

Overview

Graduate Domestic Applicant How to Apply Tutorial

This tutorial demonstrates how to apply to SJSU as a Graduate Domestic Applicant. For admission purposes, domestic applicants are US Citizens, Permanent Residents/Green Card Holders, Refugees/Asylees, DACA, AB540, and holders of the following visas: H4, H1B, L1, L2, F2, J2, TN, TD).

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For technical support with the Cal State Apply application, help is available M - F, 6 am to 5 pm PT, by phone: (857) 304-2087, and by email: CalStateApply@liaisoncas.com. Provide your CAS ID # (located under your name in the upper-right corner of the application) with your request. Responses to emails are typically provided within 2 business days; however, responses can take up to 3 business days during busy times.

For other admissions-related questions, email: admissions@sjsu.edu or [click on live chat from the Graduate Admissions website \(www.sjsu.edu/graduateadmissions\)](#).

Common Mistakes to Avoid

- Using the back arrow before completing and saving a section
- Entering incorrect biographical information - name, birthdate, citizenship, address, not indicating all names
- Entering incomplete education history / missing academic records
- Not reviewing selected program(s) to ensure submission to correct/desired program
- Not reading or responding to CSU application-related emails

SJSU: Graduate Admissions & Program Evaluations

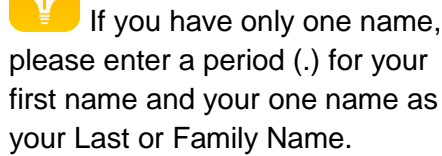
Creating an Account

The first step to submitting an application is to create an account with Cal State Apply. Follow the steps below for creating an account.

1. Go to <https://www.calstate.edu/apply>
2. Select the appropriate **term**.
3. Then click **Apply**.
4. Click **Create An Account**.

The screenshot displays the Cal State Apply homepage. At the top, the text 'CAL STATE APPLY' is prominent, with 'CAL STATE' in grey and 'APPLY' in red. Below this, a message encourages users to find their future at the California State University, mentioning 23 campuses and thousands of degree choices. A link to 'See Application Dates & Deadlines »' is provided. A dropdown menu shows 'Fall 2019' selected, with a red 'Apply' button next to it. A 'PLEASE NOTE:' section follows, featuring the 'CAL STATE APPLY' logo. The main content area is titled 'Welcome to The California State University'. On the left, a message thanks users for their interest and provides details about the 2019-2020 application cycle, including a link for browser requirements and contact information. On the right, a sign-in section prompts users to enter their username and password, with a 'Sign In' button. Below the sign-in fields, the 'Create an Account' button is highlighted with an orange arrow. A link for 'Forgot your username or password?' is also visible.

5. Enter your **Name** and **Contact Information**.



6. Enter your **Username** and **Password**, and accept the **Terms and Conditions**.

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7. Enter if you are currently in the European Union and Click **Create my account**.

8. Click on your **Degree Goal** →select **Second Bachelor's Degree & Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)**.

Click **Graduate** – if applying for a Master's or Doctoral program.

Click **Teaching and Service Credential Only** – if applying for a Credential program only.

Click **Certificate** – if applying for an Advanced Certificate program only.

9. Click **Yes** if you are a **Returning Student**, or **No** if you are not.

- Enter your prior SJSU ID if you are a returning student and choose SJSU as the campus.

European Union Data Protection

★ Are you currently located in a European Union country, Iceland, Lichtenstein, Norway, or Switzerland?

☐

Yes

☒

No

Create my account

1. Degree Goal

★ What degree, credential or certificate are you applying for?

☐

First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

☒

Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

★ Please select one or more of the following degree goals.

☐

Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

☒

Graduate (e.g. Master's, Doctoral) or Professional's Degree

☒

Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

☒

Certificate

2. Returning

★ Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?

☒

Yes

☐

No

★ Which CSU Campus did you previously attend?

San Jose State



What was your Student ID?

00000000

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10. Enter your **US Military Status**.

11. Answer **No** for **International Applicant** if you meet the following:

- US Citizen
- Permanent Resident/Greencard holder
- Refugee/Asylees
- DACA
- AB540
- Visa Status (H4, H1B, L1, L2, F2, J2, TN, TD)

If you are in your home country and need an F1 visa, already in the US on a current F1 visa, J1 visa seeking, or B visa holder, answer **Yes** to this question.

12. Click **Save Changes**.

13. Click **Start Your Application!**
You are ready to begin.

US Military Status

★ Anticipated US Military Status at time of enrollment

Military Dependent

International Applicant

★ Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?

☐ Yes

☒ No

Save Changes

Welcome to The California State University

Hi California Sunshine

Thank you for your interest in The California State University. We hope you will find the online application process to be comprehensive and easy to navigate. You do not need to complete the online application all at once. You may access your application and change your answers as many times as you like by using your login credentials from any computer with Internet access. Your application can be completed online and submitted electronically once you have entered the required information.

Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply.

Start Your Application!

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Select One Program to Apply

Choose your program at SJSU. SJSU only allows **one** program application per semester.

1. Select **San Jose State** from the **Campus** drop down menu.

Add	Program Name	Degree Type	Start Term	Academic Year	Location	Campus Name	Deadline
SAN JOSE EXTENSION							
+	TEST - Business Administration (Special Session)	MBA	Fall	2021	Main Campus	San Jose State	04/01/2021
SAN JOSE GRADUATE							
✓	TEST - Art - Pictorial Art	MFA	Fall	2021	Main Campus	San Jose State	03/01/2021

Continue

2. A list of **open programs** will display.



If you cannot find your program, check for:

Extension – Special Session program

Graduate – Regular Session program

*The deadline will be listed along with the degree type (MS, MA, MBA, etc.)

--If you try to select two programs you will be forced to choose **one** only.

-Click **Continue Submission** if you would like the selected program.

-Click **Back to Program Selection** if you would like the first program you selected or a different program.

PROGRAM NAME	DEGREE TYPE	TERM	ACADEMIC YEAR	LOCATION	DEADLINE (PST)
San Jose Extension					
+ Biotechnology (Special Session)	MBT	Fall	2019	Main Campus	04/01/2019
+ Business Administration (Special Session)	MBA	Fall	2019	Main Campus	05/01/2019
+ Data Analytics (Special Session)	MS	Fall	2019	Main Campus	04/01/2019
+ Medical Product Development Management (Special Session)	MS	Fall	2019	Main Campus	04/01/2019
+ Software Engineering (Special Session)	MS	Fall	2019	Main Campus	04/01/2019
+ Taxation (Special Session)	MS	Fall	2019	Main Campus	05/01/2019
San Jose Graduate					
✓ Aerospace Engineering	MS	Fall	2019	Main Campus	04/01/2019
+ Applied Anthropology	MA	Fall	2019	Main Campus	04/01/2019
+ Art - Art History and Visual Culture	MA	Fall	2019	Main Campus	03/01/2019
+ Art - Digital Media Art	MFA	Fall	2019	Main Campus	03/01/2019

Are you sure you want to change your program?

For this application, only one program may be selected for each term per campus. If you select two programs, you will be asked to choose one.

You've selected **Aerospace Engineering** at **San Jose State**. Do you want to change it to **Data Analytics (Special Session)** at **San Jose State**?

Back to Program Selection Continue Submission

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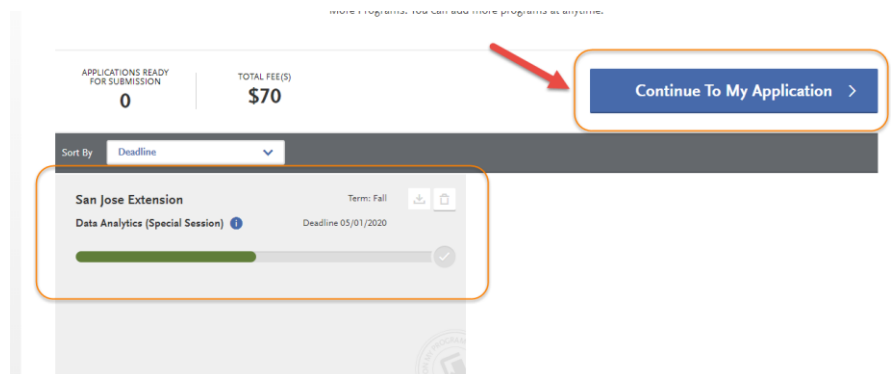
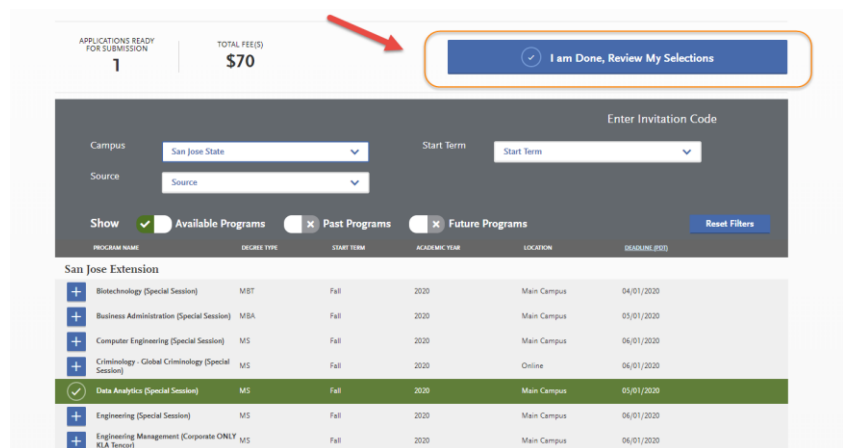
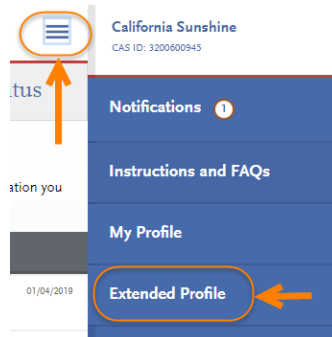
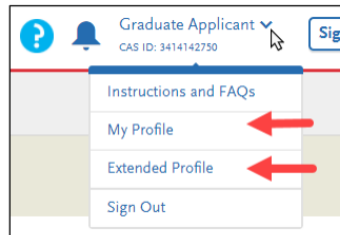


We offer different types of programs: Regular and Special Session degrees, credentials, and certificates. If you cannot find your program, you may need to change your **Extended Profile – Degree Goal**.

To change your Extended Profile, click **Extended Profile** in upper right hand corner of the screen under your name. If you do not see Extended Profile in this location, shrink your screen until you see **3 lines** in the upper right hand corner and click on the 3 lines to bring up your Extended Profile.

3. When you are done selecting your program, click **I am Done, Review My Selections**.

4. Confirm your **Program** and click **Continue to My Application**.



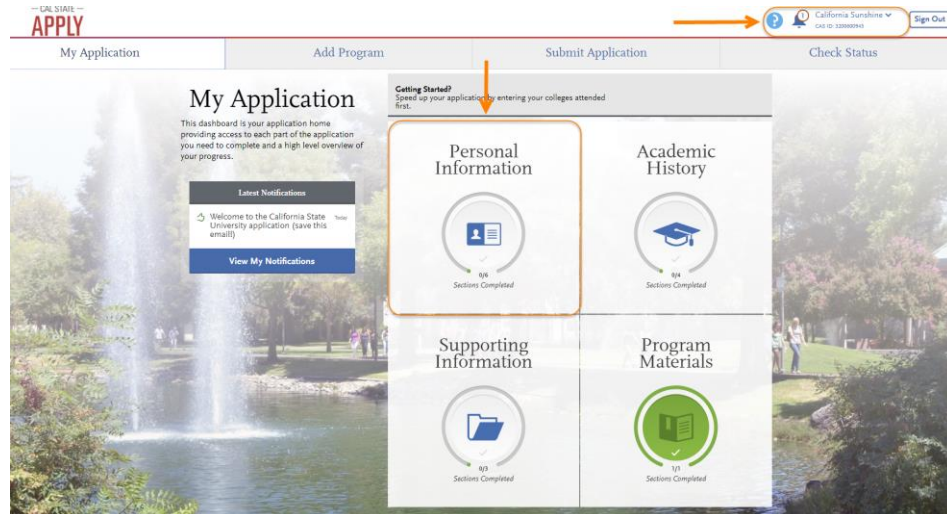
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Entering Personal Information

Enter information about yourself on the application.

1. Click **Personal Information** to complete this application section.

*Your **name** and **CAS ID** are in the upper right hand corner of the screen.



2. The following sections are included in **Personal Information** –

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information
- Race & Ethnicity
- Other Information
- Financial and Parental Information

3. Click **Release Statement** to get started.



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4. Release Statement

- Read and click each check box to **acknowledge each section**, including the International Financial Certification.
- Then, click **Save and Continue**

The screenshot shows the 'Release Statement' section of the application form. On the left is a sidebar with a list of sections: 'Release Statement' (checked), 'Biographic Information' (checked), 'Contact Information' (checked), 'Citizenship/Residency Information', 'Race & Ethnicity' (checked), 'Other Information', and 'Financial and Parental Information'. The main content area is titled 'Release Statement' and contains a certification statement: 'I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.' Below this is a checkbox labeled 'Your certification of this statement serves the same purpose as a legal signature, and is binding.' which is checked. There is also a section titled 'Release of Contact Information' with a checkbox 'Check box to Acknowledge' which is also checked. At the bottom is a blue button labeled 'Save and Continue'.

5. Click **Continue to Next Section**.

The screenshot shows a confirmation message box with a green header and a white body. The header contains the text 'Saved Successfully' in white, a large green checkmark icon, and a red 'X' icon in a white box. The body contains the text 'Your info has been successfully saved.' Below this are two buttons: 'Go to Dashboard' (white with blue border) and 'Continue to Next Section' (blue with white text).

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6. Enter any **Alternate Name** – especially if you will be sending documents under the alternate name.

Biographic Information

You may update your biographic information at any time before submission. Any changes made after submission should be sent directly to the campuses to which you have applied. * Indicates required field.

Your Name

To make changes to your name, go to the [Profile Section](#)

First or Given Name: California

Middle Name:

Last or Family Name: Sunshine

Suffix:

Alternate Name

* Do you have any materials under another name (for example a maiden name, middle name or nickname)?

☒ Yes ☐ No

* Alternate First Name: California

Alternate Middle Name:

* Alternate Last Name: Rain

7. Enter any **Preferred Name** you have and **Legal Sex**.

Preferred Name

* Do you have a name (first, middle) that you commonly use that differs from your legal name?

☒ Yes ☐ No

* Preferred First Name

Cali

Preferred Middle Name

Legal Sex

* What is your legal sex?

☐ Male ☒ Female ☐ Nonbinary

Do you consider yourself to be?

Select

How do you describe yourself?

Select

How do you describe the way you express your gender identity in terms of behavior, appearance, speech, and movement?

Select

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8. Enter your **Birth Information** and click **Save and Continue**.

Birth Information

* Date of Birth	<input type="text" value="06/19/1986"/> <small>MM/DD/YYYY</small>
* Country	<input type="text" value="United States"/>
* City	<input type="text" value="Fremont"/>
* State/Province	<input type="text" value="California"/>
* County	<input type="text" value="Alameda County"/>



Save and Continue

9. Click **Continue to Next Section**.

Saved Successfully



Your info has been successfully saved.

[Go to Dashboard](#)

[Continue to Next Section](#)

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10. Enter your **Current Address** –

-If **Select a Matching Address** shows below **Current Address**, please **select the address listed** to move your application forward. *Entering an unrecognized address may prevent your application from moving forward.*

Current Address

★ Street Address 1 One Washington Square

Street Address 2

★ City San Jose

★ Country / Territory United States

★ State/Province California

★ County Select a County

★ Zip/Postal Code 95192

Approximate Date through which current address is valid MM/DD/YYYY

Select a Matching Address

1 Washington Sq
San Jose, CA
Santa Clara County
95112-3613

Use the address I entered

★ Is this your permanent address?

☒ Yes ☐ No

Phone

To make changes to your phone number, go to the [Profile Section](#)

★ Preferred Phone Number +14089240000 Mobile

Alternate Phone Number Type

Email

To make changes to your email, go to the [Profile Section](#)

★ Email hello.sunshine@sjsu.edu Home

11. Click **Save and Continue**.

Save and Continue

12. Click **Continue to Next Section**.

id Program Submit Appli

Saved Successfully

Your info has been successfully saved.

Go to Dashboard Continue to Next Section

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13. Enter your **Country of Citizenship** and your **Citizenship status** in U.S
14. If you are on a **visa**, please select “other visa” to choose your current **visa** type. If you select **visa** or **greencard**, please enter the **date issued** and **year** you moved to the U.S. If you are DACA or AB540, you can select “none”.
15. Enter the **State** you consider your permanent home in the U.S. and whether you claim **California Residency**. If you have not lived in CA since birth, please enter when you moved to CA.
16. Click **Save and Continue**.
17. Click **Continue to Next Section**.

The screenshot displays the application form for SJSU Graduate Admissions. On the left is a sidebar with a list of sections: Release Statement (checked), Biographic Information (checked), Contact Information (checked), Citizenship/Residency Information (active), Race & Ethnicity, Other Information, and Financial and Parental Information. The main content area is titled 'US Citizenship' and contains the following fields:

- Country of Citizenship: A dropdown menu with 'India' selected.
- Select the value that best describes your U.S. Citizenship: A dropdown menu with 'Other Visa' selected.
- Visa Type: A dropdown menu with 'H4 Dependents H1 through H3' selected.
- Visa Date Issued: A date field showing '12/14/2012' with a calendar icon and a placeholder 'MM/DD/YYYY'.
- If you were born outside of the U.S., what year did you or will you move to the U.S.?: A text field with '2013' entered.

Below the US Citizenship section is the 'Residency' section with the following fields:

- What U.S. State/Possession do you regard as your permanent home?: A dropdown menu with 'California' selected.
- Do you claim California Residency?: Two radio buttons, 'Yes' (selected) and 'No'.
- Have you lived in California continuously since birth?: Two radio buttons, 'Yes' and 'No' (selected).
- When did your present stay in California begin?: A date field showing '01/15/2013' with a calendar icon and a placeholder 'MM/DD/YYYY'.

At the bottom of the form is a blue button with a checkmark icon and the text 'Save and Continue'. Below the form is a green banner with a large checkmark icon and the text 'Saved Successfully'. Below the banner is a white box with the text 'Your info has been successfully saved.' and two buttons: 'Go to Dashboard' and 'Continue to Next Section'.

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18. Enter your **Race and Ethnicity**.

The screenshot shows the 'Race & Ethnicity' section of the application portal. At the top, there's a navigation bar with 'APPLY' in red, and links for 'My Application', 'Add Program', and 'Submit Application'. Below this, a progress indicator shows '4/8 Sections Completed'. The left sidebar lists sections: 'Release Statement' (checked), 'Biographic Information' (checked), 'Contact Information' (checked), 'Citizenship/Residency Information' (checked), 'Race & Ethnicity' (active), and 'Other Information'. The main content area is titled 'Race & Ethnicity' and includes a warning: 'You may update this information at any time before submission. Once you have submitted, the information on this page cannot be edited.' Below this, there's a section for 'Ethnicity' with a dropdown menu set to 'No'. A note states: '☆ With regard to your ethnicity, do you consider yourself Hispanic or Latino?'. The 'Race' section has a note: '☆ Regardless of your answer to the question above, please select below one or more of the following groups in which you consider yourself a member.' It includes checkboxes for 'American Indian or Alaska Native' and 'Asian' (checked). Below this, a note says: '☆ Please select one sub-category below that best describes your background.' There are two columns of radio buttons for sub-categories: 'Asian Indian' (selected), 'Bhutanese', 'Cambodian', 'Filipino', 'Indo-Chinese', 'Iwo Jiman', 'Bangladeshi', 'Burmese', 'Chinese, except Taiwanese', 'Hmong', 'Indonesian', and 'Japanese'.

Summary

☆ California State University often needs to report **ONLY ONE** summary race/ethnicity description for a person. Please select your reporting preferences:

Asian

19. Click **Save and Continue**.

A blue button with a white checkmark icon and the text 'Save and Continue'.

20. Click **Continue to Next Section**.

The screenshot shows a confirmation message 'Saved Successfully' in a green box with a white checkmark icon. Below this, a white box contains the text 'Your info has been successfully saved.' and two buttons: 'Go to Dashboard' and 'Continue to Next Section'.

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21. Enter your **Social Security Number**.

If you do not have a Social Security Number please check that you do not have one.

22. Enter your **Native Language**.

23. Enter your **Military Dependent Status**, if you have one.

24. Indicate if you were or were not in good **academic standing** at the last school you attended.

25. Indicate your **Academic Conduct** information.

26. Enter **Not interested in a credential program**, unless you are applying for a teaching credential

27. Click **Yes** or **No** for your interest in **CalFresh**.

The screenshot displays the SJSU Graduate Admissions application form. On the left, a sidebar lists sections: Release Statement (checked), Biographic Information (checked), Contact Information (checked), Citizenship/Residency Information (checked), Race & Ethnicity (checked), Other Information, and Financial and Parental Information. The main content area shows the following sections:

- Social Security Number:** Includes a text input for SSN and a "Social Security Number Acknowledgement" checkbox for international students.
- Language Proficiency:** A dropdown menu for "What is your First Language?" with "Gujarati" selected, and an "Add Another Language" button.
- Military Status:** A dropdown menu with "Not a Member of the Military" selected.
- Military Dependent Question:** A dropdown menu with "Yes, Veteran" selected.
- Academic Standing:** A question "Are you in good standing with your last school attended?" with "Yes" selected.
- Academic Infractions and Conduct:** Three questions about disciplinary actions, all with "No" selected.
- Teacher or Other Education Credential Information:** A dropdown menu with "Not interested in a credential program" selected and highlighted with an orange box.
- CalFresh:** A question "Are you interested in checking your eligibility for monthly food assistance..." with "No" selected.

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28. If you attended a CSU campus before, list the campus and the last term you attended. [This question will only show if you listed you are a Returning Student on your Extended Profile].
29. Answer the **RN License** and **How did you Hear About Us?** questions.
30. Click **Save and Continue**.

Returning CSU Applicants

Which CSU Campus did you previously attend?
To make changes to this question go to [Extended Profile](#)

San Jose State

What was your Student ID?
To make changes to this question go to [Extended Profile](#)

000000000

* Enter the last term attended

Spring

* Enter the last year attended

2017

* Did you attend another college after the term listed above?

☐ Yes ☒ No

RN License

* Do you have an RN (registered nurse) license or expect to achieve a RN license?

☐ Yes ☒ No

How did you Hear About Us?

* How did you hear about CalState.edu/apply?

Friend

✓ Save and Continue

31. Click **Continue to Next Section**.

Submit Application

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#) [Continue to Next Section](#)

32. Enter how you classify as **Independent** or **Dependent** by answering all of the following questions.

Household Income and Size Information

If you are an International applicant, you are not required to complete the following section. Please select International Applicant in the pull down below, in response to 'How do you classify yourself?'

Under federal regulations, you are considered an independent student if you can answer Yes to any of the following questions:

- You were born before January 1, 1996.
- Are you currently an active duty member or a veteran of the U.S. Armed Forces?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2019-2020 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- You now have or will you have children or dependents who will receive more than half of their support from you between July 1, 2019 and June 30, 2020?
- Someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time since you turned age 13, both your parents were deceased, you were in foster care, or you were a dependent or ward of the court?
- At any time on or after July 1, 2018, did your high school, an emergency shelter, a transitional housing program or homeless youth center determine that you were an unaccompanied youth or were self-supporting and at risk of being homeless?

If you cannot answer yes to any of these questions you would be considered a dependent student.

* How do you classify yourself?

Independent

If you are registered with the California Secretary of State as a domestic partner, your household size must include your partner and your combined legal dependents, and the partner's income must be included along with your income. Click [here](#) for additional details when responding to the questions below.

* Total size of your household in 2017, be sure to include yourself, spouse and all dependents:

* Number of dependent children living with you in 2017:

* Adjusted gross income (AGI) for 2017, all income reported on your federal tax return:

* Unearned income and benefits for 2017, income not reported on your federal tax return:

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33. Enter your **Parent/Guardian Educational Level** and click **Save and Continue**.

Parent/Guardian Education Level

★ What is your Parent/Guardian #1 highest level of education?

High School Graduate

★ What is your Parent/Guardian #2 highest level of education?

Some College



Save and Continue

34. You will automatically be taken to the next Section of the application: **Academic History** and will be prompted to enter the **Colleges you Attended**.



Academic History

0/3 Sections Completed

Colleges Attended

GPA Entries

Standardized Tests

34. If you go back to your My Application page, you will see that the Personal Information section is complete. You are now entering information for the Academic History section.

My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the California State University application (save this email!)

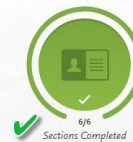
Last week

View My Notifications

Getting Started?

Speed up your application by entering your colleges attended first.

Personal Information



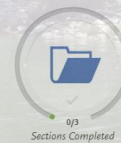
6/6 Sections Completed

Academic History



0/4 Sections Completed

Supporting Information



0/3 Sections Completed

Program Materials




1/1 Sections Completed

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Entering Academic History

Enter your educational history in this next section


1. Click **Add a College**.

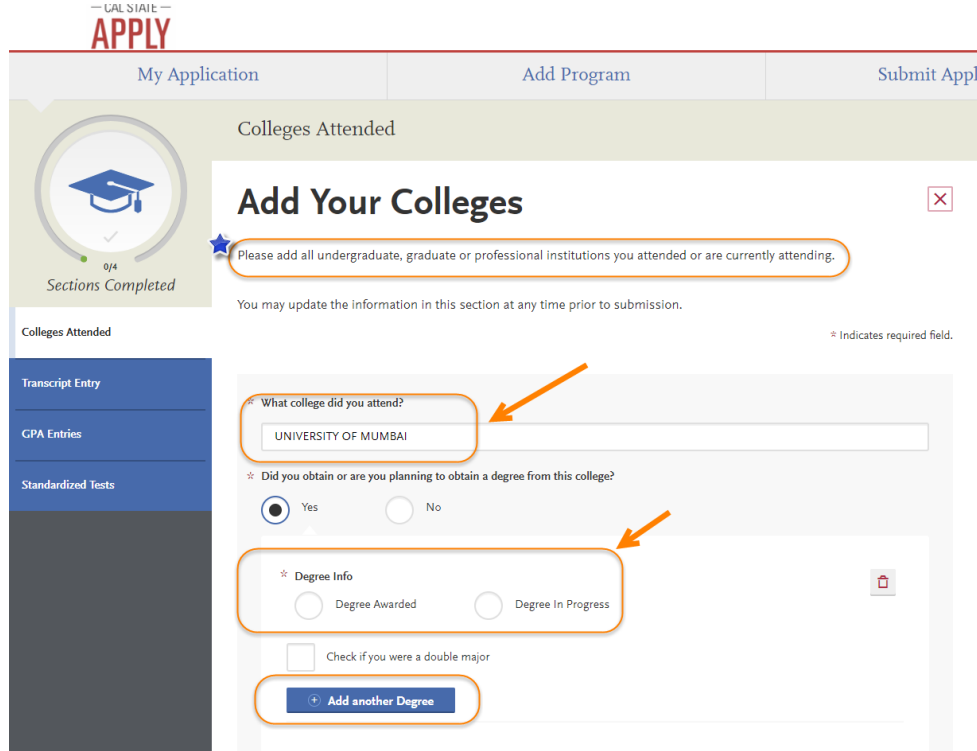
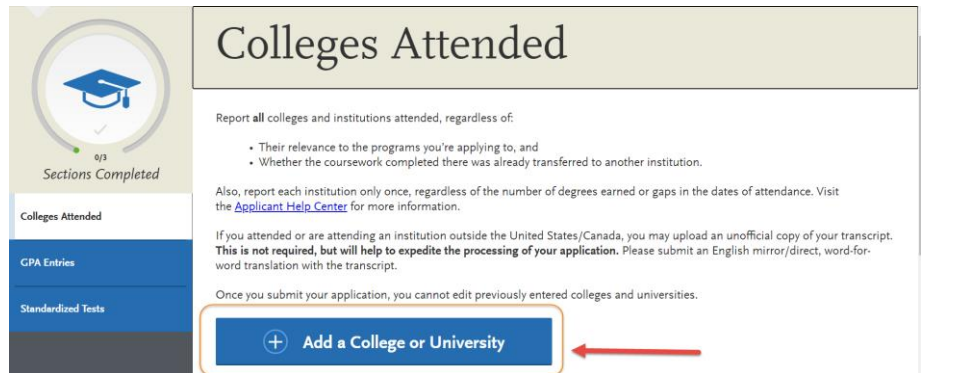
 **NOTE:** Please do not upload unofficial transcripts. The Graduate Admissions & Program Evaluations office does **not** process applications based on unofficial transcripts uploaded or send to our office. Applicants **MUST** send international marksheets/transcripts & degree certificates directly to WES, ACEI, or IEE and request the official evaluation sent to SJSU to be considered for admission to SJSU.

2. Type the **name of the college** you attended.

3. Indicate **whether you received a degree** or not.

-Click **Add another Degree** only if you received a degree from this university.

 You must add **all** undergraduate, graduate, and professional institutions you attended or are currently attending.



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--If your college name is not listed, click **Can't find your school?**

--Then, select the **type of university** you attended.

My Application Add Program Submit Application

Colleges Attended

Add Your Colleges

Please add all undergraduate, graduate or professional institutions you attended or are currently attending.

You may update the information in this section at any time prior to submission.

* Indicates required field.

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

Sections Completed 0/4

* What college did you attend?

Changtau University

[Can't find your school?](#)

Save This College

* What college did you attend?

Changtau University

* If you can't find your school in our list, select one of the options below:

☐ Unlisted English Speaking Canadian Institution

☐ Unlisted US Institution

☒ Unlisted French Speaking Canadian or Other Foreign Institution

* Did you obtain or are you planning to obtain a degree from this college?

☒ Yes ☐ No

* Degree Info

☒ Degree Awarded ☐ Degree In Progress

☐ Check if you were a double major

+ Add another Degree

* Degree Info

☒ Degree Awarded ☐ Degree In Progress

* What type of degree did you earn?

Bachelor of Technology

* When did you earn that degree?

July 2000

* What was your major?

Biotechnology


What was your minor?

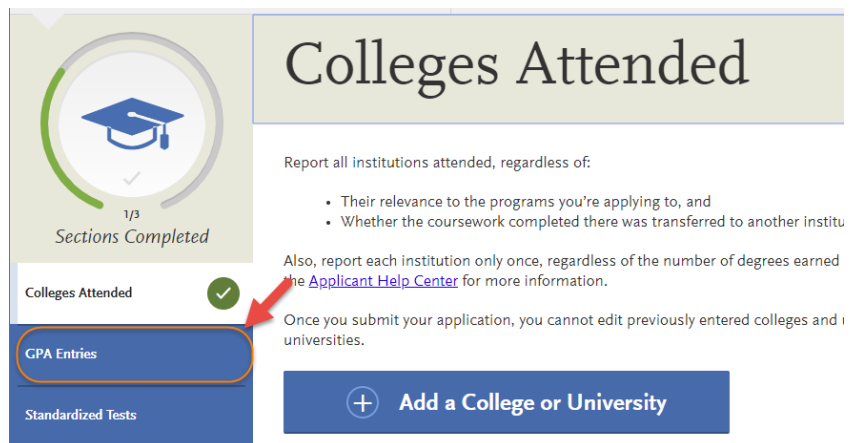
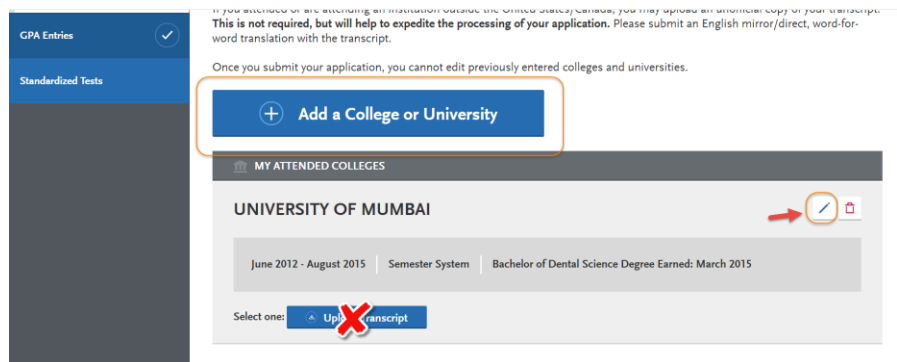
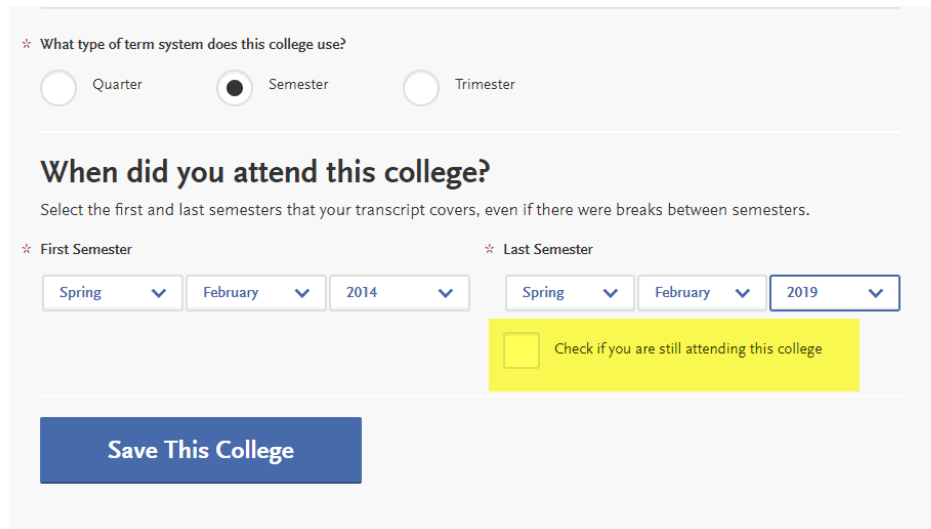
None

☐ Check if you were a double major

+ Add another Degree

SJSU: Graduate Admissions & Program Evaluations

4. Enter the **term information** for the college and the **dates** you attended.
-Check the box if you are still attending this college.
 5. Then click **Save This College**.
 6. Confirm the **University** information is correct.
-You may edit or delete as necessary.
 7. Click **Add a College** if you attended another university and go through the same process.
-  **NOTE: Please do not upload unofficial transcripts.**
The Graduate Admissions & Program Evaluations office does **not** process applications based on unofficial transcripts uploaded or send to our office. Applicants **MUST** send international marksheets/transcripts & degree certificates directly to WES, ACEI, or IEE and request the official evaluation sent to SJSU to be considered for admission to SJSU.
8. Once you are done entering **Colleges Attended**, click on **GPA Entries**.



SJSU: Graduate Admissions & Program Evaluations

9. Click **I don't have a GPA to add** unless you are a School of Information applicant.



Applicants to all School of Information programs **MUST** enter their GPA for each college attended for admission purposes. Not entering your GPA will delay application processing.



GPA is **only required** for School of Information applicants.

10. If you do not enter your GPA you may click on **Standardized Tests** to complete the next section.

11. If you need to enter a GPA, click **Add a GPA**. When entering a GPA you must select if the degree was Undergraduate or Graduate work, the total credit hours earned, and your GPA, and then click **SAVE**.

12. You will be able to edit/delete or add additional GPAs.

GPA Entries

AVERETT UNIVERSITY Transcript
Spring March 2010 - Spring February 2012

Save and Exit

Enter your GPAs

Ok, great. Next let's add a GPA

Add A GPA I don't have a GPA to add

My Application Add Program Submit Application

GPA Entries

Provide GPA information for the colleges you entered in the Colleges Attended section. If you attended a school twice (e.g., you completed both undergraduate and graduate coursework at the same college), click **Add A GPA** to add another GPA entry. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you can add new and edit previously entered GPAs, but you cannot delete previously entered GPAs.

AVERETT UNIVERSITY

Edit

GPA Entries

AVERETT UNIVERSITY Transcript
Spring March 2010 - Spring February 2012

Save and Exit

Enter your GPAs

SCHOOL LEVEL	TOTAL CREDIT HOURS	GPA	QUALITY POINTS
Undergraduate	120	4.0	480

Save Cancel

Ok, great. Next let's add a GPA

Add A GPA I don't have a GPA to add

AVERETT UNIVERSITY Transcript

Summer June 1997 - Spring May 2002

Save and Exit

Enter your GPAs

SCHOOL LEVEL	TOTAL CREDIT HOURS	GPA	QUALITY POINTS
Undergraduate	120	4	480

Add A GPA

SJSU: Graduate Admissions & Program Evaluations

13. Click on **Standardized Tests**.

14. If you have taken or will take a Standardized Test, you can report it by clicking **Add Test Score** under the test you have taken.

-Instructions for Graduate applicants are listed.

15. If you do not have any test scores to report, click on **I Am Not Adding Any Standardized Tests**.

-If you accidentally click the button, but do have tests to report, you may click **Would you like to add a test?** on the next page.

Standardized Tests

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. Visit the [Applicant Help Center](#) for more information.

- **Freshman Applicants:** report your SAT and ACT results, with the associated College Board or ACT ID number. If you have not yet taken the exam, you can simply add the date that you will complete the exam. You must report the associated ID number and request official results from College Board or ACT for the scores to be sent to all your CSU campuses.
- **Transfer Applicants:** if you have completed less than 60 transferrable units, report your SAT and ACT results. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- **Graduate Applicants:** report your GMAT and GRE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.
- **International Applicants:** report your IELTS and PTE results or the date you plan to take the tests. If you do not plan to take the exams, click **I Am Not Adding Any Standardized Tests**.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information.

I Am Not Adding Any Standardized Tests

ACT

Standardized Tests

You opted not to add any standardized tests.

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more standardized tests, but you will not be able to update or delete.

Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full.

Would you like to add a test?

TOEFL

Add Test Score

SJSU: Graduate Admissions & Program Evaluations

16. If you have not taken the exam yet, but will be taking it in the future, enter **No** under **Have you taken the test?** Enter the date you plan to take the test. Then, click **Save This Test**.

The screenshot shows the 'Standardized Tests' section of the application. On the left sidebar, 'Sections Completed' is 0/4. The main form is titled 'GRE' and includes a close button (X). A note states '* Indicates required field.' The form contains the following fields:

- 'Have you taken the test?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected.
- 'When do you plan to take this test?' with a date picker showing '04/04/2019' and a placeholder 'MM/DD/YYYY'.
- 'ETS Registration Code' with an empty text box.
- A blue button labeled 'Save This Test' with a checkmark icon.

17. If you have taken the test, indicate the **date** and **scores** you received on the test.

The screenshot shows the 'GRE' form with the 'Yes' radio button selected for 'Have you taken the test?'. The 'When did you take this test?' field shows '02/25/2019'. Below this, the 'ETS Registration Code' field is empty. The scores section contains the following data:

Score Type	Score	Percentile
Quantitative	150	
Verbal	150	
Analytical Writing	4.5	

At the bottom is a blue button labeled 'Save This Test' with a checkmark icon.

18. After you finish entering your scores, click **Save This Test**.

SJSU: Graduate Admissions & Program Evaluations

19. Your information will save under the appropriate test.
20. You may enter additional test scores as necessary by clicking the **Add a Standardized Test** button.
21. Once you are done entering test scores, click **My Application** at the top of the page to take you to the next section of the application.

The image shows two screenshots of the SJSU Graduate Admissions application interface. The top screenshot shows the GRE test entry section with a progress bar and a checkmark, indicating that the test has been saved. Below this is a button labeled "Add a Standardized Test". The bottom screenshot shows the "Standardized Tests" section of the application. It features a sidebar with a progress indicator showing "4/4 Sections Completed" and a list of sections: "Colleges Attended", "Transcript Entry", "GPA Entries", and "Standardized Tests", each with a checkmark. The main content area is titled "Standardized Tests" and includes instructions for applicants to provide information about tests taken or planned. It also lists specific instructions for Freshman, Transfer, Graduate, and International Applicants. At the bottom, there is a section for "ACT" with a button labeled "Add Test Score".

GRE

Test taken: 02/25/2019

+ Add a Standardized Test

My Application Add Program

Standardized Tests

Please provide information about the tests you have taken or plan to take. You may prior to submission. Once you have submitted, you will be able to add additional tests to take, but you will not be able to update or delete completed tests.

- **Freshman Applicants:** Please report your SAT and/or ACT results or date you took the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Transfer Applicants:** If you have completed less than 60 transferrable units and you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- **Graduate Applicants:** Please report your GMAT or GRE results or date you took the exams, please click on "I Am Not Adding Any Standardized Tests"
- **International Applicants:** Please report your IELTS or PTE results or date you took the exams, please click on "I Am Not Adding Any Standardized Tests"

ACT

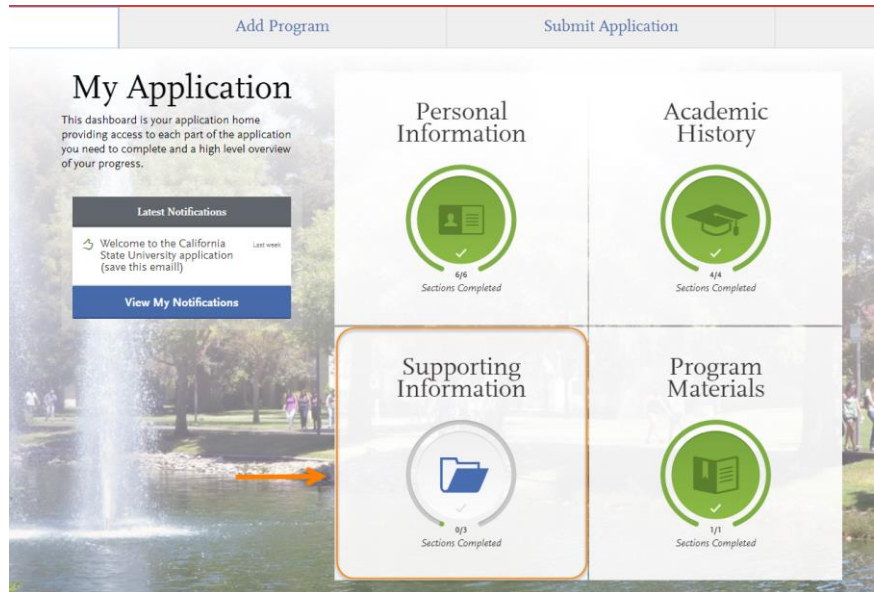
Add Test Score

SJSU: Graduate Admissions & Program Evaluations

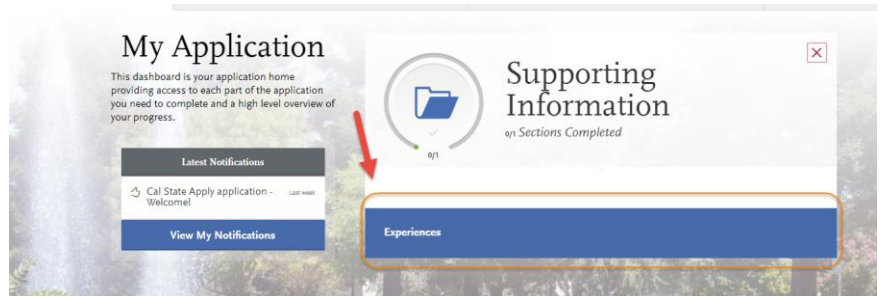
Entering Supporting Information

In this section, you are asked to enter your work and other experiences. The information entered in this section of the application will be reviewed at the discretion of your department.

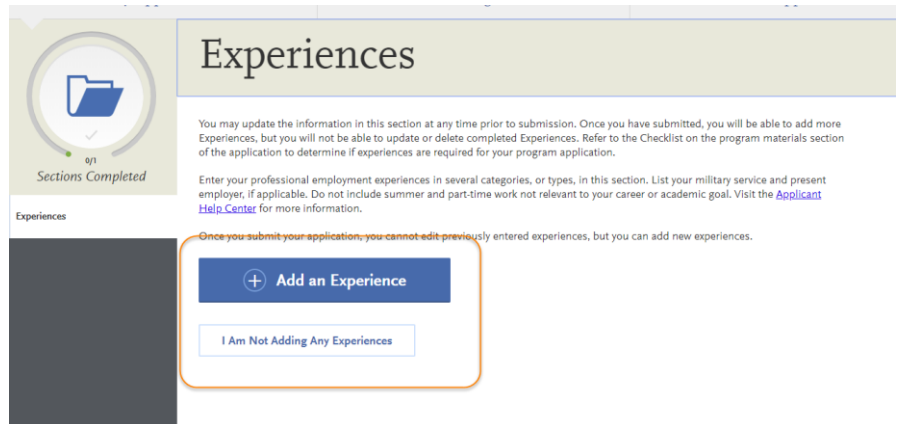
1. Click on the **Supporting Information** square.



2. Click on the **Experiences** tab.



3. If you do not have any work experiences to report, click on **I Am Not Adding Any Experiences**.

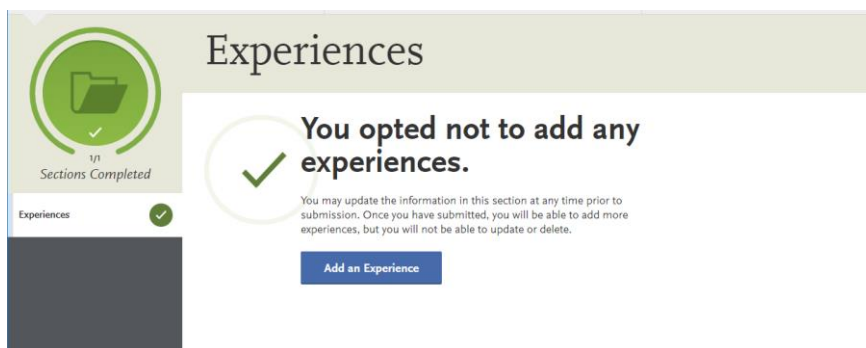


SJSU: Graduate Admissions & Program Evaluations

-If you accidentally click the button, but do have experiences to report you may click **Add an Experience** on the next page.

If you click Add an Experience, then select the **Experience Type** (employment, internship, voluntary) and enter the **Organization information**.

You will need to add the **Experience Dates and Details** before clicking **Save & Continue**.



Update your experiences any time prior to submission. After submission, you can add more experiences. However, you cannot update or delete completed experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

* Indicates required field.

Experience Type

* What type of experience do you want to add?

Internship

Organization

* Name

Salvation Army

Address

Address 2

City

* Country

United States

Zip Code

* State

California

Supervisor

First Name

Last Name

Title

Contact Phone

(201) 555-5555

Contact Email

SJSU: Graduate Admissions & Program Evaluations

Your **Added Experience** will show for your review.

Experience Dates

★ Start Date MM/DD/YYYY

★ Current Experience ☒ Yes ☐ No

End Date MM/DD/YYYY

★ Status

Experience Details

★ Title

★ Type of Recognition

☐ Compensated

☐ Received Academic Credit

☒ Volunteer

★ Average Weekly Hours x

★ Number of Weeks =

★ Total Hours

★ Description/Key Responsibilities

★ Release Authorization (May we contact this organization?) ☒ Yes ☐ No

✓ Save & Continue

List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.

+ Add an Experience

★ MY EXPERIENCES

TYPE	ISSUING ORGANIZATION	DATE	TITLE
Internship	Salvation Army	10/01/2016 - Till Date	Assistant

- Click **My Application** once you are done entering experiences to progress to the next section of the application.

My Application Add Program Submit Application

Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

Enter your professional employment experiences in several categories, or types, in this section. List your military service and present employer, if applicable. Do not include summer and part-time work not relevant to your career or academic goal. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences.

+ Add an Experience

★ MY EXPERIENCES

TYPE	ISSUING ORGANIZATION	DATE	TITLE
Internship	Averett Univ.	03/04/2019 - 10/02/2019	AD

SJSU: Graduate Admissions & Program Evaluations

Entering Program Materials

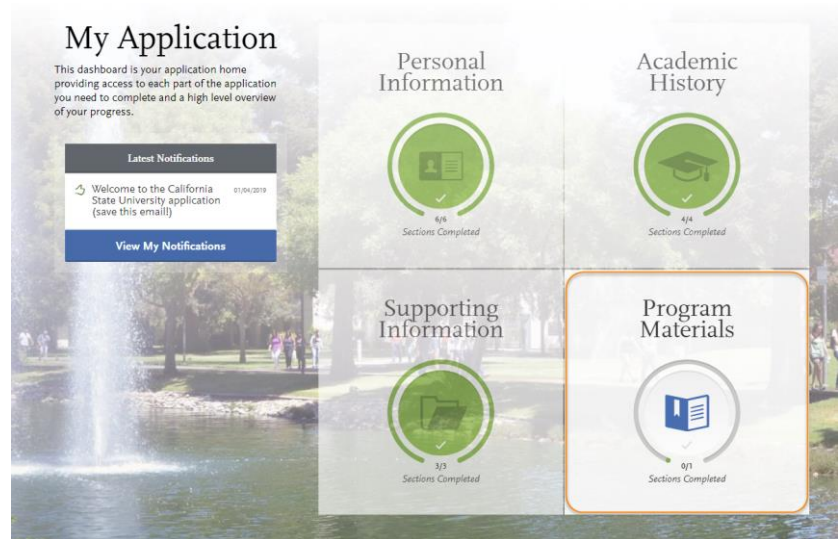
We have several programs which require that you upload your department documents directly into the Cal State Apply application. If you are applying to any of the programs listed below, you will need to submit all department required documents at the time of the application. This means that all department materials must be uploaded into the application; and, the application must be submitted by the application deadline for these programs.

In addition, all programs **Statement of Purpose** is listed in this section.

Program
Art – All programs
Bioinformatics
Certificate in Mindfulness-Based Health Science
Chicana/Chicano Studies
Communication Studies
Computer Science
Counseling & Guidance
Creative Writing
Curriculum and Instruction
Data Science
English
Human Factors & Ergonomics
Justice Studies
Kinesiology – all programs
Mass Communications (Journalism)
Meteorology
Multiple Subject Credential
Nursing Educator
Nursing, FNP
Nursing, DNP
Family Nurse Practitioner
Nutritional Science
PPS Credential
Clinical Mental Health Counseling
Psychology – Research & Experimental
Science Education
Single Subject Credential
Statistics
Urban Planning

SJSU: Graduate Admissions & Program Evaluations

1. Click on the **Program Materials** square.



2. Click on the **program** tab.



3. You will see tabs for all the **required documents** needed for this section AND the **application deadline**.



Welcome future San José State University student!

We are pleased you are considering our graduate program for the upcoming semester and look forward to working with you throughout the application and admission process. Before completing the remainder of the Cal State Apply application, please read the information below.

SJSU: Graduate Admissions & Program Evaluations

4. On the **Documents** tab, you will see the department document requirements.

You will also see helpful uploading tips.



Once you submit your application, you will **not** be able to add or edit any required documents.



Required documents will have a red asterisk in front of them. You will not be able to submit your application until these documents are uploaded in the application.



Documents

Kinesiology (MA) Document Requirements for Admission

The Kinesiology department requests the following documents:

- Upload a short Personal Statement outlining your interest and indicate how a Kinesiology degree will help you to achieve your career objectives. **(required)**
- General Graduate Record Examination (GRE) scores are required for applicants. When requesting to take this exam with ETS, please use the code for SJSU which is 4687. There is no need to upload scores here.
- Upload the [Graduate Assistantship](#) and [Area of Expertise Teaching](#) forms if you are interested in a GA/TA position **(optional)**.

For more information about our program, please visit sjsu.edu/kinesiology/programs/Graduate/

The deadline to submit your Cal State Apply application if you are a domestic or international applicant (F1 visa - initial or transfer) deadline is April 1, 2019. You should plan to upload required department documents well before the deadlines. Please note, once you submit your Cal State Apply application, the ability to upload documents will no longer be available.

UPLOAD TIPS



Review Uploaded Documents

The uploading process may have altered your formatting. Please review before submitting.



Accepted File Types

.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.



Do Not Password Protect Your Documents

Protected documents will not be sent with your application.



Conceal Your Social Security Number (SSN)

Only use correction fluid or a redacting marker to conceal your SSN before uploading.

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

* indicates required item.

SJSU: Graduate Admissions & Program Evaluations

- On the **Recommendations** tab, you will see the department letters of recommendation requirements.
- Click **Add Recommendation** to enter recommendation information.



The bottom right hand corner has the total number of required recommendations.

- Enter the **name, email address, due date**, and a **personal message** to your recommender – along with **waiver of access and permissions**. You will also see helpful uploading tips.



Add a personal note that explains your desire for further studies and how you know the recommender.

- Click **Save This Recommendation Request**.

Home Documents **Recommendations** Questions

Recommendations

Kinesiology (MA) Recommendation Requirements

Two (2) original letters of recommendation are needed for the department application. These letters should come from either university instructors who taught you or supervisors who managed you in paid or volunteer work. It is highly recommended that at least one letter come from a university instructor. If this is not possible, ask your letter writers to include an evaluation of your writing and analysis skills.

Please use the requests below. If you are not able to use the below requests, you may send letters directly to Dr. Ted Butryn, the Graduate Coordinator of the Kinesiology Department at theodore.butryn@sjsu.edu. The letters should be addressed to Dr. Ted Butryn and should be on the writer's business letterhead stationery.

- Submitting requests using the blue button below is strongly preferred.
- Use an early deadline for the letters of recommendation to be submitted. Deadlines should be on or before March 30, 2019 for domestic and international applicants. The earlier the deadline you use, the better.
- Include in your message to the recommender the name of the program you are applying for at San Jose State University.
- You can submit your application after requesting recommendations.
- If you need to cancel your request, you can cancel by using the "trash" button.
- Please note, once you submit your Cal State Apply application, you cannot go back and request more recommendations.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

+ Add Recommendation

General Program Recommendation with Letter Upload

2 required - 2 total allowed

Recommendation Type: General Program Recommendation with Letter Upload

Recommender's Information

* First Name: Professor

* Last Name: X

* Email Address: professorx@sjsu.edu

* Due Date: 02/27/2019

* Personal Message/Notes: Dr. Professor X, I enrolled in two of your research method classes in 2018. I completed a project on global warming and climate change, which was ultimately presented at city council in December 2018. I would like to enhance my research skills through a master's degree. Would you recommend me?

Waiver of Recommendation

* I waive my right of access to this Recommendation. ☒ Yes ☐ No

* Permission to Contact Recommender

☒ I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.

* Permission for Schools to Contact Recommender

☒ I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

Save This Recommendation Request

SJSU: Graduate Admissions & Program Evaluations

9. You can then see the recommendation you entered on the next screen – edit or delete as necessary.



The requirement bar will turn green for each recommendation you enter.

10. On the **Questions** tab you will see the department questions that you are required to answer for this section.




You must complete each required section to submit your application.

 Add Recommendation

General Program Recommendation with Letter Upload

1. X, Professor - Requested

 2 required - 2 total allowed



Home	Documents	Recommendations	Questions
------	-----------	-----------------	------------------

Save

Kinesiology (MA) Program Questions

Please let us know your Research experience and interests below.

* Indicates required field.

Research Experience and Interest

* Please indicate any Research Methods courses you have taken.

0/100

Please describe any (tentative) research ideas you have as you enter the program.

0/500

SJSU: Graduate Admissions & Program Evaluations

***If your program is not fully set up for Quadrant 4, the Statement of Purpose will show under the Questions section.**

All department's statement of purpose must be entered in this section.

11. Type in your **Statement of Purpose** and click **Save and Continue**.



Check the [department's website](#) to determine if they require a Statement of Purpose. Some departments prefer you to send the Statement of Purpose directly to them and not through Cal State Apply.

If your program does not require a Statement of Purpose, enter N/A to advance your application.

The screenshot shows the application interface for 'Data Analytics (Special Session)' with a deadline of 05/01/2020. It features a navigation bar with 'Home' and 'Questions' links. A 'Save' button is located in the top right. Below the navigation bar, a message states '* Indicates required field.' The 'Statement of Purpose' section includes an instruction: '* Write a brief statement of purpose describing your interest in pursuing graduate study in the program you have applied for at San Jose State University. Include how the degree will help you achieve your career objectives. Check the department's website to determine if they require a statement of purpose. If your program does not require a statement of purpose, enter Not Applicable to advance your application. If you enter a statement of purpose, please make sure not to enter special characters. 5000 character limit.' A large text input area is provided for the statement, with a character count '0/5000' at the bottom right.

SJSU: Graduate Admissions & Program Evaluations

Submitting an Application

Once you have completed all sections of the application, please submit your application.

1. Verify that **all** quadrants/sections are complete.
2. Click on **Submit Application**.



You will see the number of complete applications you have ready to submit under **Submit Application**.

Submit Application 1

Personal Information
6/6 Sections Completed

Academic History
4/4 Sections Completed

Supporting Information
3/3 Sections Completed

Program Materials
1/1 Sections Completed

3. Click **Submit** for the application you want to submit.



Please check you are applying for the correct program **BEFORE** clicking submit.

APPLICATIONS READY FOR SUBMISSION: 1

TOTAL FEE(S): \$70

Submit All

Sort By: Deadline

San Jose Extension	Term: Fall
TEST-Business Administration (Special Session)-copy-1	Deadline 05/01/2020

Submit

SJSU: Graduate Admissions & Program Evaluations

4. Confirm the program and click **Continue**.



The application fee will be listed. Graduates do not have application fee waiver options.

This is the last chance to verify you have applied to the correct program.

Changes cannot be made after submission.

No refunds are issued for submission mistakes.

5. Enter your credit card, billing address, and select **Continue**.

6. Review information and check the box confirming payment. Then, click **Continue**.

Your Selected Program

PROGRAM NAME	DEADLINE
San Jose Extension	
✓ TEST Business Administration (Special Session) copy-1	05/01/2020

Selected Programs (1)

Fee Total \$70.00

Coupon Code
XXXX-XXXX-XXXX-XXXX

Enter Your Payment Details

* Indicates required field.

Payment Method

☒ Credit Card ☐ PayPal

* Name as it appears on card

* Card Type

* Credit Card Number

* Expiration

* CVV Code

Billing Address

* Please select a billing address or enter a new one.

☐ My permanent address
One West Street
Ahmedabad, Gujarat 383001

☐ My current address
1 Washington Sq
San Jose, California 95112-3613

☐ Use a different address

Selected Programs (1)

Fee Total \$70.00

Review and Submit Your Applications

Please review your submission details below and acknowledge you've read and understand the conditions once submitted.

* Indicates required field.

Submitting Your Application

Upon application submission, you will not be able to edit most of your information, including your question answers and completed coursework.

☒ * I acknowledge that I will not be able to edit my application after submission.

Payment Information

Payment Method	Billing Address
VISA Sunshine Bear 4111XXXXXXX1111 Exp: February/2021	One West Street Ahmedabad, Gujarat 383001

Selected Programs (1)

Fee Total \$70.00

Please do not click the button more than once or refresh this page, or you may be charged twice.

SJSU: Graduate Admissions & Program Evaluations

7. You will see **confirmation** that your payment has been submitted.

8. *Congratulations you have submitted your application!*

It will take a few days for our university to receive and download your application. In the meantime, please see:

List of resources:

[Admission Requirements](#)

[Domestic Steps to Admission](#)

[Deadlines](#)

[Activate MySJSU and Check Your Admission Status](#)

Congratulations on your application submission!

We sent a receipt of your submission to sunshinetimes@sjsu.edu

Payment Date: 10/02/2019
Order #: A40A0B4EC905

[My Application](#)

Program Submissions	
PROGRAM NAME	DEADLINE
TEST-Business Administration (Special Session)-copy-1	Deadline: 05/01/20

1 TOTAL PROGRAMS SUBMITTED

Payment Details	
Payment: Credit Card	Credit Card Information: Visa XXXXXXXXXX00001111 Sunshine Bear
Fee Total	
\$70.00	

Information on previous payments is available in [Payment History](#) under your User Profile.

SJSU: Graduate Admissions & Program Evaluations

Frequently Asked Questions

Do I have to enter my entire transcript information? No. If you already have a bachelor's degree, you do not need to enter in your coursework. Select the 'I Am Not Adding Any College Transcripts' button on the Transcript Entry page. If you are still completing your bachelor's degree at the time you are completing the application, enter in-progress and planned coursework only.

Can I apply as a graduate student before I finish my bachelor's degree? As long as you complete the bachelor's degree before the application term, you can apply.

I don't see the program I want in the Add Programs page? Only programs that are open to applications will appear for selection. If your desired program is not listed, check the Application Dates & Deadlines page and your Extended Profile to see which campuses and programs are open. For more information about available programs see (website).

Where do I send my transcripts? Submit official transcripts and other documents by the document deadline for your program. Submit transcripts directly to the Graduate Admissions & Program Evaluations (GAPE), electronically from your university or via mail to: One Washington Square, San Jose 95192-0017. Documents submitted to the department instead of directly to GAPE will NOT complete your application.

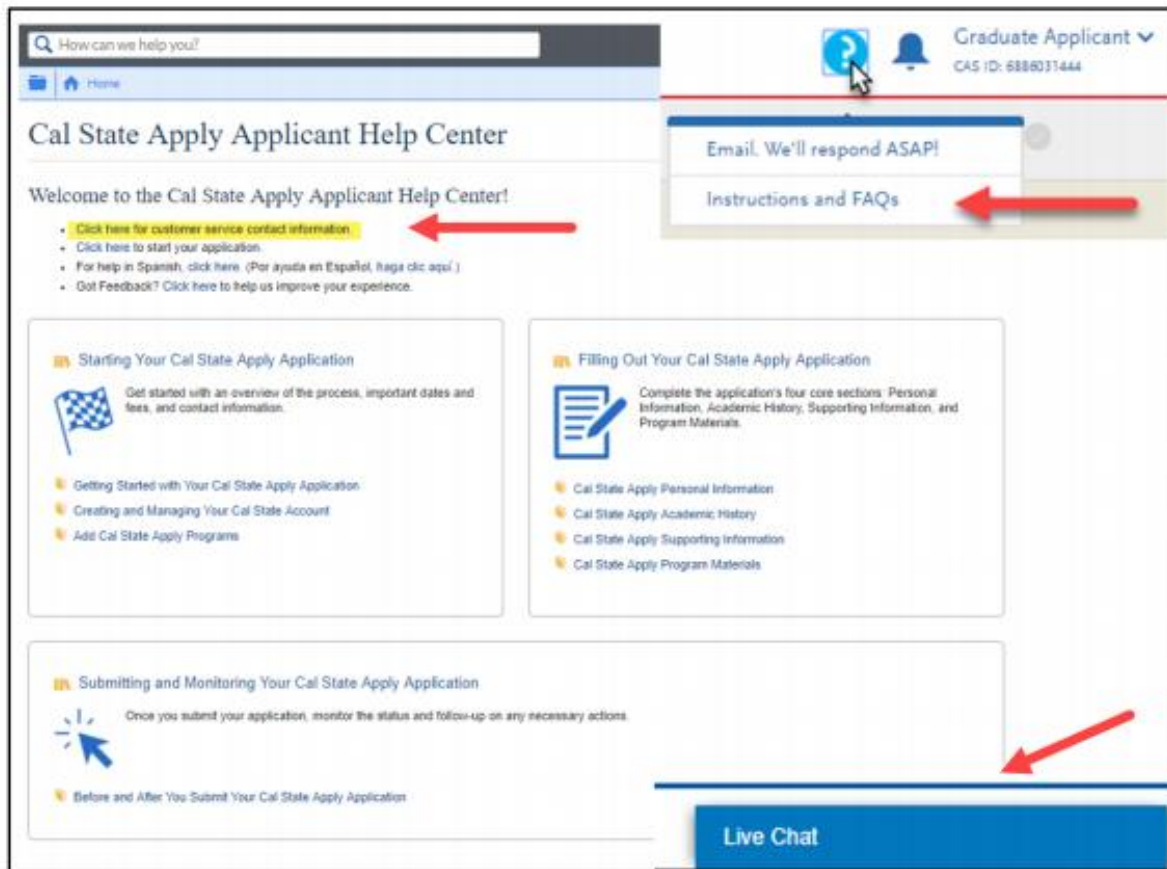
Submit official international transcripts/marksheets by the document deadline for your program to [WES \(World Education Services\)](#), [Academic Credentials Evaluation Institute, Inc. \(ACEI\)](#) or [International Education Evaluations, LLC \(IEE\)](#) for an evaluation of international coursework. Documents submitted to the department instead of through an evaluation service to GAPE will NOT complete your application.

I submitted my application but made a mistake. How do I correct my application? Changes cannot be made after submission. Contact each campus you applied and request information be updated.

SJSU: Graduate Admissions & Program Evaluations

Applicant Help & Technical Support

For instructions on filling out each of the quadrants, see the question icon at the top right of any page within the application. Click on the question mark icon and select Instructions and FAQs. This launches the Help Center where information about each section can be found. To enable links, make sure to allow pop-ups. Customer service contact information can also be accessed. They can assist with application-related questions. Chat functionality is available during business hours by selecting 'Live Chat' at the bottom right corner of the page.



Cal State Apply Customer Service General Information

Contact us (857) 304-2087 or CalStateApply@liaisoncas.com

Hours of operation: Monday – Friday 6am-5pm PT

Responses to emails are typically provided within 2 business days; however, responses can take up to 3 business days during busy times. Provide CAS ID # (located under your name in the upper-right corner of the application) with request.

Contact SJSU directly for Admission requirements and policies, Deadline requirements, Prerequisites, Supplemental materials, Requirements regarding the identity of references, Status of your application after it has been verified, Admission decisions and interview questions, Content and duration of a particular school's program.