

Overview

Graduate International Applicant How to Apply Tutorial

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

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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

SJSU: Office of Graduate Admissions & Program Evaluations

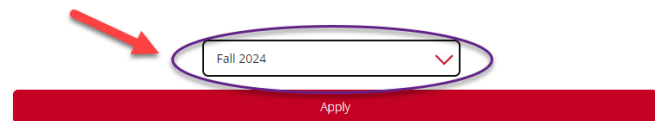
Creating an Account

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

1. Go to <https://www.calstate.edu/apply>
2. Select the appropriate **term**.
3. Then click **Apply Now**.

CAL STATE APPLY

With 23 universities spanning the state, and thousands of degrees to choose from, the CSU offers you more choices and connections than any other public higher education institution in the nation. One application opens infinite possibilities. Start your journey today.



Fall 2024

Apply

— CAL STATE —
APPLY

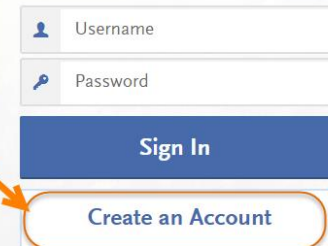
4. Click **Create An Account**.

Welcome to The California State University

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.

Sign in with your username and password below. First time here? Select Create an Account to get started.



Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

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	<input type="text"/>
* First or Given Name	<input type="text" value="Hello"/>
Middle Name	<input type="text"/>
* Last or Family Name	<input type="text" value="Sunshine"/>
Suffix	<input type="text"/>
Display Name	<input type="text"/>

Contact Information

* Email Address	<input type="text" value="hello.sunshine@sjsu.edu"/>	Home <input type="button" value="v"/>
* Confirm Email Address	<input type="text" value="hello.sunshine@sjsu.edu"/>	
* Preferred Phone Number	<input type="text" value="+14089240000"/>	Mobile <input type="button" value="v"/>
Alternate Phone Number	<input type="text" value="(201) 555-5555"/>	Mobile <input type="button" value="v"/>

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	<input type="text" value="SunshineTimes"/>
* Password	<input type="password" value="*****"/>

Your password must meet these minimal requirements:

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

* Confirm Password	<input type="password" value="*****"/>
--------------------	--

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 following terms and conditions:

* I agree to these terms

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.

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

* Select the scenario that applies to you:

I previously attended a CSU campus and am now applying to an additional campus.

I attended other colleges or universities since leaving CSU.

I previously attended a CSU campus and am now applying to an additional campus AND I attended other colleges or universities since attending CSU.

I have not attended other colleges or universities since leaving CSU and am only applying to my original campus.

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.

The screenshot shows two sections of the application form. The first section is titled "US Military Status" and includes a dropdown menu for "Anticipated US Military Status at time of enrollment" with the selected option being "Not a Member of the Military". The second section is titled "International Applicant" and asks "Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?". There are two radio button options: "Yes" (which is selected) and "No". A blue "Save Changes" button is located at the bottom of the form.

The screenshot shows a landing page titled "Welcome to The California State University". Below the title is a large image of graduates in black gowns and caps, with one graduate in the foreground having their arms raised. The text on the page reads: "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.", and "Please Note: If you previously created an account on CSUMentor you will need to create a new account for Cal State Apply." At the bottom of the page, there is a blue button labeled "Start Your Application!". An orange arrow points to this button.

SJSU: Office of Graduate Admissions & Program Evaluations

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
	SAN JOSE EXTENSION						
	SAN JOSE EXTENSION						
+	TEST-Business Administration (Special Session)	MBA	Fall	2021	Main Campus	San Jose State	04/01/2021
	SAN JOSE GRADUATE						
✓	TEST - Art - Pictorial Art	MFA	Fall	2021	Main Campus	San Jose State	03/01/2021

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](#)

SJSU: Office of Graduate Admissions & Program Evaluations

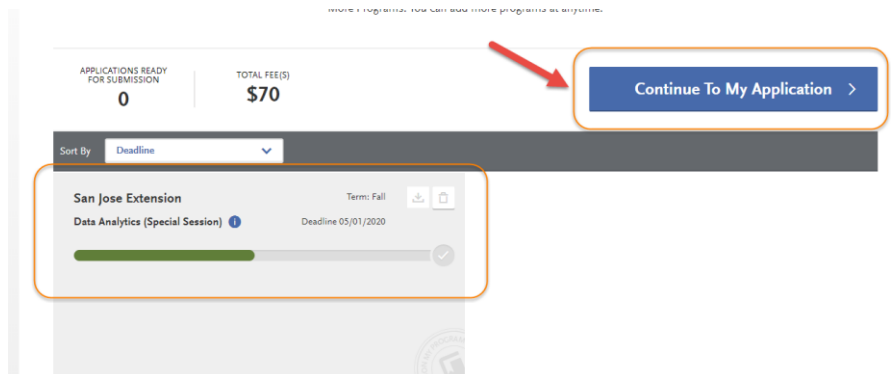
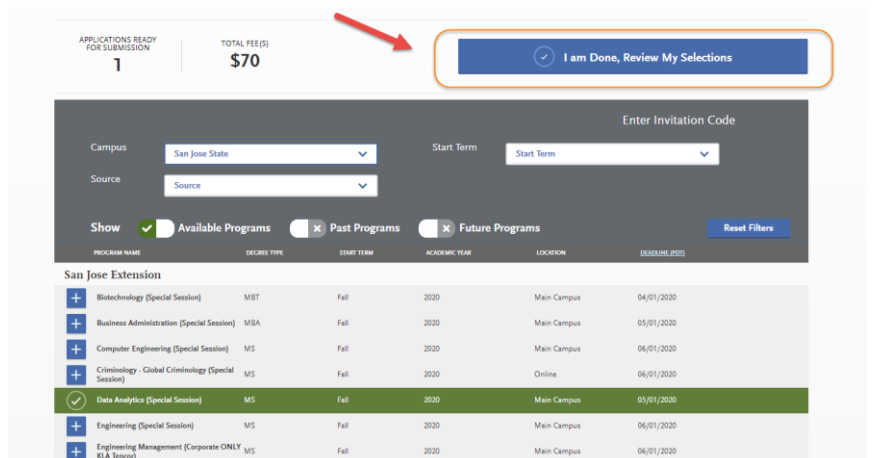
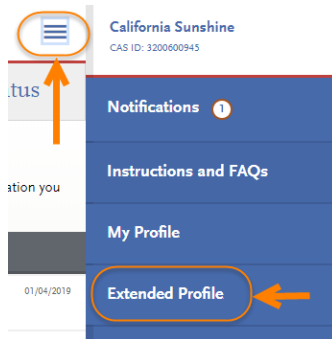
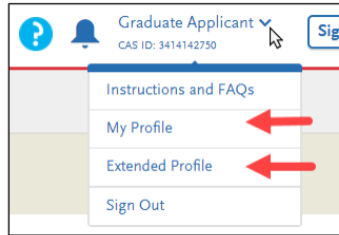


We offer different types of programs: Regular and Special Session degrees, credentials, and certificates. If you cannot find your program, you may need to change your **Extended Profile – Degree Goal**.

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**.

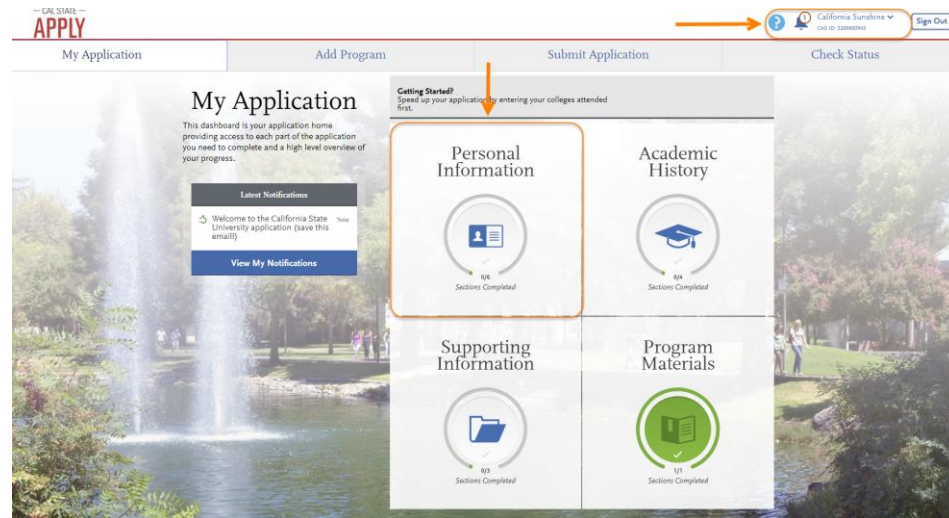


Entering Personal Information

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**.

The screenshot shows a web form titled "Release Statement". On the left is a vertical navigation menu with the following items: "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 check box:

- CERTIFICATION - to be read and authorized by all applicants to certify the accuracy of the information provided.**
I certify under penalty of perjury under the laws of the State of California that I have provided complete and accurate responses to all the items on this application. I further certify that all official documents submitted in support of this application are authentic and unaltered records that pertain to me. I authorize the California State University to release any information submitted by me in this application for admission and any application for financial aid to any person, firm, corporation, association, or government agency to verify or explain the information I have provided or to obtain other information necessary for my application for admission and any application for administration of financial aid and in connection with any perjury proceedings. I authorize the California State University system to release any submitted test results to all campuses to which I submit an application. My certification verifies the accuracy and completeness of the information provided. I understand that any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I certify that so long as I am a student at this institution, I will advise the residence clerk if there is a change in any of the facts affecting my residence.
 Your certification of this statement serves the same purpose as a legal signature, and is binding.
- Release of Contact Information**
I authorize the California State University to release my contact information to one or more CSU campuses and/or affiliates that may wish to contact me before and/or after I have submitted my application to the university.
 Check box to Acknowledge
- International Financial Certification**
* In order to study in the United States as an international student, you must document that you have sufficient financial resources to complete your course of study. You must prove that you have enough funds to cover all the costs associated with your first year of full-time study. Each CSU campus determines the typical costs for international students. This budget includes registration fees, housing, books, other living expenses and miscellaneous costs.
As an international student you will need to have your financial institution provide a certification that you have at least the amount required available, or that funds are available from a reliable source. International students should not expect to work to cover the cost of their education in the United States.
Federal/state financial aid is not available for international students. Campus or private scholarships may be available for international students but are not sufficient to cover all expenses.
 Check box to Acknowledge

At the bottom 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 and a white body. The header contains a green checkmark icon and the text "Saved Successfully" in white. The body contains the text "Your info has been successfully saved." Below the text are two buttons: "Go to Dashboard" (a light blue button with a white border) and "Continue to Next Section" (a dark blue button).

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6. Click **Biographic Information**.



Personal Information
1/6 Sections Completed

Release Statement ✓

Biographic Information

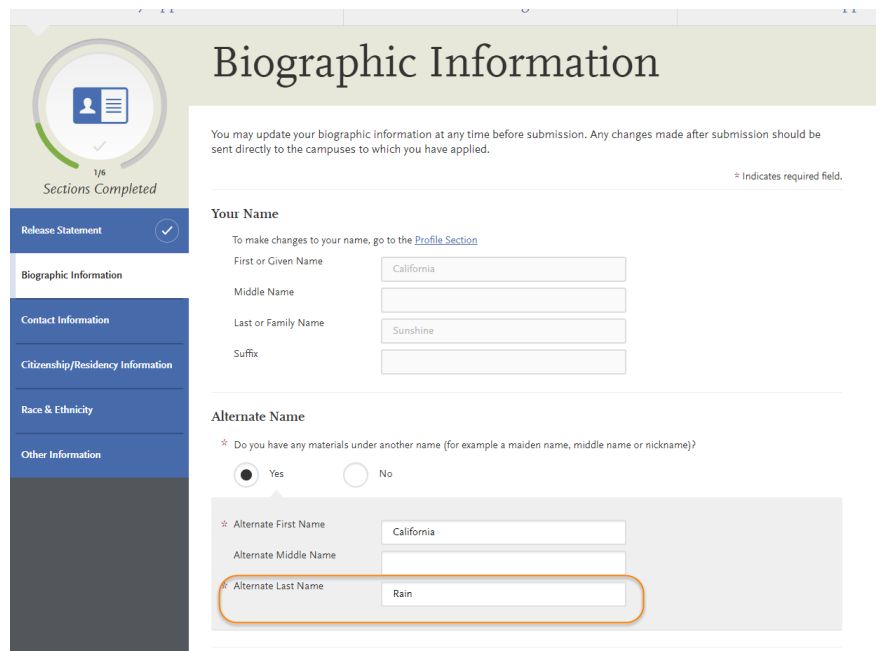
Contact Information

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

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.

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

Confirm your age

You're 39 years old.
Is that correct?

[Edit Date of Birth](#) [Confirm Date of Birth](#)

9. Click **Save and Continue**.

10. Click **Continue to Next Section**.

id Program Submit Applic

Saved Successfully

Your info has been successfully saved.

[Go to Dashboard](#) [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.**

Phone

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

☆ Preferred Phone Number Mobile
Alternate Phone Number Type

Email

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

☆ Email Home

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.**

Citizenship/Residency Information

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

3/6 Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship/Residency Information

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)

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

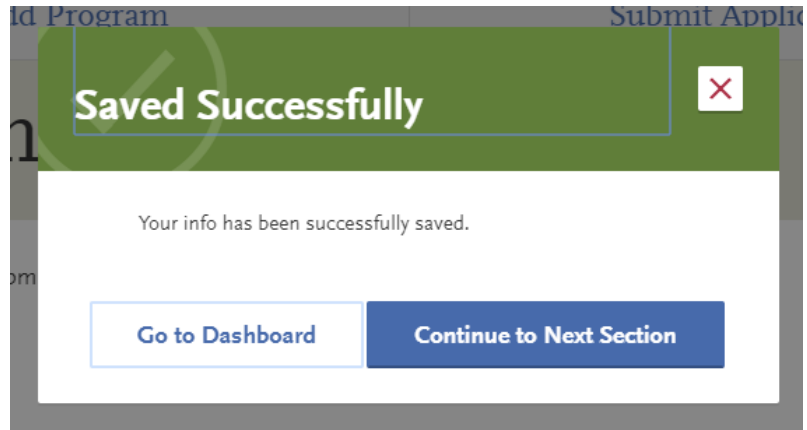
* Representative Email

International Applicant Details

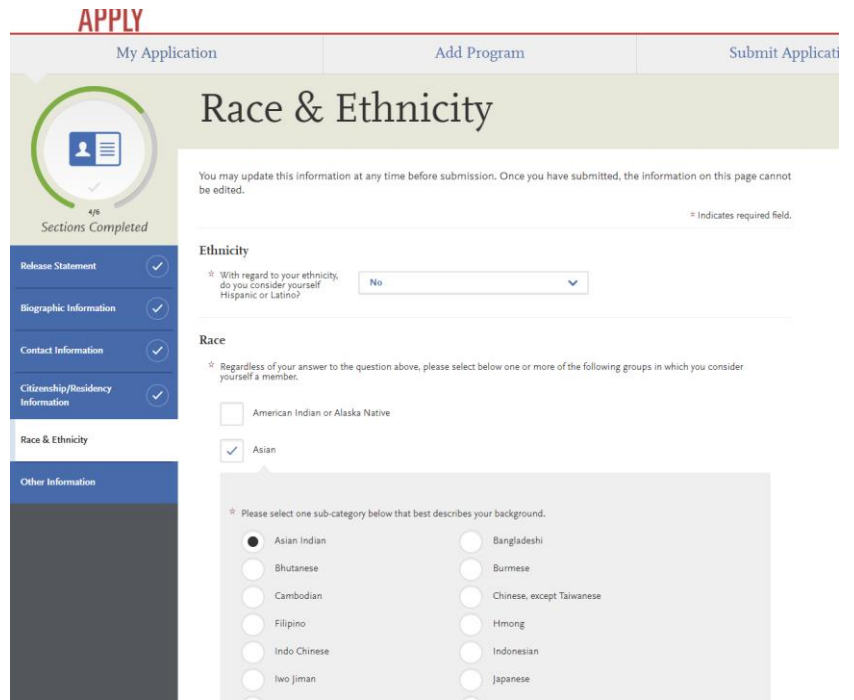
* What year did you (or do you plan to) move to the U.S.?

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

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



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

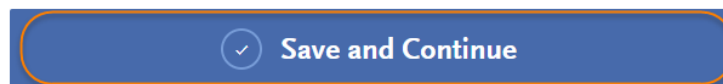


21. Click **Save and Continue**.

Summary

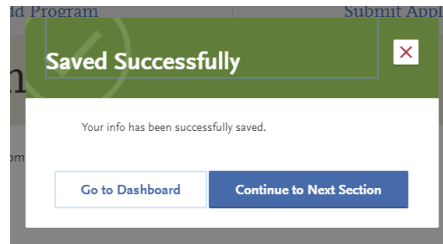
☆ California State University often needs to report **ONLY ONE** summary race/ethnicity description for a person. Please select your reporting preferences:

Asian



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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**.

The screenshot shows the "Other Information" section of the application. On the left is a sidebar with a progress indicator showing 5/8 sections completed. The main content area includes a "Social Security Number" field, a "Social Security Number Acknowledgement" checkbox (checked), and a "Language Proficiency" dropdown menu with "Gujarati" selected. A blue "Add Another Language" button is also visible.

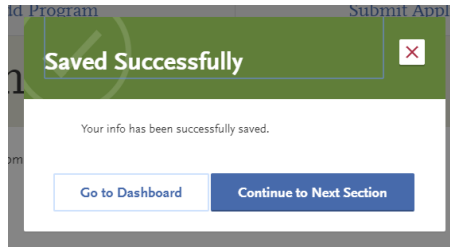
25. Enter **Not interested in a credential program**, unless you are applying for a teaching credential.

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

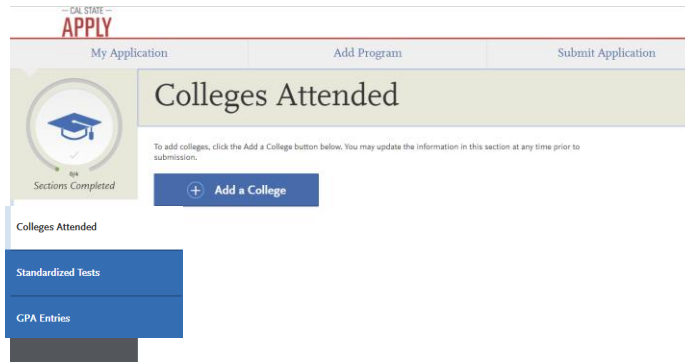
27. Click **Save and Continue**.

The screenshot shows the "Military Status" and "Teacher or Other Education Credential Information" sections. The "Military Status" section has a dropdown menu with "No. I have not served in the US military" selected. The "Teacher or Other Education Credential Information" section has a dropdown menu with "Not interested in a credential program" selected. Below these is the "How did you Hear About Us?" section with a dropdown menu showing "Friend". At the bottom is a large blue "Save and Continue" button.

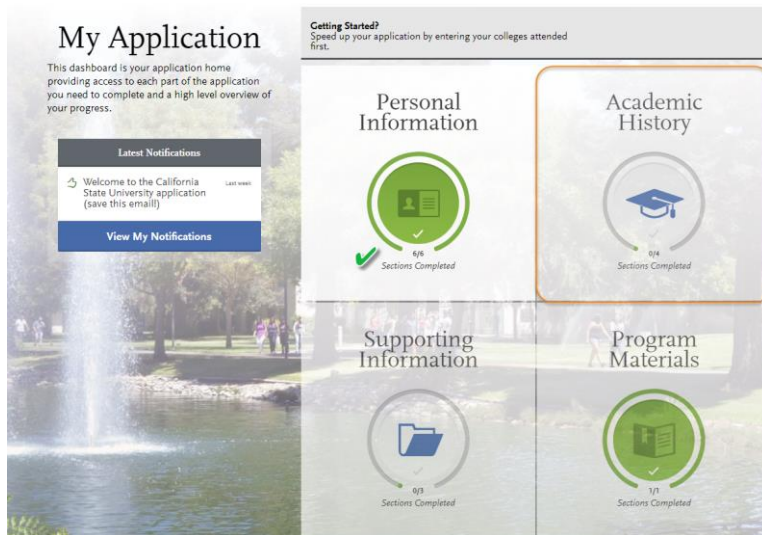
27. Click **Continue to Next Section**.



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 sent 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.

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

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

My Application Add Program Submit Application

Colleges Attended

Add Your Colleges

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

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

* Indicates required field.

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

* 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 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.

☆ 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

If you wish to re-upload an unofficial transcript because the original university/college has not approved an official copy of your transcript, this is not required, but will help to expedite the processing of your application. Please submit an English mirror/direct, word-for-word translation with the transcript.

Once you submit your application, you cannot edit previously entered colleges and universities.

+ Add a College or University

MY ATTENDED COLLEGES

UNIVERSITY OF MUMBAI

June 2012 - August 2015 | Semester System | Bachelor of Dental Science Degree Earned: March 2015

Select one: **Upload transcript**

Sections Completed

Colleges Attended

GPA Entries

Standardized Tests

+ Add a College or University

MY ATTENDED COLLEGES

UNIVERSITY OF MUMBAI

August 2010 - October 2013 | Semester System | Bachelor of Arts Degree Earned: November 2013

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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

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

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.

My Application Add Program

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.

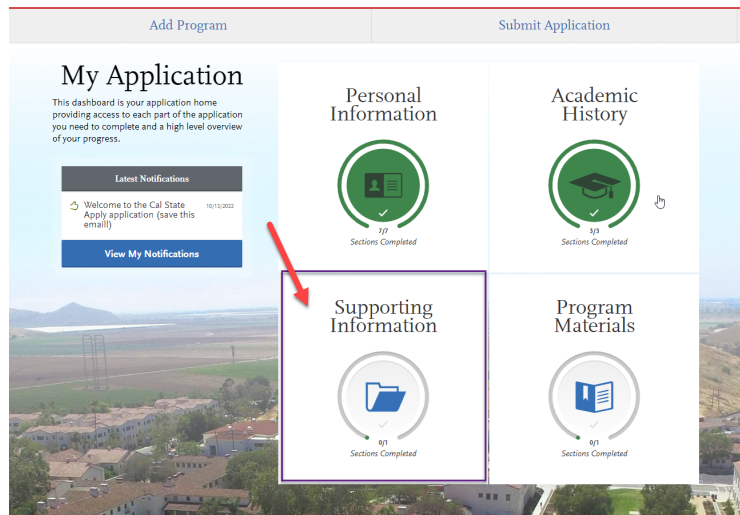
Some programs do require you to report standardized test scores. Please make sure to check your program requirements to ensure that your application will be reviewed in full.

Would you like to add a test?

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

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: 0/3

Experiences

Achievements

Statement of Purpose

+ Add an Experience

I Am Not Adding Any Experiences

— CAL STATE —
APPLY

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

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

SJSU: Office of Graduate Admissions & Program Evaluations

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 MM/DD/YYYY

* Current Experience Yes No

End Date MM/DD/YYYY

* Status

Experience Details

* Title

* Type of Recognition

Compensated

Received Academic Credit

Volunteer


* Average Weekly Hours x

* Number of Weeks =

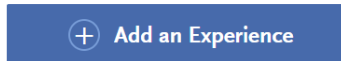
* Total Hours

* Description/Key Responsibilities

* Release Authorization (May we contact this organization?) Yes No

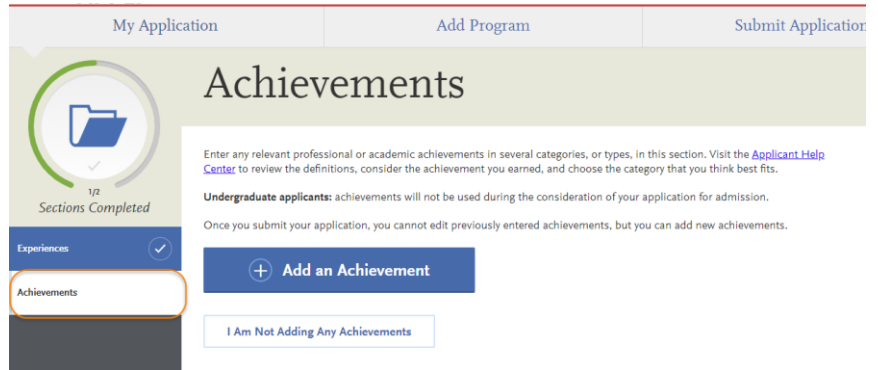


List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.



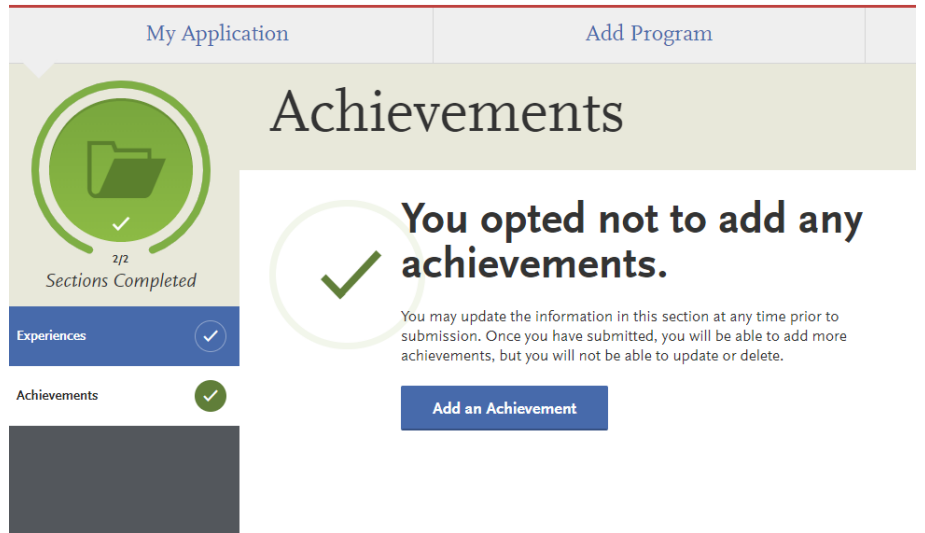
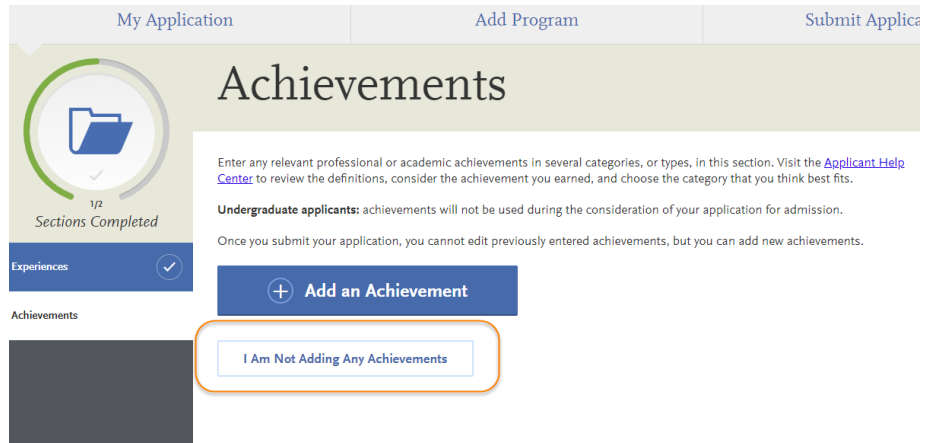
★ MY EXPERIENCES			
TYPE	ISSUING ORGANIZATION	DATE	TITLE
Internship	Salvation Army	10/01/2016 - Till Date	Assistant

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 accidentally 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.

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: Publications

* Name: Journal of Marriage & Family

Name of Presenting Organization: _____

Issued Date: _____ MM/DD/YYYY

Brief description: Article regarding care work identity. | G+

37/600

✓ Save This Achievement

2/2 Sections Completed

Experiences ✓

Achievements ✓

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.

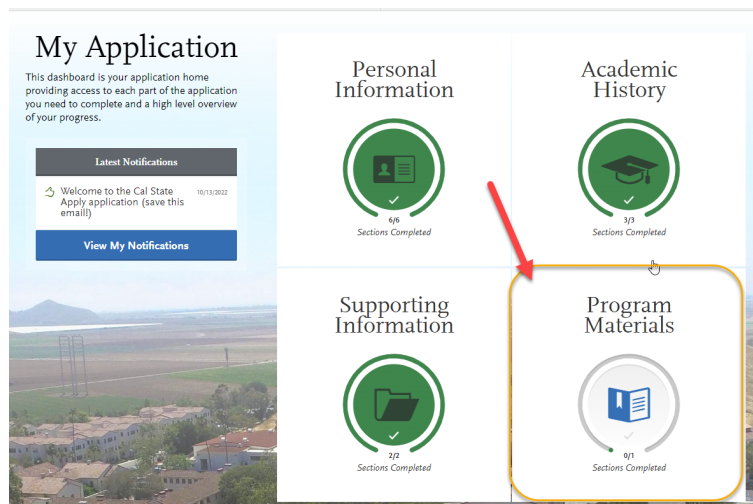
Once you submit your application, you cannot edit previously entered achievements, but you can add new achievements.

+ Add an Achievement

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

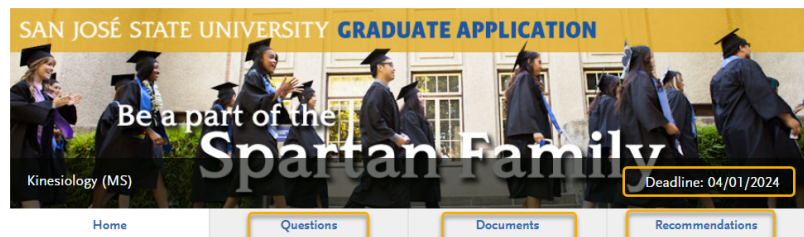
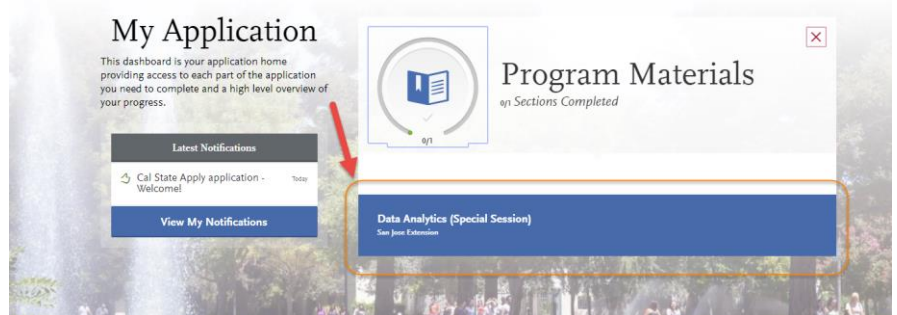
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1. Click on the **Program Materials** square.



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.



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

* indicates required item.

* Personal Statement

+ Add Document

Assistantship Application

+ Add Document

Required Documents

* indicates required item.

* Personal Statement

SJSU Deferral.pdf Uploaded: 02/13/2024

- On the **Recommendations** tab, you will see the department letters of recommendation requirements.
- 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.

- 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.

Recommendations

Kinesiology (MS) Recommendation Requirements

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

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

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

General Program with Letter Upload 2 required - 2 total allowed

Recommendations 1	Select Recommendations
Recommendations 2	Select Recommendations

Recommendation Type: General Program Recommendation with Lette... ▼

Recommender's Information

* First Name: Professor

* Last Name: X

* Email Address: professor.x@sjsu.edu

* Due Date: 02/27/2019 MM/DD/YYYY

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

299/500

Waiver of Recommendation

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

* Permission to Contact Recommender

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

* Permission for Schools to Contact Recommender

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

Save This Recommendation Request

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

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

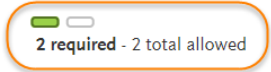
10. On the **Questions** tab you will see the department questions that you are required to answer for this section.



You must complete each required section to submit your application.



General Program Recommendation with Letter Upload



1. X, Professor - Requested



San Jose Graduate Questions



The answers to these questions will be submitted as part of your application to all San Jose Graduate Programs.

If you have already answered questions for another of this school's programs, you will see your previous answers below. Changing your answers here will apply those changes to all of this school's programs.

Housing Inquiry

Please complete the question below. Your response will not have any effect on your admission decision.

★ Where do you plan on living during the 2024/2025 academic year?

On campus

Off campus, not with family

With parents/family

Kinesiology (MS) Program Questions

To help us in the process of assigning you an advisor, please indicate any research experience and any specific interests below.

Research Experience and Interest

★ Please indicate any Research Methods courses you have taken.

0 word 0/200

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

****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.**

Public Health (MPH Online) Deadline: 06/01/2023

Home Questions

Save

* Indicates required field

Your graduate application to SJSU is a 2-step process.

Step 1. You are currently beginning the 1st step by submitting your university Cal State Apply application. Approximately 5-7 days after submission of your Cal State Apply application, you will receive an email containing your assigned nine-digit SJSU ID# upon which you will be able to log into your MySJSU account to see what is needed to complete your university application.

Step 2. We need you to be successful for the 2nd step which is fulfillment of separate department admission criteria.

You must research department admission criteria.

Each graduate program has unique admission requirements. You must research your program's [Degree Program Requirements](#) to verify if the graduate program requires submission of additional departmental application materials. Please identify your program as listed on the [Degree Program Requirements](#) page and research their requirements by clicking on program criteria links.

In order to ensure successful completion of your entire graduate application, please utilize the following resources.

[Admission Requirements](#)

Research the university and department requirements for your graduate application including test requirements and deadlines.

[Steps to Admission](#)

Review each step for domestic or international applicants including how to properly submit important documents for your application.

Attestation

* I attest and understand that I must complete Step 1 and 2 of the application process, including researching the degree program requirements for my application and following the separate instructions provided by the graduate program I am applying for. (Please initial below)

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**.

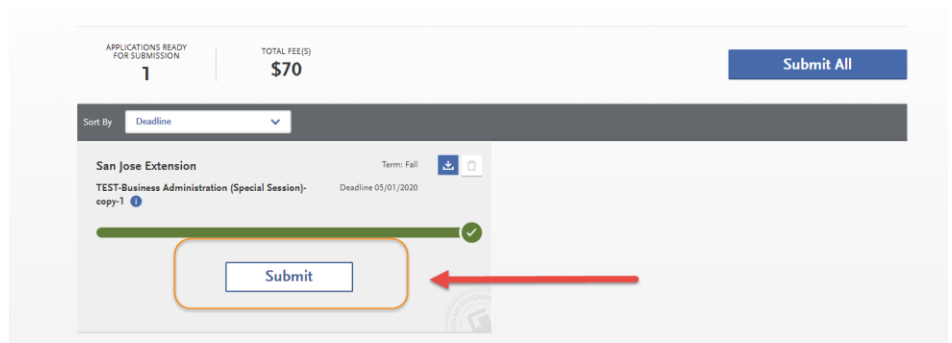
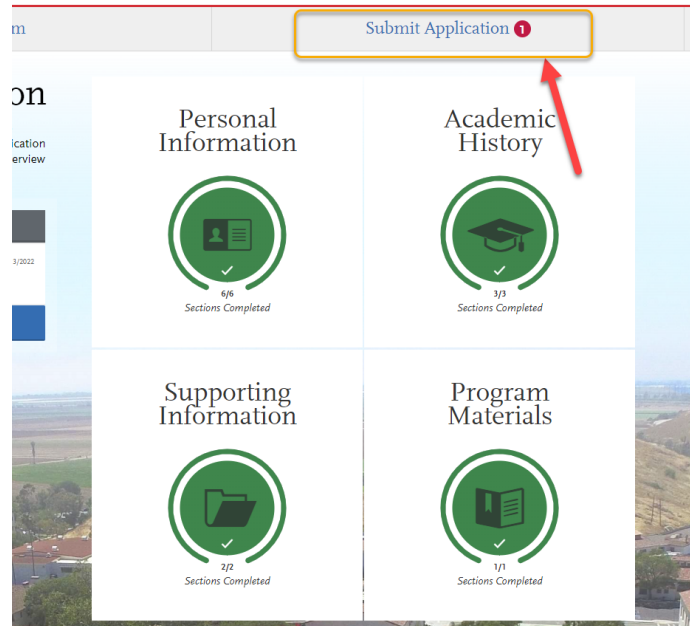


You will see the number of complete applications you have ready to submit under **Submit Application**.

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



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



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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
One West Street
Ahmedabad, Gujarat 383001

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

Use a different address

Selected Programs (1)

Fee Total \$70.00

Review and Submit Your Applications

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

Submitting Your Application

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

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

Payment Information

Payment Method	Billing Address
VISA Sunshine Bear 4111XXXXXXX01111 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.

Congratulations on your application submission!

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

Payment Date: 10/02/2019

Order #: A40A0B4EC905

[My Application](#)

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

1 TOTAL PROGRAMS SUBMITTED

Payment Details	
Payment: Credit Card	Credit Card Information: Visa XXXXXXXXXXXXXXX1111 Sunshine Bear
Fee Total	\$70.00

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

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.

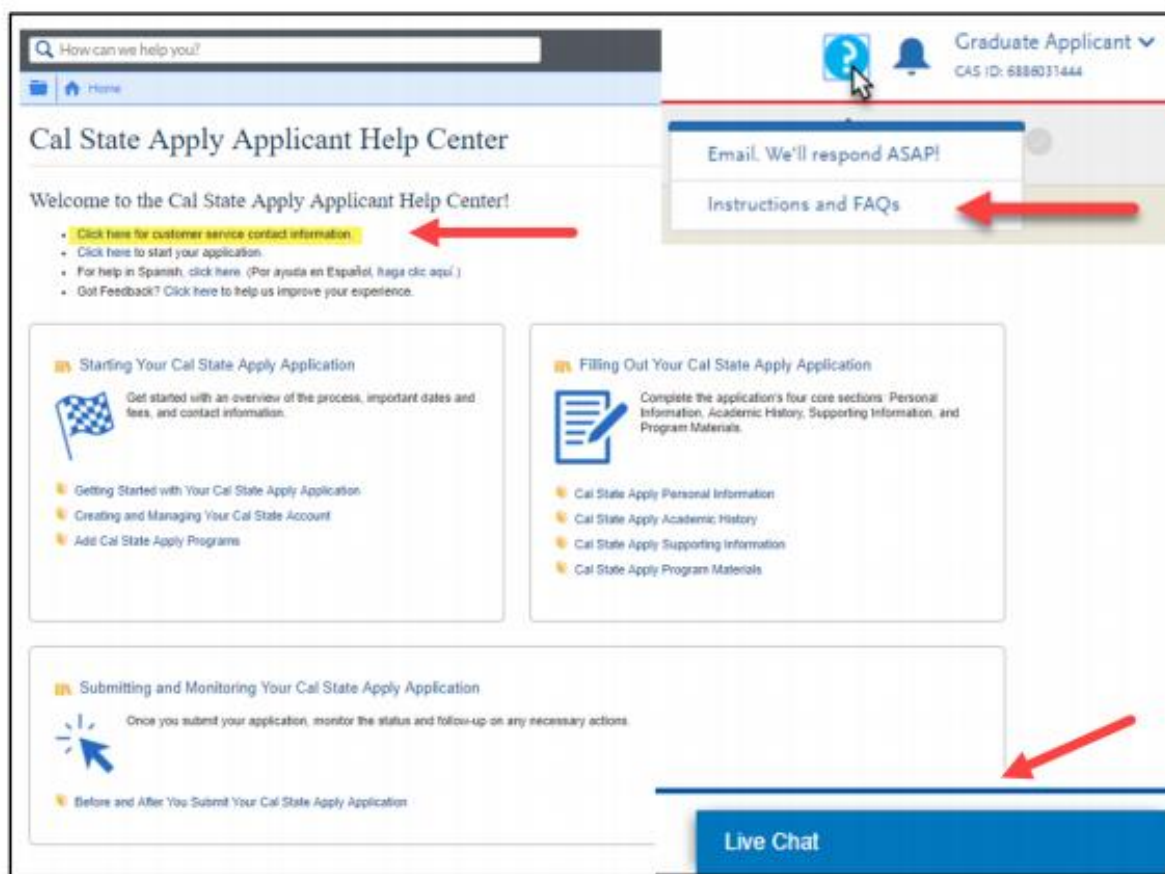
I don't see the program I want in the Add Programs page? Only programs that are open to applications will appear for selection. If your desired program is not listed, check the Application Dates & Deadlines page and your Extended Profile to see which campuses and programs are open. For more information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