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Application information
M.S. Program in Industrial/Organizational (I/O) Psychology
San Jose State University
Fall 2021

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Thank you for your interest in the M.S. Program in Industrial/Organizational (I/O) Psychology at San Jose State - we greatly appreciate the time, energy, and resources you're investing in applying to this program. If you haven't done so already, please read the I/O Program Brochure to learn about the program and understand the program's applicant eligibility requirements (http://www.sjsu.edu/psych/Graduates/industrialpsych/).

Please note that you must submit application materials to both the Graduate Admissions and Program Evaluations (GAPE) Office and the Psychology Department. After you've determined you meet the eligibility requirements for the I/O program, please complete steps (A) and (B) below:

(A) *Submit the following materials to the SJSU Graduate Admissions and Program Evaluation (GAPE) Office (see http://www.sjsu.edu/graduateadmissions/want-to-apply/ for assistance):*

1. **Cal State Apply application** (https://www2.calstate.edu/apply/graduate); for help in completing the application, go to https://www2.calstate.edu/apply/graduate/Documents/graduate-application-guide.pdf. The deadline to apply is **February 1st**.

    a. You'll need to have the following information with you to fill out the Cal State Apply application:

    (1). Social security number
    (2). Annual household income provided on your most recent federal tax return
    (3). College transcripts (unofficial or official) from all schools attended
    (4). OPTIONAL: GRE scores or planned GRE test date
    (5). TOEFL score (if applicable)
    (6). Citizenship information
       (a). NOTE: If you are currently on a visa (H4, F2, L1, H1b, J2, etc.), select **'No'** to the question, "Do you have or will you require a student visa (F-1 or J-1) to study at a California State University (CSU)?"
    (7). Credit card
    (8). Information needed to apply for the I/O psychology program (see step (B) below)

    b. Tips for completing the four quadrants of the Cal State Apply application

    (1). Biographic/Personal Information quadrant
       (a) NOTE: **No** Biographic Information is sent to the I/O program
    (2). Academic History quadrant
       (a). Transcript entry: Select "I am Not Adding Any College Transcripts"
       (b). GPA entry: Select "I don't have a GPA to add" for all colleges
       (c). Standardized tests: Click on GRE (Optional) and TOEFL (if applicable) and enter **4687** for ETS Registration Code
    (3). Supporting Information quadrant
       (a). Experiences and Achievements: NOTE: You may skip these sections and not fill them out
       (b). Statement of Purpose: Write "Sent to Department"
    (4). Program Materials quadrant
       (a). This section can be ignored (you will submit your program materials directly to the I/O program rather than through Cal State Apply)

> **After** you've submitted your Cal State Apply application, wait to receive information from SJSU before continuing (see http://www.sjsu.edu/graduateadmissions/docs/GAPE_flowchart_domestic_080317.pdf).

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2. **Official transcripts of relevant college academic work**. After you've set up your MySJSU account, submit official transcripts to GAPE no later than February 20th. If you are currently enrolled or have not yet received an undergraduate degree, submit your most recent transcript. Transcripts may either be emailed from your schools to etranscript@sjsu.edu or mailed in sealed envelopes to this address:

Graduate Admissions and Program Evaluations (GAPE)
San Jose State University
One Washington Square
San Jose, CA 95192-0017

If you took coursework and/or earned your undergraduate degree outside of the U.S., you must submit transcripts to WES (World Education Services) (https://www.wes.org/). This does *not* apply to students who took courses in a study abroad program while earning a degree in the U.S.

If you earned your undergraduate degree outside of the U.S., you may also need to submit a TOEFL score if the primary language of instruction was not English.

3. **Legal Presence (non-citizens only)**. If you are not a U.S. citizen, the GAPE office will inform you, through your MySJSU To-Do list, which official documents you need to provide to the university (e.g., a copy of an H4 or H1 visa or green card). For more information, see http://www.sjsu.edu/graduateadmissions/want-to-apply/domestic-steps-to-admission/.

4. **California residency**. If you are not granted California residency status after being admitted to the university and feel this is incorrect, follow the steps in http://www.sjsu.edu/graduateadmissions/want-to-apply/domestic-steps-to-admission/california-residency/index.html. For additional information regarding residency, go to http://www.sjsu.edu/registrar/students/Residency/index.html, and http://www.sjsu.edu/registrar/students/Residency/Residency_Evaluation.html.

(B) *Submit the following application materials in <u>one</u> email to the Psychology Department by* *February 1, 2021:*

Mac users: Do <u>not</u> open or save the pdf files using Mac's Preview application as these pdf files do not get saved properly. Instead, open and save the pdf files using Adobe's Acrobat Reader for Mac.

1. **Application Cover Sheet**

2. **Checklist of Application Materials**

3. **A professional resume or vitae** detailing your educational background, work experience, relevant activities and affiliations, and accomplishments. Within your resume or vitae, be sure to provide the name of your supervisor for any positions related to I/O psychology.

4. **A statement of purpose** (maximum of two single-spaced pages, with your name at the top of each page) that describes your (a) experiences, accomplishments, and interests related to I/O Psychology, (b) involvement as a member of an academic community, (c) educational and professional goals both during and after graduate school, and (d) reasons for applying to San Jose State. *IMPORTANT: At the end of your statement, in one 100-150 word paragraph entitled "Leading", describe a situation in which you used leadership skills even though you did not have a formal leadership position or title.*

5. OPTIONAL: A copy or photocopy of your **Graduate Record Examination (GRE) ETS test score report** (Note: In response to COVID-19, the GRE is optional for those applying for Fall 2021)

6. **Unofficial transcripts or photocopy of official transcripts**.

> Once you've gathered the above materials, send them as separate and appropriately named files in .**pdf** format (not .jpg, Word document, or compressed) in **one** email to i-o-psychology@sjsu.edu. *Be sure your pdf files are correctly and completely filled out and readable before emailing them*.

7. **Three signed recommendation forms and letters**. All recommendations must include a completed letter of recommendation (LOR) form (see the I/O Application for a copy of this form). Letters without signed LOR forms will not be evaluated as part of your application and your application will be considered to be incomplete. You must give a signed LOR form to each of your letter writers and let them know they should email their LOR form and letter in one or two pdf files to i-o-psychology@sjsu.edu – they should <u>not</u> upload their letters to the Cal State Apply website.

To all applicants:

Please remember it is your responsibility to gather your application materials and submit them to the SJSU Graduate Admissions and Program Evaluations (GAPE) office and to the Psychology Department by the stated deadlines.

In terms of your application to the GAPE office, refer to the flowchart illustrated at http://www.sjsu.edu/graduateadmissions/docs/GAPE_flowchart_domestic_080317.pdf to understand the steps to be completed. After you've submitted all of the required materials to GAPE, check your "To Do" list frequently to insure your application status is 'Complete' and has been 'Referred' to the Psychology Department (allow 2-3 weeks after all materials have been submitted) - contact GAPE in case of any delays in the processing of your application (http://www.sjsu.edu/gape/about_us/staff/). As we've found the most common reason for delays involves the processing of official transcripts, we highly recommend you order copies of your official transcripts for yourself in case you need to re-send them to GAPE – be sure these transcripts are sealed and unopened.

In terms of your application to the I/O program, the deadline for emailing the application materials to the Psychology Department is **February 1st**; your application will not be evaluated until *all* application materials have been received. Also, any decision regarding your application to the I/O program cannot be made until your GAPE application is complete and referred to the Psychology Department. As processing your GAPE application may take 2-3 weeks, you should submit your supporting materials to GAPE as soon after February 1st as possible. After the February 1st deadline, you'll receive an email confirming your application to the Psychology Department has been received and whether it is complete. If you do not receive a confirmation email by February 21st, email i-o-psychology@sjsu.edu regarding the status of your application.

Applicants meeting the eligibility requirements will be evaluated and selected on the basis of their application materials (see the M.S. I/O Program Brochure (http://www.sjsu.edu/psych/Graduates/industrialpsych/) for more information). Unfortunately, due to a limited number of available spaces, not all students meeting the minimum requirements can be selected. We expect to begin notifying applicants of their application status by the middle of March.

Thank you again for your interest in I/O psychology and the I/O program at San Jose State. Regardless of the eventual outcome of this process, we wish you the best in your academic and professional pursuits.