

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 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 Admissions 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

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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 website. At the top, the text 'CAL STATE APPLY' is prominently shown, with 'CAL STATE' in grey and 'APPLY' in red. Below this, a message reads: 'Find your future at the California State University. With 23 campuses and thousands of degree choices, the CSU is a great place to start your journey. Explore your options below, and start your application today.' A link 'See Application Dates & Deadlines »' is provided. A dropdown menu is set to 'Fall 2019', and a red 'Apply' button is next to it. A 'PLEASE NOTE:' box contains the text: '— CAL STATE — APPLY'. The main section is titled 'Welcome to The California State University'. On the left, a welcome message states: 'Thank you for your interest in The California State University. This application will allow you to apply for the 2019-2020 cycle, including Fall 2019, Winter 2020, Spring 2020 and Summer 2020. Please take time to acquaint yourself with the application and instructional resources available. You may access your application and change your answers as many times as you like prior to submission by using your login credentials from any computer with internet access. Please visit this [link](#) for browser requirements. For applicant support during the application process, please contact us directly at 857-304-2087. If you are interested in applying to a prior term, Winter 2019, Spring 2019, or Summer 2019 please click [here](#) to open the application.' On the right, a sign-in section prompts the user to 'Sign in with your username and password below. First time here? Select Create an Account to get started.' It includes fields for 'Username' and 'Password', a blue 'Sign In' button, and a 'Create an Account' button which is highlighted with an orange arrow. A link 'Forgot your username or password?' is also present.

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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**.

CAL STATE
APPLY

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

⌘ Indicates required field.

Your Name

Title	
* First or Given Name	Hello
Middle Name	
* Last or Family Name	Sunshine
Suffix	
Display Name	

Contact Information

* Email Address	hello.sunshine@sjsu.edu	Home	▼
* Confirm Email Address	hello.sunshine@sjsu.edu		
* Preferred Phone Number	+14089240000	Mobile	▼
Alternate Phone Number	(201) 555-5555	Mobile	▼

Text and Phone Authorization

☒ I agree to the [Terms of Service](#) and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and programs, the Liaison International support team, or the association for this Centralized Application Service.

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one lower and upper case letter, one number, and a special character.

* Username	SunshineTimes
* Password	*****

Your password must meet these minimal requirements:

- Minimum of 8 Characters ✓
- 1 lowercase letter ✓
- 1 uppercase letter ✓
- 1 number ✓
- 1 special character ✓

* Confirm Password	*****
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Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at www.liaison-intl.com (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement, without limitation or qualification, to be bound by and to comply with the terms and conditions of the Agreement.

☒ * I agree to these terms

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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** to SJSU, 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?

000000000

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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.

US Military Status
★ Anticipated US Military Status at time of enrollment
Not a Member of the Military

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. 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.

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

Continue

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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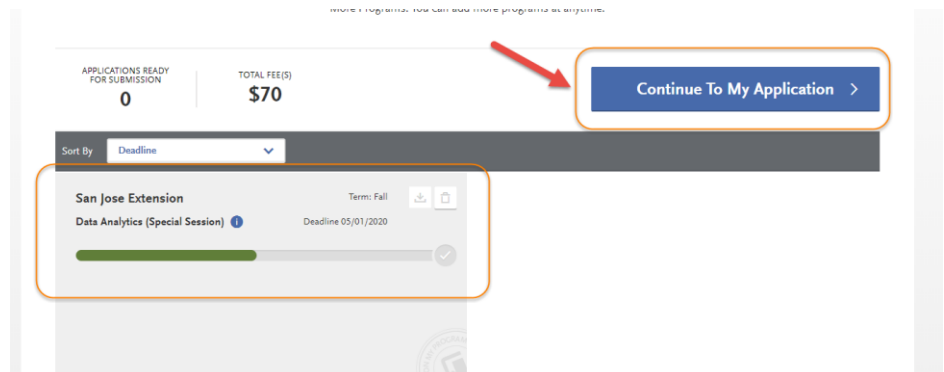
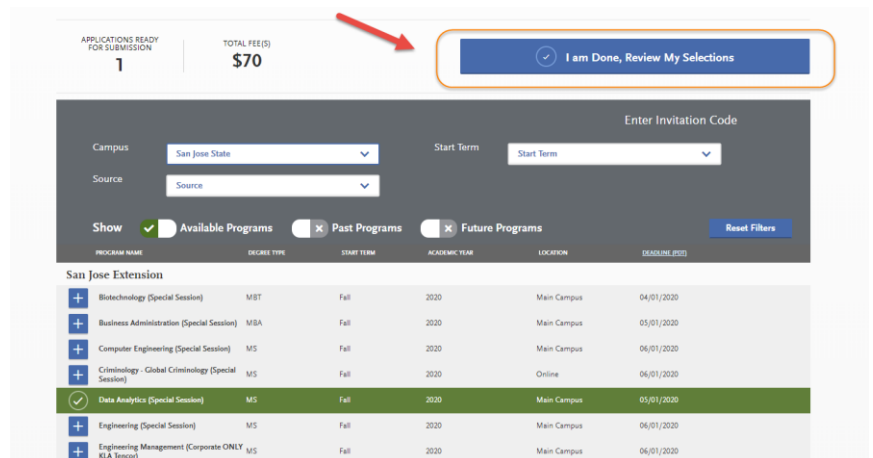
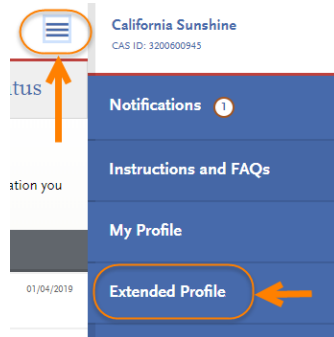
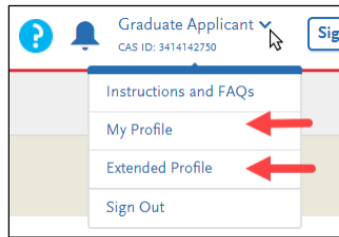


We offer different types of programs: Regular and Special Session degrees, credentials, and certificates. If you cannot find your program, you may need to change your **Extended Profile – Degree Goal**.

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.

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

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



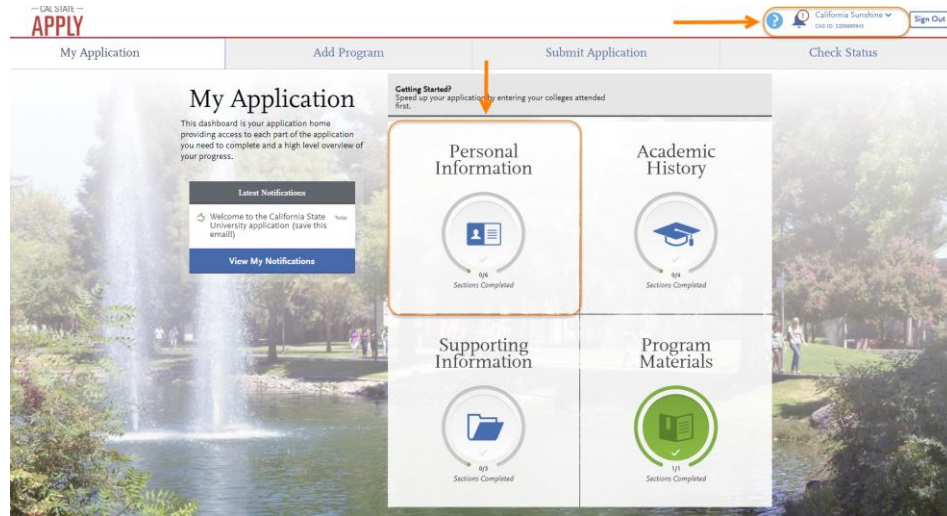
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Entering Personal Information

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

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 an application form. On the left is a sidebar with navigation links: 'Biographic Information', 'Contact Information', 'Citizenship/Residency Information', 'Race & Ethnicity', and 'Other Information'. The main content area contains three sections, each with a certification statement and a checked checkbox:

- Release Statement:** A certification statement followed by a checked checkbox labeled 'Your certification of this statement serves the same purpose as a legal signature, and is binding.'
- Release of Contact Information:** A statement authorizing the release of contact information, followed by a checked checkbox labeled 'Check box to Acknowledge'.
- International Financial Certification:** A detailed statement about financial resources for international students, followed by a checked checkbox labeled 'Check box to Acknowledge'.

At the bottom right of the form is a blue button with a checkmark icon and the text 'Save and Continue'.

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

The screenshot shows a confirmation message box with a green header bar that says 'Saved Successfully' and a red 'X' icon in the top right corner. Below the header, the text reads 'Your info has been successfully saved.' At the bottom of the box are two buttons: 'Go to Dashboard' (outlined in blue) and 'Continue to Next Section' (solid blue).

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6. Click **Biographic Information**.



Personal Information
1/6 Sections Completed

Release Statement ✓

Biographic Information

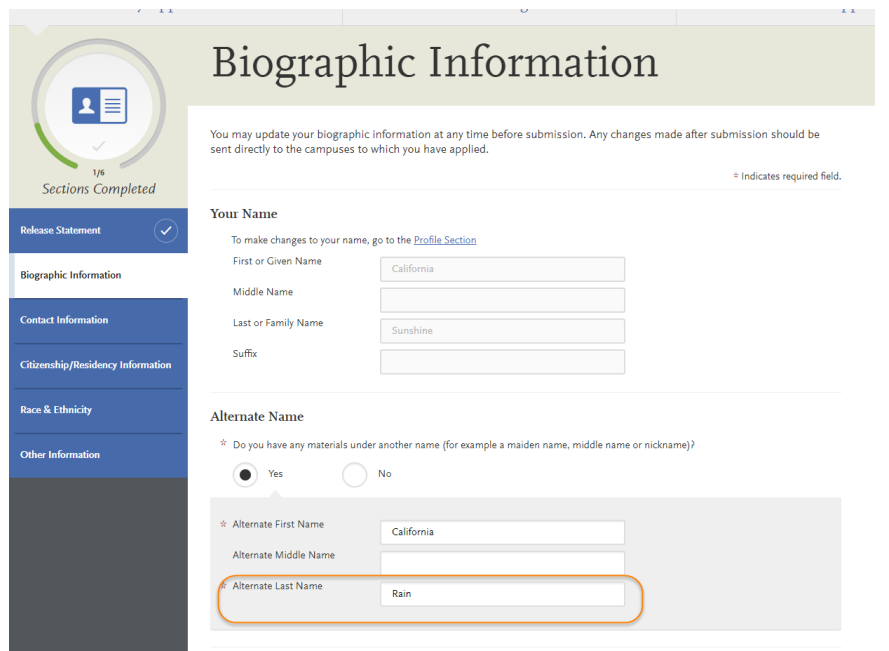
Contact Information

Citizenship/Residency Information

Race & Ethnicity

Other Information

7. 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

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8. Enter any **Preferred Name** you have, **Legal Sex**, and **Birth Information**.



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**.

Preferred Name

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

☐

Yes

☒

No

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



Birth Information

★ Date of Birth

06/19/1986



MM/DD/YYYY

★ Country

India



★ City

Ahmedabad

★ State

Gujarat



★ County

N/A



Save and Continue

id Program

Submit Application

Saved Successfully

✕

Your info has been successfully saved.

Go to Dashboard

Continue to Next Section

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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**.

Phone

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

★ Preferred Phone Number	+14089240000	Mobile v
Alternate Phone Number		Type v

Email

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

★ Email	hello.sunshine@sjsu.edu	Home v
---------	--	---------------------------------------

☒ **Save and Continue**

Id Program

Submit Appli

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#)

[Continue to Next Section](#)

13. Click **Save and Continue**.

14. Click **Continue to Next Section**.

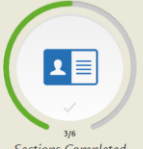
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15. Enter your **Country of Citizenship, Type of Student Visa** you have or need (F1 for International, J1 for Fulbright Scholars), **Date Issued** if you already have an F1 or J1 visa.

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.

18. Click **Save and Continue**.



3/4
Sections Completed

Release Statement ☒

Biographic Information ☒

Contact Information ☒

Citizenship/Residency Information

Citizenship/Residency Information

Enter your citizenship information in this section. Visit the [Applicant Help Center](#) for more information. * Indicates required field.

Citizenship

* Country of Citizenship

* Which student visa do you have, or will you have when you study at the CSU?

☒ F1 (Student) ☐ J1 (Exchange)

Date issued (if you have already been issued a student visa) MM/DD/YYYY

International Agent

* Are you currently working with a representative or agency?

☒ Yes ☐ No

* Representative Type

* Representative Name

Representative Street Address

Representative Street Address Line 2

Representative City

Representative State/Province

Representative Postal Code

* Representative Country

* Representative Phone

* Representative Email

International Applicant Details

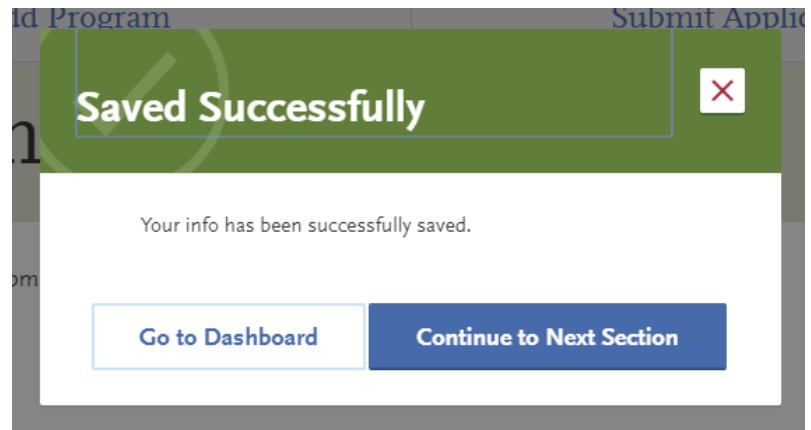
* What year did you (or do you plan to) move to the U.S.?

If you are currently an active F-1 student, enter your SEVIS ID:



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19. Click **Continue to Next Section**.



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

The screenshot shows the "Race & Ethnicity" section of an application. At the top, a navigation bar includes "APPLY", "My Application", "Add Program", and "Submit Application". On the left, a sidebar shows a progress indicator "4/8 Sections Completed" and a list of sections: "Release Statement", "Biographic Information", "Contact Information", "Citizenship/Residency Information", "Race & Ethnicity" (highlighted), and "Other Information". The main content area is titled "Race & Ethnicity" and includes a note: "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 are two sections: "Ethnicity" with a dropdown menu set to "No", and "Race" with a list of checkboxes. The "Asian" checkbox is checked. Below the "Race" section, there is a sub-section titled "Please select one sub-category below that best describes your background." with a grid of radio buttons for various Asian groups: Asian Indian, Bhutanese, Cambodian, Filipino, Indo-Chinese, Iwo Jiman, Bangladeshi, Burmese, Chinese, except Taiwanese, Hmong, Indonesian, and Japanese. The "Asian Indian" radio button is selected.

21. Click **Save and Continue**.

Summary

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

Asian

Save and Continue

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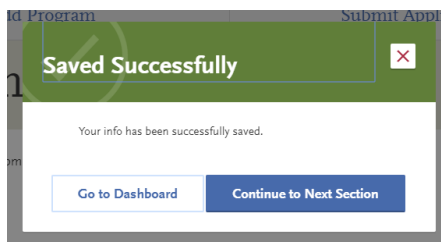
22. Click **Continue to Next Section**.

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. 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].

The screenshot shows the 'Other Information' section of the SJSU application portal. At the top, there's a navigation bar with 'My Application', 'Add Program', and 'Submit Application'. Below this is a circular progress indicator showing '3/6 Sections Completed'. The main content area is titled 'Other Information' 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.' There are three sections: 'Social Security Number' with a text input field for SSN; 'Social Security Number Acknowledgement' with a checkbox for international students; and 'Language Proficiency' with a dropdown menu for 'What is your Native Language?' and an 'Add Another Language' button.

Military Status

Have you ever served in the United States military?

To make changes to this question go to [Extended Profile](#)

No. I have not served in the US military

Teacher or Other Education Credential Information

* Select your interest in obtaining your teacher or other educational credential.

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](#)

00000000

* Enter the last term attended

Spring

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

28. Click **Save and Continue**.

29. Click **Continue to Next Section**.

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

31. 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.

* Enter the last year attended

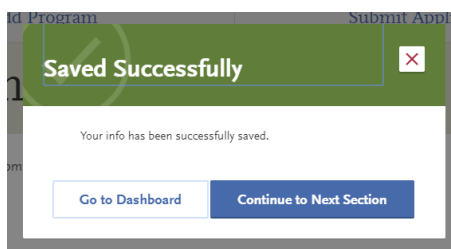
* Did you attend another college after the term listed above?

☐ Yes ☒ No

How did you Hear About Us?

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

☒ **Save and Continue**



APPLY

My Application Add Program Submit Application

Colleges Attended

To add colleges, click the Add a College button below. You may update the information in this section at any time prior to submission.

☒ 6/6 Sections Completed

Colleges Attended

Transcript Entry

CPA Examine

Standardized Tests

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 viewed

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 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 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 another 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.

* 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

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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**, the **GPA Entries** will automatically complete. You do NOT have to enter this information on your application.

☆ What type of term system does this college use?

☐ Quarter ☒ Semester ☐ Trimester

When did you attend this college?

Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

☆ First Semester ☆ Last Semester

Spring February 2014 Spring February 2019

☐ Check if you are still attending this college

Save This College

MY ATTENDED COLLEGES

Colleges Attended
UNIVERSITY OF MUMBAI June 2012 - August 2015 Semester System Bachelor of Dental Science Degree Earned: March 2015

Select one:

MY ATTENDED COLLEGES

Colleges Attended
UNIVERSITY OF MUMBAI August 2010 - October 2013 Semester System Bachelor of Arts Degree Earned: November 2013

Add a College or University

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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.

My Application Add Program Submit Application

Standardized Tests

Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked "plan 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 plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- Transfer Applicants:** If you have completed less than 60 transferrable units, please report your SAT and/or ACT results. If 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 plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- International Applicants:** Please report your IELTS or PTE results or date you plan to take the test(s). If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"

I Am Not Adding Any Standardized Tests

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: Office of Graduate Admissions & Program Evaluations

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**.

TOEFL



* Indicates required field.

* Have you taken the test?

☐ Yes ☒ No

* When do you plan to take this test?

02/07/2019 MM/DD/YYYY

Save This Test

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

TOEFL



* Indicates required field.

* Have you taken the test?

☒ Yes ☐ No

* When did you take this test?

01/01/2019 MM/DD/YYYY

* Did you take an Internet-based test (IBT), or a paper based test?

Internet-based

Test Registration ID

* Did you take the listening test?

☒ Yes ☐ No

What did you score on this test?

Reading Score

19

Writing Score

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

Did you take the speaking test?

☒ Yes ☐ No

What did you score on this test?

Speaking Score

25

Total Score

97

[Save This Test](#)

15. Your information will save under the appropriate test.

TOEFL

Test taken: 01/03/2019

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

[+ Add a Standardized Test](#)

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.

APPLI

[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 to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- Transfer Applicants:** If you have completed less than 60 transferrable units. If 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 take the exams, please click on "I Am Not Adding Any Standardized Tests"
- International Applicants:** Please report your IELTS or PTE results or date you to take the exams, please click on "I Am Not Adding Any Standardized Tests"

ACT

[Add Test Score](#)

Sections Completed: 4/4

Colleges Attended ☒

Transcript Entry ☒

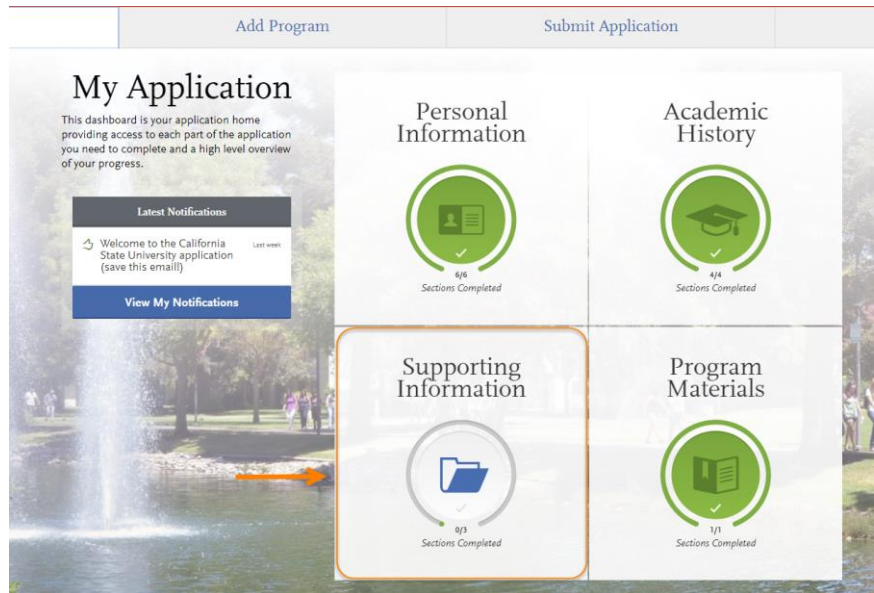
GPA Entries ☒

Standardized Tests ☒

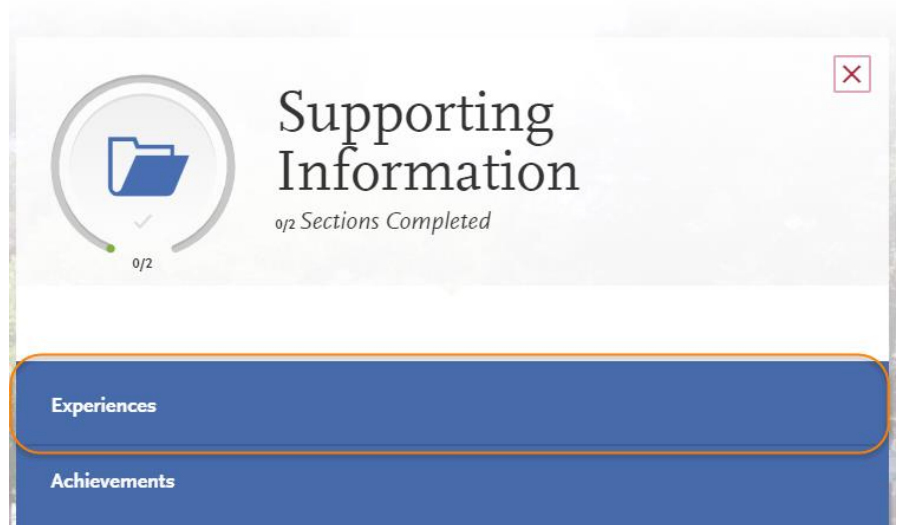
Entering Supporting Information

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.



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

-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**.

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. supportinginfo.experiences.instructions-additional

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.

Sections Completed 9/3

Experiences

Achievements

Statement of Purpose

+ Add an Experience

I Am Not Adding Any Experiences

My Application Add Program

Experiences

You opted not to add any 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.

Sections Completed 1/2

Experiences

Achievements

Add an Experience

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

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

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

Experience Dates

Start Date

10/01/2016

MM/DD/YYYY

Current Experience

Yes

No

End Date

MM/DD/YYYY

Status

Part time

Experience Details

Title

Assistant

Type of Recognition

Compensated

Received Academic Credit

☒ Volunteer

Average Weekly Hours

10

X

Number of Weeks

156

=

Total Hours

1560

Description/Key Responsibilities

assisted with all duties as assigned - stock shelf, inventory, assist customers

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

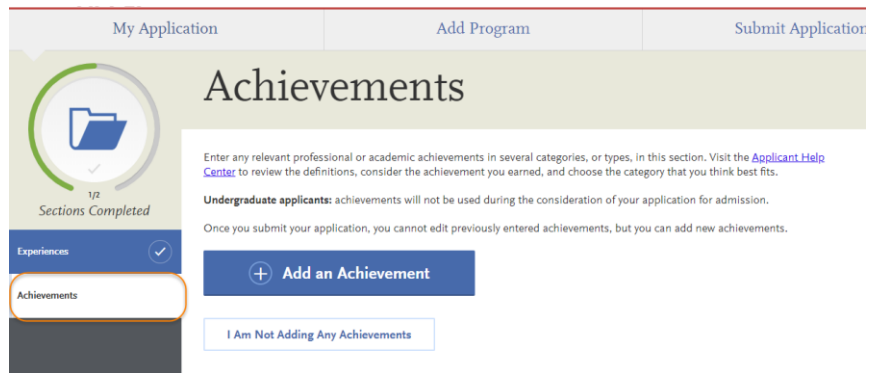
TYPE	ISSUING ORGANIZATION	DATE	TITLE
Internship	Salvation Army	10/01/2016 - Till Date	Assistant

GAPE _ College of Graduate Studies

Graduate International Applicant Tutorial
Page 25 of 38

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- Click on the **Achievements** tab.



My Application Add Program Submit Application

Achievements

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the [Applicant Help Center](#) to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

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

1/2 Sections Completed

Experiences ✓

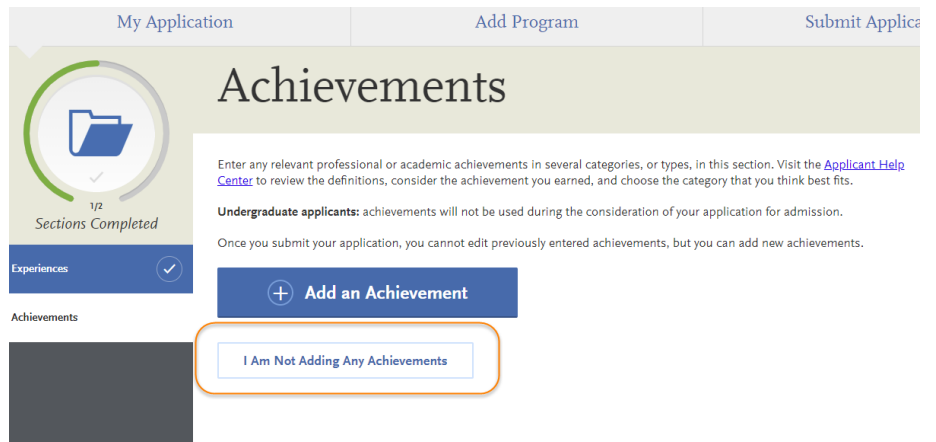
Achievements

+ Add an Achievement

I Am Not Adding Any Achievements

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

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



My Application Add Program Submit Application

Achievements

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the [Applicant Help Center](#) to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

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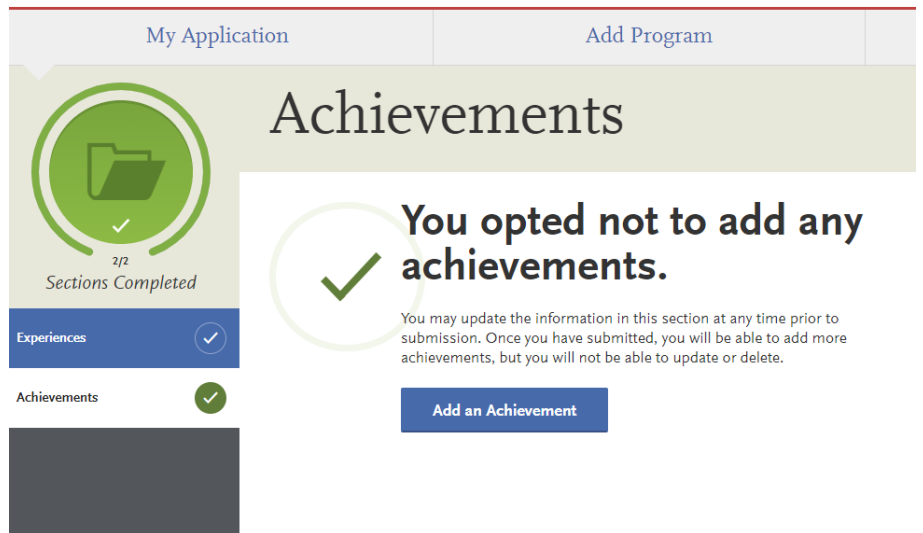
1/2 Sections Completed

Experiences ✓

Achievements

+ Add an Achievement

I Am Not Adding Any Achievements



My Application Add Program

Achievements

You opted not to add any achievements.

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 achievements, but you will not be able to update or delete.

2/2 Sections Completed

Experiences ✓

Achievements ✓

Add an Achievement

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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.

Add Your Achievements

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

* Indicates required field.

Achievement Details

☆ Type

☆ Name

Name of Presenting Organization

Issued Date

Brief description

37/600

✓ Save This Achievement

Achievements

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the [Applicant Help Center](#) to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

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

[+ Add an Achievement](#)

★ MY ACHIEVEMENTS		
NAME	PRESENTING ORGANIZATION	ISSUED DATE
Journal of Marriage and Family	N/A	N/A

[My Application](#) [Add Program](#) [Submit Application](#)

Achievements

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the [Applicant Help Center](#) to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Undergraduate applicants: achievements will not be used during the consideration of your application for admission.

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

[+ Add an Achievement](#)

★ MY ACHIEVEMENTS		
NAME	PRESENTING ORGANIZATION	ISSUED DATE
Journal of Marriage and Family	N/A	N/A

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Entering Program Materials

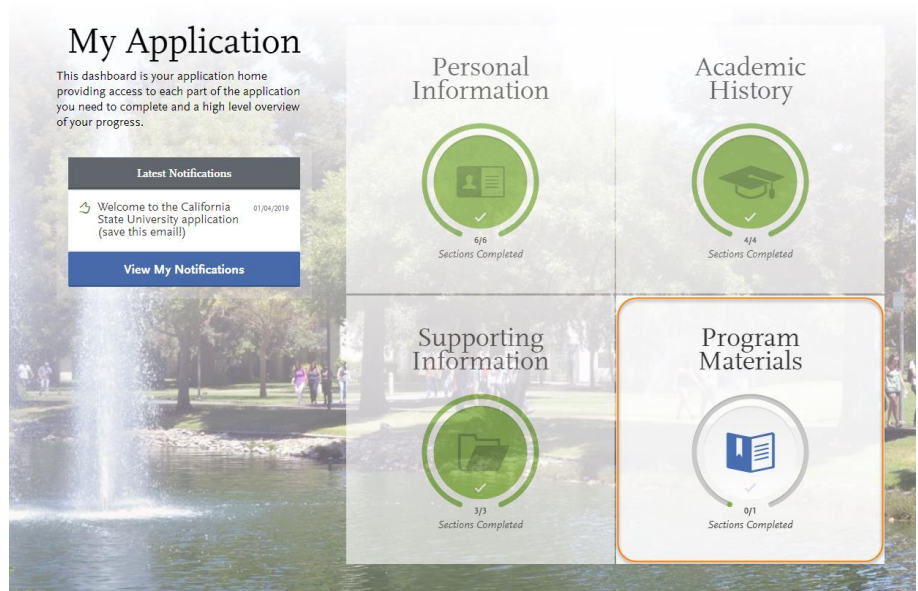
We have several programs which require that you upload your department documents directly into the Cal State Apply application. If you are applying to any of the programs listed below (*list may change without notice), you will need to submit all department required documents at the time of the application. 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.

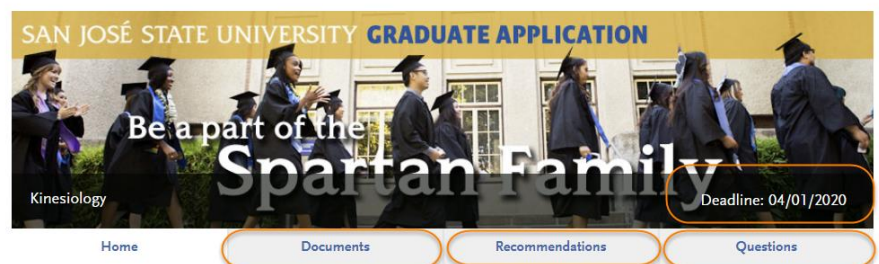
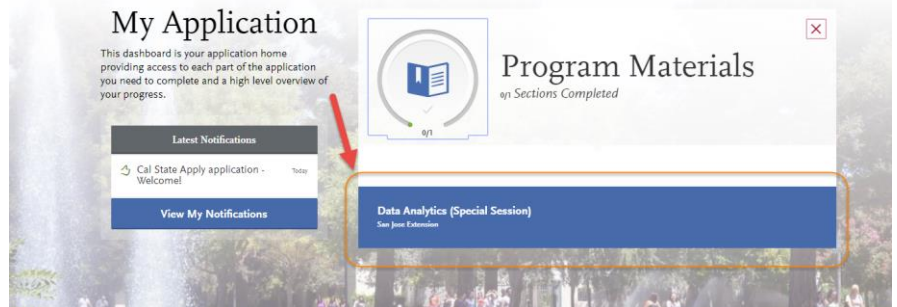
Program
Art – All programs
Bioinformatics
Certificate in Mindfulness-Based Health Science
Chicana/Chicano Studies
Communication Studies
Computer Science
Counseling & Guidance
Creative Writing
Curriculum and Instruction
Data Science
English
Human Factors & Ergonomics
Justice Studies
Kinesiology – all 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

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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**.



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: Office of 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.

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.



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 field.

* Personal Statement

+ Add Document

Assistantship Application

+ Add Document

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- 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 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.

The screenshot shows the 'Recommendations' tab selected in the top navigation bar. The main heading is 'Recommendations' followed by 'Kinesiology (MA) Recommendation Requirements'. Below this, there is a paragraph of text explaining the requirements for two original letters of recommendation. A list of five bullet points provides further instructions, including a note about the deadline (March 30, 2019) and the importance of including the program name. A blue button labeled '+ Add Recommendation' is highlighted with an orange circle and an arrow. Below the button, the text 'General Program Recommendation with Letter Upload' is visible. In the bottom right corner, a status bar shows '2 required - 2 total allowed' with two orange progress indicators.

The screenshot shows the 'Recommendation Type' dropdown set to 'General Program Recommendation with Letter Upload'. The 'Recommender's Information' section includes fields for First Name (Professor), Last Name (X), Email Address (professor.x@sjsu.edu), Due Date (02/27/2019), and a Personal Message/Notes text area. The 'Waiver of Recommendation' section has two radio buttons for 'Yes' and 'No', with 'Yes' selected. Below this, there are two checkboxes for 'Permission to Contact Recommender' and 'Permission for Schools to Contact Recommender', both of which are checked. At the bottom, a blue button labeled 'Save This Recommendation Request' is highlighted with an orange circle.

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8. Click **Save This Recommendation Request**.

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

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

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

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 portal for Data Analytics (Special Session) with a deadline of 05/01/2020. It features a navigation bar with 'Home' and 'Questions' links, and a 'Save' button. A note indicates that an asterisk (*) denotes a required field. The 'Statement of Purpose' section includes a detailed 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.' Below this is a large text input area with a '0/5000' character count indicator at the bottom right.

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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 **BEFORE** clicking submit.

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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 ☐ My current address

One West Street
Ahmedabad, Gujarat 383001

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.

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

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

Order #: A40A0B4EC905

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 XXXXXXXXXX0000001111 Sunshine Bear
Fee Total	\$70.00

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

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

Admission Requirements

Deadlines

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

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

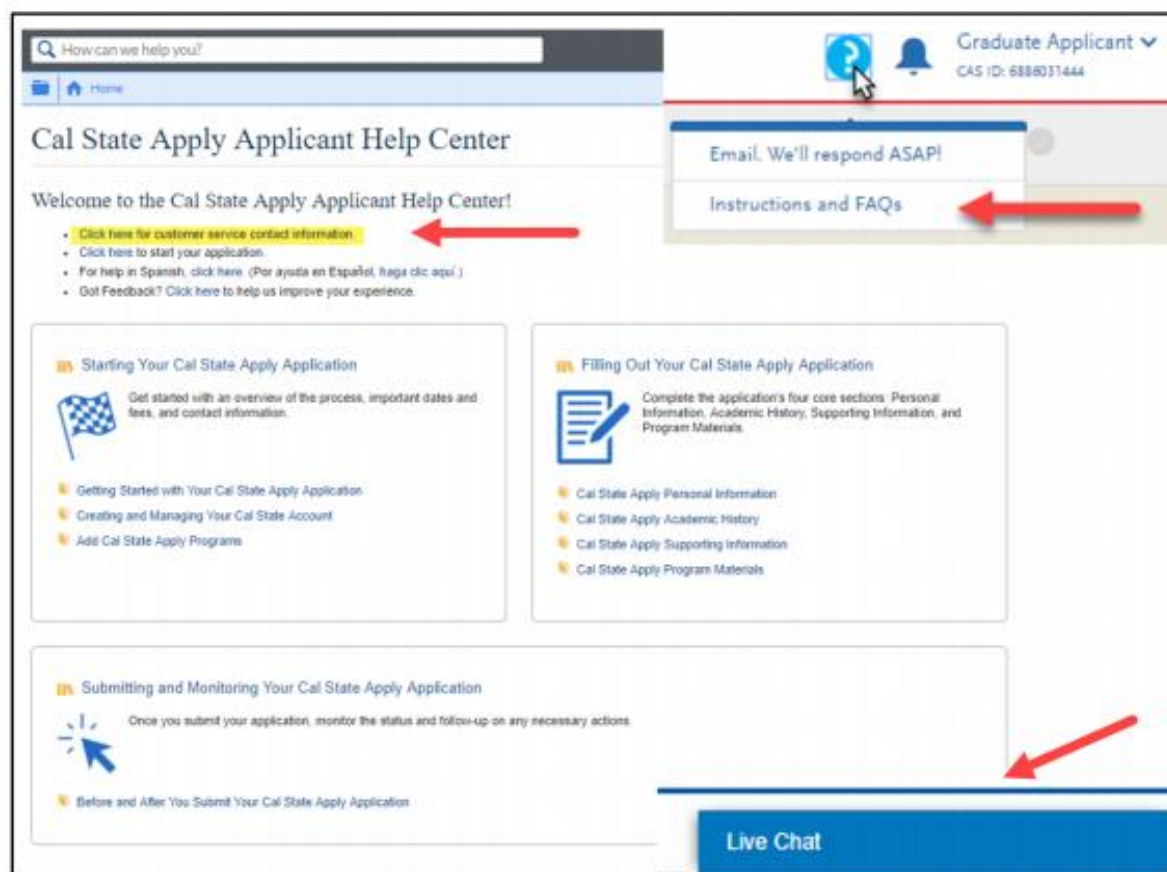
When and where do I send my international transcripts? Submit official transcripts and other documents by the document deadline for your program to [WES \(World Education Services\)](#), [Academic Credentials Evaluation Institute, Inc. \(ACEI\)](#) or [International Education Evaluations, LLC \(IEE\)](#) 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: Office of 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, 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.