

SAN JOSÉ STATE UNIVERSITY

# STEPS TO GRADUATE ADMISSIONS



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**SJSU**

GRADUATE ADMISSIONS AND  
PROGRAM EVALUATIONS



# Welcome

**Thank you for applying to San José State University. This publication includes step-by-step instructions for completing the graduate admission process. Please note that your application will be reviewed by SJSU's Graduate Admissions and Program Evaluations (GAPE) office as well as the degree program to which you are applying for admission. Be sure to check the website of the academic program for program-specific admission requirements in addition to California State University minimum standards. SJSU's GAPE office and graduate programs are supported by our College of Graduate Studies.**

## Application Overview

Now that your application is submitted, San José State University's GAPE office will evaluate your application to make sure you have met the minimum university requirements (i.e. an eligible undergraduate degree with a minimum GPA). If minimum requirements are met, your application is then reviewed by the academic degree program to which you have applied.

The minimum grade point average (GPA) for admission to the university is a 2.5 GPA in the last institution where you earned a degree. Professional development courses and courses taken in regionally non-accredited institutions are not included in the evaluation of GPA. Coursework completed outside the U.S. and Canada must be evaluated by WES (World Education Services), ACEI (Academic Credential Evaluation Institute Inc.), or ECE (Educational Credential Evaluators). Marks earned will be converted to the U.S. GPA standard – international transcripts sent by the applicant directly to SJSU will not be considered for admission.



# Application Process

## STEP 1 Submit your University Application

By this time, you may have already submitted your Cal State Apply application for San José State University. If you have not, please make sure to do so and ensure that you have paid your application fee by credit card or a paypal account. Your payment is nonrefundable, even if you withdraw the application or if the application is denied. The fee can be applied only to the admission term indicated on your Cal State Apply application. Upon full completion and submission of your application, the Graduate Admissions and Program Evaluations (GAPE) office would then process your graduate application for San José State University.

## STEP 2 Look for an email with your SJSU ID

Five to seven business days after applying at [Calstate.edu/Apply](http://Calstate.edu/Apply), you will receive an email with your nine-digit SJSU ID number and instructions to access your MySJSU student account. If you do not receive your ID within that time period, contact [grad-admissions@sjsu.edu](mailto:grad-admissions@sjsu.edu). Include your Cal State Apply CAS ID, full name, birth date, and mailing address for identity verification purposes.

Once you access your MySJSU account, you will be able to check the status of your application. Your MySJSU account is the first and best place for information about your application status. The application status shown on your MySJSU account is the same status visible to SJSU staff.

## STEP 3 Access your MySJSU account

After signing in to your one.SJSU Spartan App Portal, search for “MySJSU” in the search box. Click on the task for MySJSU (we suggest you click on the heart icon in the lower corner, first, to save as a favorite). SJSU communicates almost entirely by messages and “To Do List” items posted to your MySJSU student account. Check your MySJSU account at least once a week for important and timely notices, such as your admission status, fees, any test requirements, transcript information, financial aid, and deadlines.

## STEP 4 Check for any degree program-specific application requirements

Check your intended degree program to find out if you must submit a separate department application, letters of recommendation, and graduate test scores. Be sure to send all supplemental program materials as specifically instructed by the department. Some of our graduate programs include their department application instructions within Cal State Apply. To view a list of graduate programs, visit [sjsu.edu/admissions/graduate/admission-requirements/degree-program-requirements](http://sjsu.edu/admissions/graduate/admission-requirements/degree-program-requirements)

If you meet the minimum university requirements, your application will be referred to the department for further review. Timelines for admission decisions vary by department. Once your program notifies the GAPE office of a final admission decision, the GAPE office will then post the final admission decision to your MySJSU account. If you have not received an admission decision after 6-8 weeks of being referred out for review, or by the time departments make their scheduled final admission decisions, contact your intended graduate program to determine when the department review will be completed. Oftentimes, the department will have their own review timeline beyond the 6-8 weeks.

## STEP 5 Submit official required documents

Submit official required documents (e.g., transcripts or an international evaluation [WES, ACEI, or ECE]) listed on your MySJSU “To Do List.” Submission instructions are outlined for each item listed in your MySJSU To Do List.

# Document Requirements

## U.S./Canada Institution Transcripts

All transcripts must be sealed and unopened to be accepted as official documents. COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL **NOT** BE ACCEPTED. We prefer your university send official electronic transcripts, if possible. Once submitted to SJSU, documents become the property of the university and cannot be released. Individuals currently enrolled in courses at the time of their application for admission are required to submit the most current “Work In Progress” transcript from the institution. Students planning to earn a degree before the start of their admit term will still need to submit final transcripts once they graduate from their current institution. Please note that a degree-in-progress must contain final grades for all terms completed in order for applications to be reviewed. If this information is not provided by the stated deadlines, applications will be withdrawn.

## Coursework Completed Outside U.S., U.S. Territories and Canada

If you have completed post-secondary coursework at an institution outside the U.S., U.S. Territories and Canada, transcripts/mark sheets and degree certificates must be submitted directly to WES (World Education Services), ACEI (Academic Credential Evaluation Institute Inc.), or ECE (Educational Credential Evaluators) for an evaluation. We accept the WES document-by-document or course-by-course evaluation (Basic or ICAP). SJSU must receive your academic record and the evaluation directly from WES, ACEI, or ECE. Transcripts sent directly to SJSU will not be considered for admission. We will review applications of those in the final semester of study.

Please note that documents must contain a minimum of seven semesters (10 quarters) for applications to be reviewed. If this information is not provided by the stated deadlines, applications will be withdrawn. For deadline dates visit [sjsu.edu/admissions/graduate/deadlines](http://sjsu.edu/admissions/graduate/deadlines)

## California Residency

The laws of California provide that every student in the California State University system must be classified as either a resident or nonresident for tuition purposes. Applicants have the ultimate burden of proving their residence classification. To qualify for tuition as a California resident, you must have established residency:

- Fall Admission – by September 20 of prior year
- Spring Admission – by January 25 of prior year

Established California residents should not submit a residency form. If you have lived in California for fewer than two years, the residency form should be submitted with supporting documents.

To download the form or for more information, visit [sjsu.edu/admissions/graduate/want-to-apply/domestic-steps-to-admission/california-residency](http://sjsu.edu/admissions/graduate/want-to-apply/domestic-steps-to-admission/california-residency)

## Declaration of Finance

In addition to the online Cal State Apply application, all international applicants MUST submit a signed and dated Declaration of Finance. Federal immigration regulations require that all international students provide evidence of adequate liquid funds to meet the financial obligations of enrollment at a U.S. university. The combined U.S. dollar amount from you or your sponsor(s) must equal or exceed the minimum listed for the application term. Please see the current Declaration of Finance form ([sjsu.edu/admissions/internationalfinancialdocs.php#DeclarationFinance](http://sjsu.edu/admissions/internationalfinancialdocs.php#DeclarationFinance)) for current costs.

Please note: Special session programs and the College of Business may require higher tuition fees to be listed on the Declaration of Finance. Contact the specific department to learn the annual costs.

## Bank Letter or Bank Statement

A letter from your bank, or a copy of your bank statement, showing the amount of liquid funds in your account is required for international applicants. The letter/statement must have been issued within the previous six months and must be reported in U.S. dollars. If you have a sponsor, the name listed on the Bank Letter or Bank Statement must match your sponsor's name listed on your Declaration of Finance form. For specific requirements, please see the instructions listed on the Declaration of Finance.

## Copy of Passport

A copy of your current passport is also required if you are an international applicant. The name listed on your passport and your I-20 form must be the same. There are no exceptions to this rule.

Please note: If dependents will be accompanying you, you must also submit a passport copy for each of your dependents and provide proof of funding for an additional \$5,000 for each family member.

# How to Submit Documents

Please **DO NOT** submit documents prior to application. Doing so could cause delays in the processing. If you submitted documents prior to applying, please contact [grad-admissions@sjsu.edu](mailto:grad-admissions@sjsu.edu) and include your assigned nine-digit SJSU ID# and full name in the body of the email.

DOCUMENT	SEND BY ISSUING INSTITUTION ONLY	SEND BY APPLICANT SJSU ADMISSION DOCUMENT UPLOAD
U.S., U.S. Territories and Canada Institution Transcripts	✓	
Coursework outside U.S./Canada*	WES, ACEI, or ECE	
Copy of Passport		✓
Declaration of Finance		✓
Bank Letter or Statement		✓
Residency Questionnaire		✓
Copy of Green Card		✓
Copy of Current Visa		✓

\*Transcripts/mark sheets for coursework completed outside the U.S. must be submitted to WES, ACEI, or ECE for evaluation. Special Note: Graduate Test Scores (GRE, GMAT, TOEFL, Academic IELTS, Academic PTE) must be sent by the testing agency.

## U.S., U.S. Territories and Canada Institution Transcripts

After applying online to the university, please include your assigned nine-digit SJSU ID# on the requested transcripts. All transcripts must be sealed and unopened to be accepted as official documents. COPIES OF TRANSCRIPTS OR OPENED TRANSCRIPTS WILL **NOT** BE ACCEPTED. We prefer your university to send official electronic transcripts, if possible, to [etranscript@sjsu.edu](mailto:etranscript@sjsu.edu). Once submitted to SJSU, documents become the property of the university and cannot be released. Transcripts unable to be sent electronically may be mailed to:

**San José State University – Graduate Admissions**  
**One Washington Square**  
**San José, CA 95192-0017**

## Coursework Completed Outside U.S. and Canada

If you have completed post-secondary coursework at an institution outside the U.S., U.S. Territories and Canada, you must submit your transcripts/mark sheets and degree certificate directly to WES (World Education Services), ACEI (Academic Credential Evaluation Institute Inc.), or ECE (Educational Credential Evaluators) for an evaluation. We accept the WES document-by-document or course-by-course evaluation (Basic or ICAP). SJSU must receive your academic record and the evaluation directly from WES, ACEI, or ECE. Transcripts sent directly to SJSU will not be considered for admission. We will review applications of those in the final semester of study.

Please note that documents must contain a minimum of seven semesters (10 quarters) for applications to be reviewed. If this information is not provided by the stated deadlines, applications will be withdrawn without exception. For deadline dates visit: [sjsu.edu/admissions/graduate/deadlines/index.php](http://sjsu.edu/admissions/graduate/deadlines/index.php)

## Sending a WES, ACEI, or ECE Evaluation

Transcripts/Mark sheets and degree certificates for coursework completed outside the U.S. must be submitted to WES for evaluation. We have also approved the use of Academic Credentials Evaluation Institute, Inc. (ACEI) or Educational Credential Evaluators (ECE). These international evaluation services will send the evaluation to SJSU electronically as long as you follow the detailed instructions.

Visit [sjsu.edu/admissions/docs/WES\\_Evaluations\\_tips.pdf](http://sjsu.edu/admissions/docs/WES_Evaluations_tips.pdf) for detailed instructions on how to send documents through WES. Please follow these instructions closely. If you do not complete each step as shown, we will not receive your documents.

## Submitting Documents by Upload

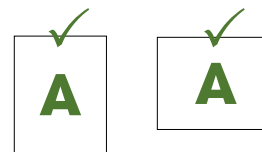
All other documents must be uploaded to the SJSU Admissions Document Upload in individual PDF formatted files (one PDF for each requested document) after receiving your MySJSU account information.

The following are steps for submitting items by upload. Please follow these instructions closely. If you do not complete each step as shown, we will not receive your documents.

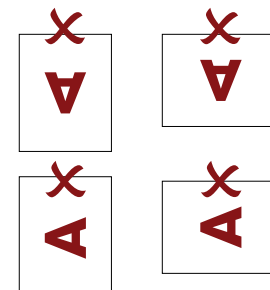
1. Convert documents to PDF format. Free PDF converters are available at [primopdf.com](http://primopdf.com) or [freepdfconvert.com](http://freepdfconvert.com)
2. Make sure the documents are readable, in individual files (one form per PDF document).
3. Log in to: [https://sami-ext.sjsu.edu/samistudent/login.php?site=form\\_portal&formid=6](https://sami-ext.sjsu.edu/samistudent/login.php?site=form_portal&formid=6)
4. Submit individual documents by clicking on the button that corresponds with each document request. Example: upload your Passport photocopy to the button labeled "Attach Passport."

**IMPORTANT:** Upload all documents in **ONE** request. This will prevent delays in processing. After your documents have been submitted in the approved format, it may take up to one week for your "To Do List" items on your MySJSU account to be updated. Apply early to avoid delays. Continue to check MySJSU for important messages, required documents and deadlines.

### Correct Way to Submit Documents



### Wrong Way to Submit Documents



# Test Requirements

## Graduate Program Test Requirements

Many of our SJSU graduate programs require that applicants take a standardized test before they are eligible to be admitted to the program.

Refer to the following list to check whether your intended program requires a particular test; minimum scores are also listed at [sjsu.edu/admissions/graduate/admission-requirements/test-requirements](https://sjsu.edu/admissions/graduate/admission-requirements/test-requirements)

## English-Language Proficiency Exam

An English-language proficiency exam is required for all students who graduated from a higher education institution in a country in which the primary language is not English. The exam requirement is waived only if the student has received an undergraduate or graduate degree from a regionally accredited U.S. institution, or completed three years of full-time coursework at a regionally accredited U.S. institution. The English-language proficiency exams accepted include:

- Test of English as a Foreign Language (TOEFL), including MyBest Score
- International English Language Testing System (IELTS)
- Pearson Test of English (PTE)
- Academic International English Language Testing System (IELTS)
- Academic Pearson Test of English (PTE)

Test scores must be less than two years old and sent directly from the testing agency to San José State University. The SJSU institution code is 4687 (ETS code only). For proper identification, be sure to register for tests using the name you provided on your application.

ENGLISH LANGUAGE PROFICIENCY TEST	Minimum Score
TOEFL (iBT, iBT Home & Paper Edition)	80
IELTS Academic/Online Academic	6.5
PTE Academic	53

**Please note:** Some graduate programs at SJSU require test scores higher than the minimum required by the university. The scores required are listed on the program websites and the Graduate Program Test Requirements page at [sjsu.edu/admissions/graduate/admission-requirements/test-requirements](https://sjsu.edu/admissions/graduate/admission-requirements/test-requirements)

## Admission Deadlines

To view document deadlines for your intended graduate program, visit [sjsu.edu/admissions/graduate/deadlines](https://sjsu.edu/admissions/graduate/deadlines)

At any time during the admission cycle, department enrollment limits may restrict our ability to accept qualified applicants. To ensure consideration of your application, be sure to apply and submit documents as early as possible.

**Our international deadlines are much earlier than our domestic deadlines due to the lengthy visa process that international applicants must complete. Please plan accordingly.**

# Have Questions?

If you have already submitted your Cal State Apply application, contact [grad-admissions@sjsu.edu](mailto:grad-admissions@sjsu.edu) or go to [sjsu.edu/admissions/graduate](https://sjsu.edu/admissions/graduate) and click on Live Chat. If you have not applied and need guidance, review resources for prospective students at [sjsu.edu/cgs/prospective-students/outreach-and-recruiting](https://sjsu.edu/cgs/prospective-students/outreach-and-recruiting) or contact [grad-admissions@sjsu.edu](mailto:grad-admissions@sjsu.edu).

# If Admitted to SJSU

## Course Registration

If you are offered admission to the university you will receive an official letter of admission. You will be able to view your registration appointment date for course registration through your MySJSU student account. After signing in to your MySJSU account, navigate to Self Service > Enrollment > Enrollment Dates and select a term. Questions about registration can be directed to [registrar@sjsu.edu](mailto:registrar@sjsu.edu)

## Intent to Enroll

You will be invited to participate in SJSU's Intent to Enroll process. SJSU's Intent to Enroll process allows you to accept SJSU's offer of admission. Some graduate programs have implemented a mandatory intent to enroll process. This process will assist graduate programs in knowing who intends to enroll in their program prior to registration for enrollment planning.

To learn more, visit [sjsu.edu/admissions/graduate/been-admitted/mandatoryintentoenroll.php](https://sjsu.edu/admissions/graduate/been-admitted/mandatoryintentoenroll.php)

## I-20 Process for Mailing Admission Packets Overseas

The GAPE office currently sends admission packets, including I-20s, electronically. Make sure to download all documents once you receive them for easy reference and for use at consulate appointments.

# International Student and Scholar Services

For more information on activities, services, and changes to visa status, visit [sjsu.edu/iss](https://sjsu.edu/iss)

# Immunization

As a new student, you will need to provide proof of immunization requirements prior to enrollment. To learn more, visit [sjsu.edu/immunization](https://sjsu.edu/immunization)

# Housing

If you would like to stay on campus while attending SJSU, you must complete a housing application for University Housing Services. The application includes:

- International House (I-House)
- Spartan Village on the Paseo

To view the current costs for our housing facilities, visit [sjsu.edu/housing](https://sjsu.edu/housing)

# Costs

Amounts are based on full-time attendance (12 units per semester or more) for a nine-month academic year.

BUDGET ALLOWANCES	GRADUATE/POST BAC		
	With Parents	Campus Housing*	Off Campus
Food and Housing	\$11,493	\$20,971	\$22,086
Transportation	\$1,791	\$1,233	\$1,962
Miscellaneous/Personal	\$4,059	\$3,213	\$4,968
Books and Supplies	\$1,062	\$1,062	\$1,062
Tuition Fees (6.1 or more units)**	\$9,934	\$9,934	\$9,934
<b>Graduate Total</b>	<b>\$28,339</b>	<b>\$36,413</b>	<b>\$40,012</b>

\* Campus Housing costs are average of CV2/Double and CV Suites/Double + Platinum meal plan

\*\* All fees and charges are subject to change without notice. Loan fees could average from \$80 - \$190 depending on one's career. Non-Resident Fees are charged an additional \$420 per unit.

## Fees are Subject to Change

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, the CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code). For an additional breakdown of fees, visit [sjsu.edu/bursar/fees-due-dates/tuition-other-fees](https://sjsu.edu/bursar/fees-due-dates/tuition-other-fees)

## Graduate Business Professional Fee

For students in the on-campus MBA program, MS Finance, and the MS in Accountancy program, the program-related class fees are \$285 per unit in addition to basic registration fees and non-California resident fees (if applicable). For more information, visit [sjsu.edu/lucasgsb](https://sjsu.edu/lucasgsb)

## Non-Resident of California (International) Fee

Non-resident students pay basic registration fees plus \$420 per unit. For information on residency rules and regulations, visit [sjsu.edu/registrar/registration/residency/index.php](https://sjsu.edu/registrar/registration/residency/index.php)

## Parking Fee

Parking permits are available for students. A daily one-semester parking permit is estimated at \$192.00. Visit [sjsu.edu/parking/permits/student-commuter.php](https://sjsu.edu/parking/permits/student-commuter.php) for more details.

## Bookstore Charges

Registered students can charge books and supplies purchased at the Spartan Bookstore to their MySJSU student account up to \$900 per semester. For more details visit [sjsu.edu/bursar/our-services](https://sjsu.edu/bursar/our-services)

## Installment Payments

There are two installment plans, one for tuition and fees and one for on-campus housing. There are enrollment fees to participate for each. Students are not able to sign-up for the payment plans until charges actually appear on their account, either tuition and fees, or housing charges. For payment plan options visit [sjsu.edu/bursar/payment-refunds/installment-payment-plan.php](https://sjsu.edu/bursar/payment-refunds/installment-payment-plan.php)

## Enrollment Refunds

Students are highly encouraged to enroll in direct deposit. With direct deposit, you receive your refund several days quicker as compared to a paper check. To enroll, sign in to MySJSU, scroll to Finances, and select Enroll in Direct Deposit. To learn more visit [sjsu.edu/bursar](https://sjsu.edu/bursar)

# Contacts

For a complete campus directory, visit [sjsu.edu/directory](https://sjsu.edu/directory)

## **Accessible Education Center**

aec-info@sjsu.edu  
408-924-6000

## **Financial Aid and Scholarship Office (FASO)**

fao@sjsu.edu  
408-283-7500

## **International Student Scholar Services (ISSS)**

international-office@sjsu.edu  
408-924-5920

## **Student Wellness Center**

studentwellnesscenter@sjsu.edu  
408-924-5678

## **Transportation Solutions**

transportation@sjsu.edu  
408-924-7433

## **Tuition and Fees - Bursar's Office**

bursar@sjsu.edu  
408-924-1601

## **Housing**

### **University Housing**

uhs-frontdesk@sjsu.edu  
408-795-5600

### **International House (I-House)**

ihouse@sjsu.edu  
408-924-6570

## **College of Graduate Studies**

### **Graduate Enrollment Management (GEM)**

grad-admissions@sjsu.edu  
(Prospective Student & Graduate Applicant Inquiries)  
408-283-7500, press 2

### **Graduate Admissions and Program Evaluations (GAPE)**

grad-admissions@sjsu.edu (Graduate Applicants)  
graduate@sjsu.edu (Graduate Student Service) 408-924-2480

### **Dean's Office**

graduate-studies@sjsu.edu  
408-924-2427

## **Accessible Education Center (AEC)**

The Accessible Education Center (AEC) is a comprehensive center providing students with disabilities accommodations and services. The AEC works closely with faculty, staff, programs and departments to deliver services and promote access for students with disabilities in the classroom and throughout the campus.

## **Statement of Nondiscrimination**

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. CSU does not discriminate on the basis of sex or gender, which includes gender identity (including transgender), gender expression, sexual orientation or sex stereotype in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex or gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off-campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and dating and domestic violence, and stalking.

The Office for Title IX and Equal Opportunity is responsible for discrimination, harassment, and retaliation based on gender, as described above, as well as the oversight of compliance with non-discrimination, harassment, and retaliation based on Age, Disability (physical and mental), Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), and/or Veteran Status or Military Status, and other characteristics that make our community unique.

For more information related to the Office for Title IX and Equal Opportunity, including who to contact and links to policies, visit [sjsu.edu/titleixeo](https://sjsu.edu/titleixeo)

Photos on cover by Robert C. Bain

*This brochure is available in alternative formats (e.g., braille, digital) upon request.*

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[@sjsugradstudies](https://tiktok.com/@sjsugradstudies)



[linkedin.com/school/sjsugradstudies](https://linkedin.com/school/sjsugradstudies)

**SJSU** | GRADUATE ADMISSIONS AND  
PROGRAM EVALUATIONS

One Washington Square  
San José, CA 95192-0017  
408-283-7500 (option 2)  
[sjsu.edu/admissions/graduate](https://sjsu.edu/admissions/graduate)