMATION

I understand that if I am admitted and enroll at San José State University (SJSU) the federal *Family Educational Rights and Privacy Act of 1972* (FERPA) protects the privacy of my education records. As a prospective student, I also may have rights under the laws of the United States, the State of California and/or my country of residence protecting the privacy of records I give to SJSU and/or third parties in connection with my application to enroll as a SJSU student.

By signing this form, I, _____, SJSU ID
NO. _____, Intended Major _____

Graduate Undergraduate, hereby **waive** any rights described above and **give my consent** to SJSU and the person / Other Party named below to disclose my application and any other education records to each other for the purpose of discussing my application to, admission status and educational experience at SJSU:

Name of Person: _____

Name of Other Party: _____

Phone Number: _____

Email Address: _____

I understand that I have the right not to consent to the release of information in my student records and that I may revoke this consent at any time by giving written notice to SJSU and the person / Other Party named above. This consent remains valid unless and until I revoke it.

Prospective Student Signature: _____

Prospective Student Name (print): _____ Date: _____

If Prospective Student is under 18 years of age:

I am the parent or legal guardian of the Prospective Student. I am signing this document on his or her behalf.

Parent or Guardian Signature: _____

Parent or Guardian Name (print): _____ Date: _____