Overview

Graduate International Applicant How to Apply Tutorial
This tutorial demonstrates how to apply to SJSU as a Graduate International Applicant.

Table of Contents

Creating an Account....................................................................................................................................................... 2
Select One Program to Apply .............................................................................................................................................. 6
Entering Personal Information ............................................................................................................................................. 8
Entering Academic History .................................................................................................................................................... 17
Entering Supporting Information ......................................................................................................................................... 23
Entering Program Materials ................................................................................................................................................ 28
Submitting an Application .................................................................................................................................................. 34
Frequently Asked Questions ............................................................................................................................................... 37
Applicant Help & Technical Support ................................................................................................................................ 38

For technical support with the Cal State Apply application, help is available M - F, 6 am to 5 pm Pacific Time, 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: grad-admissions@sjsu.edu or click on live chat from the website (www.sjsu.edu/admissions).

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
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 Now.
4. Click Create An Account.
5. Enter your **Name** and **Contact Information**.

If you have only one name, please enter a period (.) for your first name and your one name as your Last or Family Name.

6. Enter your **Username** and **Password**, and accept the **Terms and Conditions**.
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 to SJSU, or No if you are not.

   - Enter your prior SJSU ID if you are a returning graduate student and choose SJSU as the campus.
   - Select the scenario that applies to you.
10. Enter your **US Military Status**.

11. Answer **Yes** for **International Applicant** if you meet the following criteria:

- F1 Visa (applying from home country)
- F1 Visa (already in U.S. on F1 visa)
- J1 Visa seeking
- B Visa holders

If you are a US Citizen, Permanent Resident, Refugee/Asylee, DACA, AB540 or hold another visa (H4, H1B, L1, L2, F2, J2, TN, TCD, etc.) please complete the **Domestic Application** and answer **No** to this question.

12. Click **Save Changes**.

13. Click **Start Your Application!**
   You are ready to begin.
Select One Program to Apply
Choose your program at SJSU. SJSU only allows one program application per semester.

1. Scroll down to view San Jose State programs.

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.
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.

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

3. Confirm your Program and click Continue to My Application.
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

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

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

5. Click **Continue to Next Section**.
6. Click **Biographic Information**.

7. Enter any **Alternate Name** — especially if you will be sending documents under the alternate name.
8. Enter any Preferred Name you have, Legal Sex, and Birth Information.

   - A pop up box will display asking you to confirm your age. Confirm if it is correct.

   Carefully make sure that you enter the Birth City as listed on your Passport, to ensure this information is correct on your I-20.

9. Click Save and Continue.

10. Click Continue to Next Section.
11. Enter your **Current Address**

- If you currently live in the US, please **list a US 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.*

*If an international applicant resides in the US, they will be asked to **submit a copy of their current F1 visa or EAD card** if on OPT/STEM-OPT.*

12. As an International applicant, you must have an **International Address** for SEVIS. Please enter your permanent international address.

13. Click **Save and Continue**.

14. Click **Continue to Next Section**.
15. Enter your **Country of Citizenship**, **Type of Student Visa** you have or need (F1 for International, J1 for Fulbright Scholars), **Date Issued** if you already have an F1 or J1 visa.

16. Enter information if an **International Agent** is helping you complete the application. If so, list the details of the agency.

17. If you currently live in the US, enter the year you moved to the US.

- If you will live in the US only if admitted, please enter the future year.

18. Click **Save and Continue**.
19. Click **Continue to Next Section**.

20. Enter your **Race and Ethnicity**.

21. Click **Save and Continue**.
22. Click **Continue to Next Section**.

23. Enter your **Social Security Number**, if you have one, OR check the box if you do not have a Social Security Number.

24. Enter your **Native Language**.

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

26. Answer the **How did you Hear About Us?** question.

27. Click **Save and Continue**.
27. Click **Continue to Next Section**.

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

29. 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.
Entering Academic History
Enter your educational history in this next section.

1. Click **Add a College or University**.

   **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 ECE 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 another degree from this university.
   - You **MUST** add all undergraduate, graduate, and professional institutions you attended or are currently attending.

GAPE _ College of Graduate Studies
--If your college name is not listed, click **Can’t find your school?**

--Then, select the **type of university** you attended.
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 ECE and request the official evaluation sent to SJSU to be considered for admission to SJSU.

8. Once you are done entering **Colleges Attended**, the **GPA Entries** will automatically complete. You do **NOT** have to enter this information on your application.
9. Click on **Standardized Tests**.  
- Instructions for Graduate and International applicants are listed.

10. 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.

11. 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.
12. If you have **not** taken the exam yet and will take 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.**

13. If you **have** taken the test, indicate the **date** and **scores** you received on the test.
14. After you finish entering your scores, click **Save This Test**.

15. Your information will save under the appropriate test.

16. You may enter additional test scores as necessary by clicking the **Add a Standardized Test** button.

17. 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.
Entering Supporting Information
In this section, you are asked to enter your work and other experiences and your achievements. 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.

- If you accidently 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.

Your Added Experience will show for your review.

List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goals. Indicate your present employer, if now employed.
4. Click on the **Achievements** tab.

5. If you do not have any Achievements to report, click on **I Am Not Adding Any Achievements**.

   - If you accidently click the button, but do have achievements to report you may click **Add an Achievement** on the next page.
If you enter **Add an Achievement**, then enter the **Achievement Type** (award, honors, presentations, publications, scholarships), **name**, and **details**.

Then, click **Save This Achievement**.

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

Click on **My Application** to return to your application.
Entering Program Materials

We have several programs which require that you upload your department documents directly into the Cal State Apply 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.
1. Click on the **Program Materials** square.

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

3. You will see tabs of all the **required documents** needed for this section AND the **application deadline**.
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. You will also see helpful uploading tips.

**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. Once uploaded a green bar will show with the name of the document and date uploaded.
5. On the **Recommendations** tab, you will see the department letters of recommendation requirements.

6. Select **Request New Recommendations** for each Recommendation (Recommendation 1 and 2) to enter recommendation information.

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

7. Enter the **name**, **email address**, **due date**, and **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.
8. Click **Save This Recommendation Request**.

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

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.
**If your program is not fully set up for Quadrant 4, the Questions page will require that you acknowledge the two-step process to apply for graduate admissions. **

*You are required to enter your initials to attest the 2-step process before submitting your application.*
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.

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

⚠️ Please check you are applying for the correct program & term BEFORE clicking submit.
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**.
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.
Frequently Asked Questions

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 you Extended Profile to see which campuses and programs are open. For more information about available programs see (website).

When and where do I send my international transcripts? Submit official transcripts and other documents by the document deadline for your program to WES (World Education Services), Academic Credentials Evaluation Institute, Inc. (ACEI) or Educational Credential Evaluators (ECE) 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.
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 Pacific Time

Responses to emails are typically provided within 2 business days; however, response times 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.