

# SJSU: Graduate Admissions & Program Evaluations

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## Overview

### Graduate Domestic Applicant How to Apply Tutorial

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

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For technical support with the Cal State Apply application, help is available M - F, 6 am to 5 pm PT, by phone: (857) 304-2087, and by email: [CalStateApply@liaisoncas.com](mailto: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](mailto:admissions@sjsu.edu) or [click on live chat from the Graduate Admissions website \(www.sjsu.edu/graduateadmissions\)](#).

## Common Mistakes to Avoid

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

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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 (Spring 2021)**.
3. Then click **Apply**.
  
4. Click **Create An Account**.

The screenshot shows the Cal State Apply website. At the top, it says "CAL STATE APPLY" in large letters. Below that, it says "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." There is a link "See Application Dates & Deadlines »". Below that is a dropdown menu with "Fall 2019" selected and a red "Apply" button. A "PLEASE NOTE:" box contains the "CAL STATE APPLY" logo. The main content area is titled "Welcome to The California State University" and features a sign-in form with fields for "Username" and "Password", a "Sign In" button, and a "Create an Account" button. An orange arrow points to the "Create an Account" button. Below the sign-in form is a link "Forgot your username or password?". On the left side of the sign-in area, there is a paragraph of text: "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." Below this paragraph is another paragraph: "If you are interested in applying to a prior term, Winter 2019, Spring 2019, or Summer 2019 please click here to open the application."

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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	<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="*****"/>
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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](http://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

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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**.

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

Click **Credential** – if applying for a Credential program only.

Click **Certificate** – if applying for a Certificate program only.

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

-Enter your prior **SJSU ID** if you are a returning student.

## European Union Data Protection

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

Yes  No

Create my account

## Complete Your Profile

The information provided below will be used to ensure you see all programs for which you qualify and ensure that your application includes all relevant information.

\* Indicates required field.

### 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 (already earned a bachelor's degree and are seeking another one)
- Graduate (e.g. Master's, Doctoral) or Professional's Degree
- Teaching Credential Only (e.g. Single or Multiple Subject, PPS, Librarian, Admin, CalStateTEACH)
- Certificate

### Returning

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

Yes

\* Which CSU Campus did you previously attend?

San Jose

What was your Student ID?

00000000

No

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

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

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

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

12. Click **Save Changes**.

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

## US Military Status

★ Anticipated US Military Status at time of enrollment

Military Dependent

## International Applicant

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

Yes

No

Save Changes

## Welcome to The California State University

### Hi California Sunshine

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

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

Start Your Application!

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## Select One Program to Apply

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

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

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



If you cannot find your program, check for:

**Extension** – Special Session program

**Graduate** – Regular Session program

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

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

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

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

College of Graduate Studies

## Select the Programs to Which You Want to Apply

You must select at least one program to begin your application. You may add additional programs from the Add Program tab at any time before the submission deadline.

Due to CSU enrollment pressures, campuses may offer very limited Lower Division and Second Baccalaureate programs.

Please click [here](#) for campus specific program Dates & Deadlines.

Application fees for some undergraduate programs may be waived based on eligibility. Once you have completed your application in full, please click on the Submit Applications tab to review your fee waiver status. For more information on application fee waiver eligibility, please click [here](#).

Programs with a Source of Extended Education are offered by Extended and Continuing Education on each campus.

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

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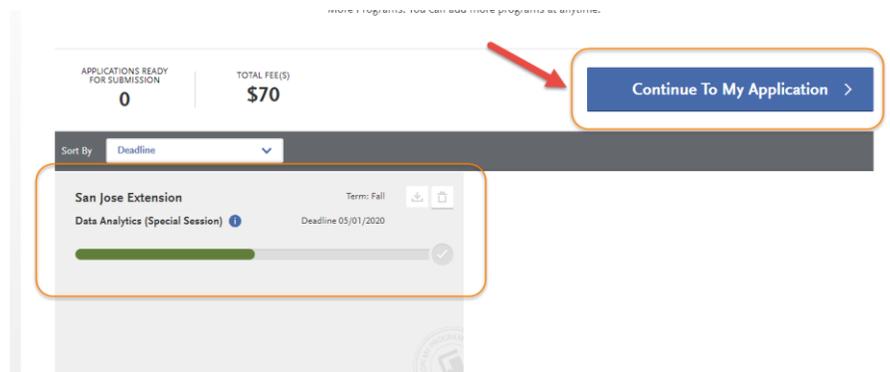
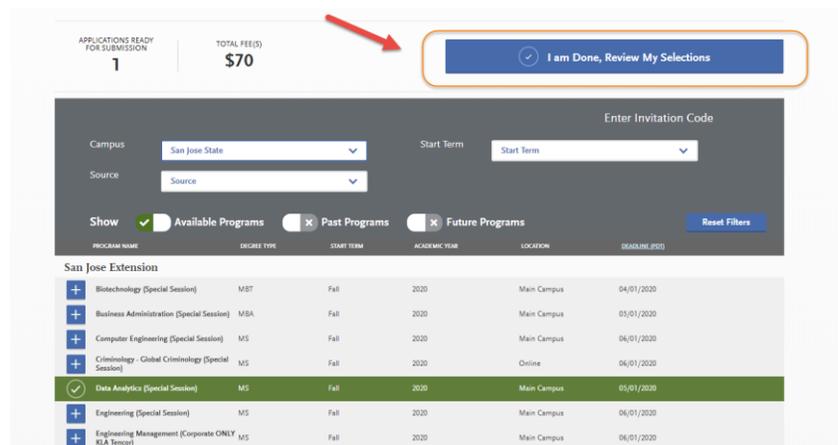
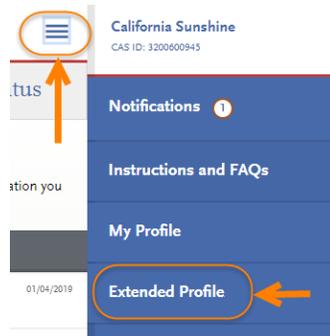
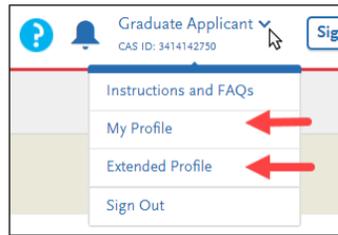


We offer different types of programs: Regular and Special Session degrees, credentials, and certificates. If you cannot find your program, you may need to change your **Extended Profile – Degree Goal**.

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

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

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



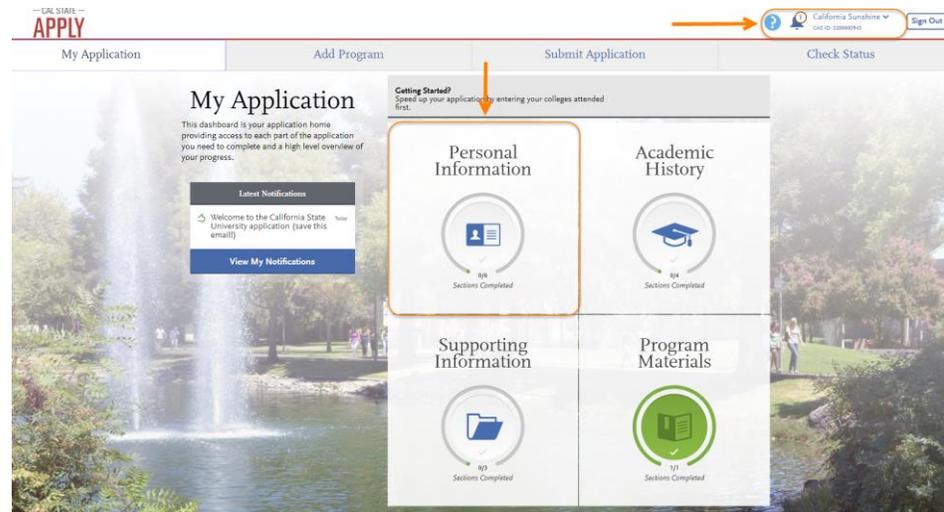
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## Entering Personal Information

Enter information about yourself on the application.

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

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



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

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

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



# SJSU: Graduate Admissions & Program Evaluations

## 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 sidebar with a list of sections: "Release Statement" (checked), "Biographic Information" (checked), "Contact Information" (checked), "Citizenship/Residency Information", "Race & Ethnicity" (checked), "Other Information", and "Financial and Parental Information". The main content area is titled "Release Statement" and contains a "CERTIFICATION" section with a paragraph of text and a checked checkbox stating "Your certification of this statement serves the same purpose as a legal signature, and is binding." Below this is a "Release of Contact Information" section with a paragraph of text and a checked checkbox stating "Check box to Acknowledge". At the bottom right is a blue button labeled "Save and Continue".

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

The screenshot shows a confirmation message box with a green background and a white border. The text reads "Saved Successfully" in large white font, with a small red 'X' icon in the top right corner. Below the message, it says "Your info has been successfully saved." At the bottom, there are two buttons: "Go to Dashboard" (white with blue border) and "Continue to Next Section" (solid blue).

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

**Biographic Information**

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

**Your Name**

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

First or Given Name: California

Middle Name:

Last or Family Name: Sunshine

Suffix:

**Alternate Name**

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

Yes  No

\* Alternate First Name: California

Alternate Middle Name:

\* Alternate Last Name: Rain

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

## Preferred Name

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

Yes  No

\* Preferred First Name

Cali

Preferred Middle Name

## Legal Sex

\* What is your legal sex?

Male  Female  Nonbinary

Do you consider yourself to be?

Select

How do you describe yourself?

Select

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

Select

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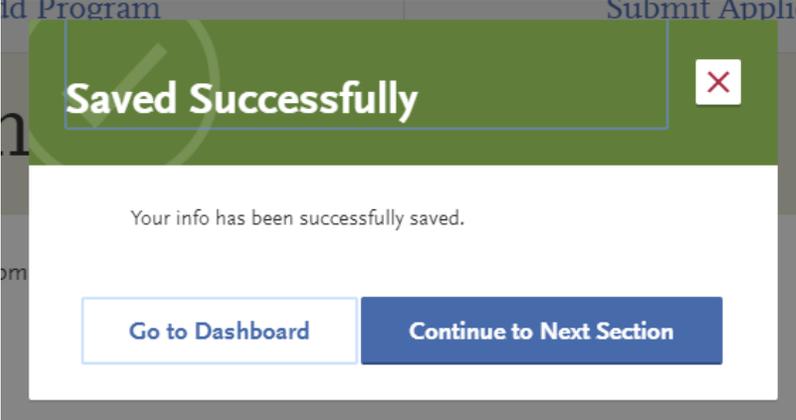
8. Enter your **Birth Information** and click **Save and Continue**.

## Birth Information

* Date of Birth	06/19/1986  MM/DD/YYYY
* Country	United States 
* City	Fremont
* State/Province	California 
* County	Alameda County 

 **Save and Continue**

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



id Program Submit Applic

**Saved Successfully** 

Your info has been successfully saved.

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

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## 10. Enter your **Current Address** –

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

**Current Address**

★ Street Address 1 One Washington Square

Street Address 2

★ City San Jose

★ Country / Territory United States

★ State/Province California

★ County Select a County

★ Zip/Postal Code 95192

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

Select a Matching Address

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

Use the address I entered

★ Is this your permanent address?

Yes  No

## 11. Click **Save and Continue**.

### Phone

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

★ Preferred Phone Number +14089240000 Mobile

Alternate Phone Number Type

### Email

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

★ Email hello.sunshine@sjsu.edu Home

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

Save and Continue

id Program Submit Applic

1

om

Saved Successfully

Your info has been successfully saved.

Go to Dashboard Continue to Next Section

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

16. Click **Save and Continue**.

17. Click **Continue to Next Section**.

The screenshot shows a web form with a left sidebar and a main content area. The sidebar has a dark blue background with white text and checkmarks. The main content area is white with blue and grey accents. The 'US Citizenship' section includes dropdown menus for 'Country of Citizenship' (India), 'Select the value that best describes your U.S. Citizenship' (Other Visa), and 'Visa Type' (H4 Dependents H1 through H3). It also has a date field for 'Visa Date Issued' (12/14/2012) and a text field for 'If you were born outside of the U.S., what year did you or will you move to the U.S.?' (2013). The 'Residency' section includes a dropdown for 'What U.S. State/Possession do you regard as your permanent home?' (California), radio buttons for 'Do you claim California Residency?' (Yes selected), and radio buttons for 'Have you lived in California continuously since birth?' (No selected). It also has a date field for 'When did your present stay in California begin?' (01/15/2013). At the bottom is a blue button with a checkmark and the text 'Save and Continue'.

The screenshot shows a confirmation message box with a green header and a white body. The header contains the text 'Saved Successfully' in white on a green background, with a close button (X) on the right. The body contains the text 'Your info has been successfully saved.' Below the text are two buttons: 'Go to Dashboard' and 'Continue to Next Section'.

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

**APPLY**

My Application      Add Program      Submit Application

## Race & Ethnicity

You may update this information at any time before submission. Once you have submitted, the information on this page cannot be edited. \* Indicates required field.

Sections Completed 4/8

Release Statement ✓  
Biographic Information ✓  
Contact Information ✓  
Citizenship/Residency Information ✓  
**Race & Ethnicity**  
Other Information

**Ethnicity**

\* With regard to your ethnicity, do you consider yourself Hispanic or Latino? No

**Race**

\* Regardless of your answer to the question above, please select below one or more of the following groups in which you consider yourself a member.

American Indian or Alaska Native  
 Asian

\* Please select one sub-category below that best describes your background.

Asian Indian       Bangladeshi  
 Bhutanese       Burmese  
 Cambodian       Chinese, except Taiwanese  
 Filipino       Hmong  
 Indo-Chinese       Indonesian  
 Iwo Jiman       Japanese

19. 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**

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

id Program      Submit Application

## Saved Successfully

Your info has been successfully saved.

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

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

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

## 22. Enter your **Native Language**.

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

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

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

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

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

The screenshot shows a portion of the SJSU Graduate Admissions application form. On the left is a navigation menu with sections: Release Statement, Biographic Information, Contact Information, Citizenship/Residency Information, Race & Ethnicity, Other Information, and Financial and Parental Information. The main content area includes:

- Social Security Number:** A text input field for the SSN and a checkbox for "Social Security Number Acknowledgement" with a note for international students.
- Language Proficiency:** A dropdown menu for "What is your First Language?" (set to Gujarati) and an "Add Another Language" button.
- Military Status:** A dropdown menu for "Indicate your anticipated United States Military status at the time you enroll:" (set to Not a Member of the Military).
- Military Dependent Question:** A dropdown menu for "Are you the dependent of a U.S. military service member, including active duty, National Guard, Reserves, or a Veteran discharged from military service?" (set to Yes, Veteran).
- Academic Standing:** A radio button question: "Are you in good standing with your last school attended?" with "Yes" selected.
- Academic Infractions and Conduct:** Three radio button questions about disciplinary actions, all with "No" selected.
- Teacher or Other Education Credential Information:** A dropdown menu for "Select your interest in obtaining your teacher or other educational credential." with "Not interested in a credential program" selected and highlighted by an orange box.
- CalFresh:** A radio button question: "Are you interested in checking your eligibility for monthly food assistance to be used towards groceries through the CalFresh Program?" with "No" selected.

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28. Answer the **RN License** and **How did you Hear About Us?** questions.

29. Click **Save and Continue**.

30. Click **Continue to Next Section**.

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

## RN License

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

Yes  No

## How did you Hear About Us?

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

Friend

Save and Continue

id Program Submit Applic

**Saved Successfully**

Your info has been successfully saved.

Go to Dashboard Continue to Next Section

Release Statement	<input checked="" type="checkbox"/>
Biographic Information	<input checked="" type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>
Citizenship/Residency Information	<input checked="" type="checkbox"/>
Race & Ethnicity	<input checked="" type="checkbox"/>
Other Information	<input checked="" type="checkbox"/>

## Financial and Parental Information

### Household Income and Size Information

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

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

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

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

\* How do you classify yourself?

Independent

### Independent

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

- \* Total size of your household in 2017, be sure to include yourself, spouse and all dependents:
- \* Number of dependent children living with you in 2017:
- \* Adjusted gross income (AGI) for 2017, all income reported on your federal tax return:
- \* Untaxed income and benefits for 2017, income not reported on your federal tax return:

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

## Parent/Guardian Education Level

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

High School Graduate

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

Some College



Save and Continue

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



## Academic History

0/3 Sections Completed

Colleges Attended

GPA Entries

Standardized Tests

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

## My Application

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

### Latest Notifications

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

View My Notifications

### Getting Started?

Speed up your application by entering your colleges attended first.

Personal Information



6/6 Sections Completed

Academic History



0/4 Sections Completed

Supporting Information



0/3 Sections Completed

Program Materials



1/1 Sections Completed

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## Entering Academic History

Enter your educational history in this next section

1. Click **Add a College**.

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

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

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



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

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

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

My Application Add Program Submit Application

Colleges Attended

### Add Your Colleges

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

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

\* Indicates required field.

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

\* What college did you attend?

Changtau University

Can't find your school?

Save This College

\* What college did you attend?

Changtau University

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

Unlisted English Speaking Canadian Institution

Unlisted US Institution

Unlisted French Speaking Canadian or Other Foreign Institution

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

Yes  No

\* Degree Info

Degree Awarded  Degree In Progress

Check if you were a double major

+ Add another Degree

\* Degree Info

Degree Awarded  Degree In Progress

\* What type of degree did you earn?

Bachelor of Technology

\* When did you earn that degree?

July 2000

\* What was your major?

Biotechnology

What was your minor?

None

Check if you were a double major

+ Add another Degree

# SJSU: Graduate Admissions & Program Evaluations

4. Enter the **term information** for the college and the **dates** you attended.  
-Check the box if you are still attending this college.

5. Then click **Save This College**.

6. Confirm the **University** information is correct.

-You may edit or delete as necessary.

7. Click **Add a College** if you attended another university and go through the same process.

8. Once you are done entering **Colleges Attended**, click on **GPA Entries**.

\* 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**

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

**+ Add a College**

#### MY ATTENDED COLLEGES

**UNIVERSITY OF MUMBAI**

August 1996 - May 2000 | Semester System | Bachelor of Technology Degree Earned: July 2000

## Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned. See the [Applicant Help Center](#) for more information.

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

**+ Add a College or University**

# SJSU: Graduate Admissions & Program Evaluations

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



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



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

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

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

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

GPA Entries

AVERETT UNIVERSITY Transcript  
Spring March 2010 - Spring February 2012

Save and Exit

Enter your GPAs

Ok, great. Next let's add a GPA

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

My Application Add Program Submit Application

GPA Entries

AVERETT UNIVERSITY

Edit

Standardized Tests

GPA Entries

AVERETT UNIVERSITY Transcript  
Spring March 2010 - Spring February 2012

Save and Exit

Enter your GPAs

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

Save Cancel

Ok, great. Next let's add a GPA

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

## AVERETT UNIVERSITY Transcript

Summer June 1997 - Spring May 2002

Save and Exit

Enter your GPAs

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

Add A GPA

# SJSU: Graduate Admissions & Program Evaluations

13. Click on **Standardized Tests**.

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

-Instructions for Graduate applicants are listed.

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

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

**Standardized Tests**

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

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

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

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

**I Am Not Adding Any Standardized Tests**

ACT

**Standardized Tests**

**You opted not to add any standardized tests.**

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

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

**Would you like to add a test?**

**TOEFL**

**Add Test Score**

# SJSU: Graduate Admissions & Program Evaluations

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

Standardized Tests

## GRE

Sections Completed 0/4

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

\* Indicates required field.

\* Have you taken the test?  
 Yes  No

\* When do you plan to take this test?  
04/04/2019 MM/DD/YYYY

ETS Registration Code

Save This Test

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

Standardized Tests

## GRE

Sections Completed 0/4

Colleges Attended

Transcript Entry

GPA Entries

Standardized Tests

\* Indicates required field.

\* Have you taken the test?  
 Yes  No

\* When did you take this test?  
02/25/2019 MM/DD/YYYY

ETS Registration Code

Quantitative 150 Quantitative Percentile

Verbal 150 Verbal Percentile

Analytical Writing 4.5 Analytical Writing Percentile

Save This Test

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

# SJSU: Graduate Admissions & Program Evaluations

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

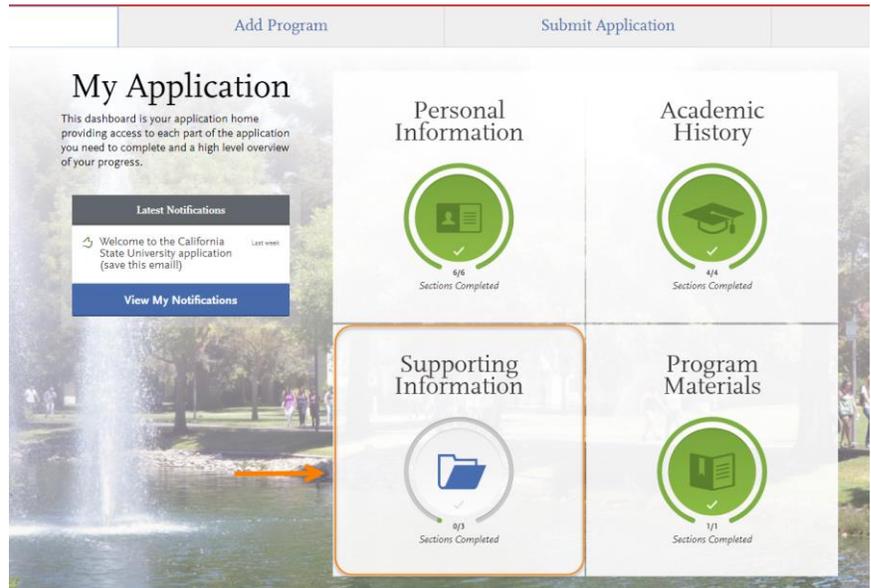
The screenshot displays the 'Standardized Tests' section of the application. At the top, there is a 'GRE' entry with a progress bar and a checkmark, and a note 'Test taken: 02/25/2019'. Below this is a dashed box containing a blue button labeled '+ Add a Standardized Test'. The main interface features a navigation bar with 'My Application' (highlighted with an orange box and arrow) and 'Add Program'. A circular progress indicator shows '4/4 Sections Completed' with a graduation cap icon. A sidebar on the left lists 'Colleges Attended', 'Transcript Entry', 'GPA Entries', and 'Standardized Tests', each with a checkmark. The main content area contains instructions for reporting test scores, with specific directions for Freshman, Transfer, Graduate, and International Applicants. Below the instructions is an 'ACT' section with an 'Add Test Score' button.

# SJSU: Graduate Admissions & Program Evaluations

## Entering Supporting Information

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

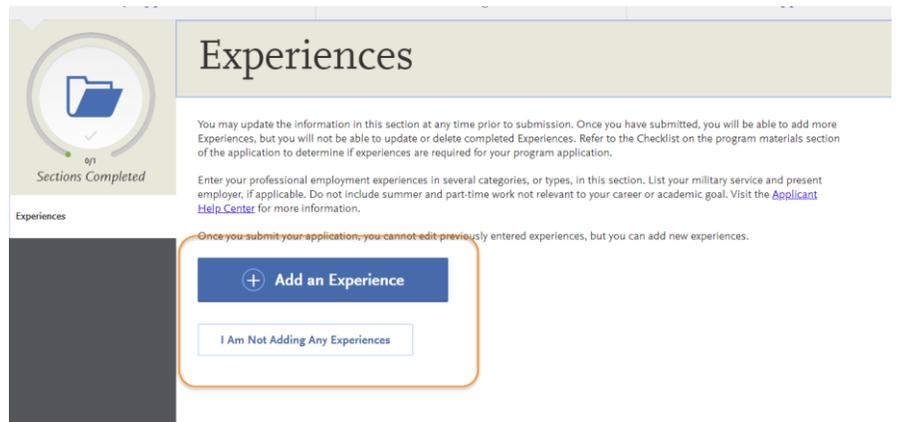
1. Click on the **Supporting Information** square.



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



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

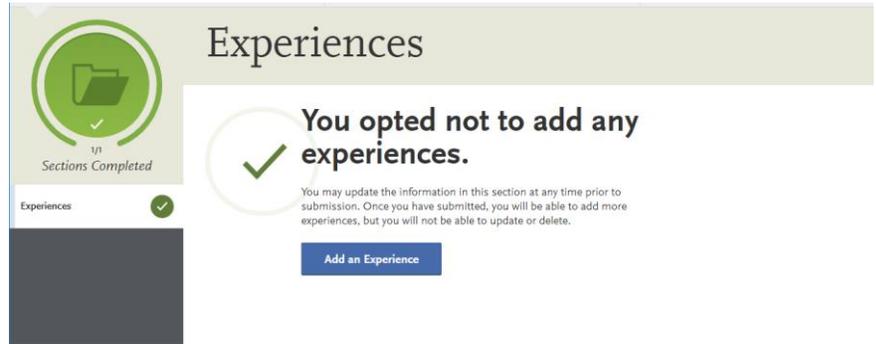


# SJSU: Graduate Admissions & Program Evaluations

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

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

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



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

\* Indicates required field.

## Experience Type

\* What type of experience do you want to add?

Internship

## Organization

\* Name

Salvation Army

Address

Address 2

City

\* Country

United States

Zip Code

\* State

California

## Supervisor

First Name

Last Name

Title

Contact Phone

🇺🇸 (201) 555-5555

Contact Email

# SJSU: Graduate Admissions & Program Evaluations

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

## Experience Dates

\* Start Date  MM/DD/YYYY

\* Current Experience  Yes  No

End Date  MM/DD/YYYY

\* Status

## Experience Details

\* Title

\* Type of Recognition

Compensated

Received Academic Credit

Volunteer

\* Average Weekly Hours  x

\* Number of Weeks  =

\* Total Hours

\* Description/Key Responsibilities

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

Save & Continue

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

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

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

My Application Add Program Submit Application

## Experiences

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

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

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

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

# SJSU: Graduate Admissions & Program Evaluations

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## Entering Program Materials

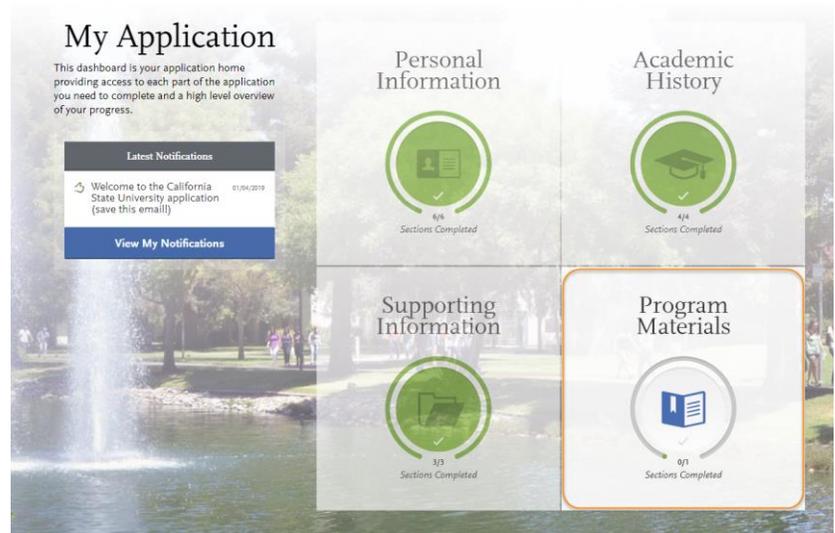
We have several programs which require that you upload your department documents directly into the Cal State Apply application. If you are applying to any of the programs listed below, you will need to submit all department required documents at the time of the application. This means that all department 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.

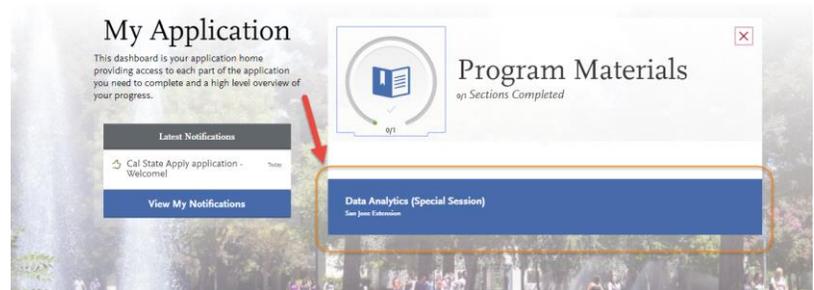
Program
Art – All programs
Bioinformatics
Certificate in Mindfulness-Based OT
Chicana/Chicano Studies
Communication Studies
Computer Science
Counseling & Guidance
Creative Writing
Curriculum and Instruction
Data Science
Doctor of Audiology
English
Human Factors & Ergonomics
Justice Studies
Kinesiology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

# SJSU: Graduate Admissions & Program Evaluations

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



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



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



Welcome future San José State University student!

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

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

You will also see helpful uploading tips.



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



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



## Documents

### Kinesiology (MA) Document Requirements for Admission

The Kinesiology department requests the following documents:

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

For more information about our program, please visit [sjsu.edu/kinesiology/programs/Graduate/](https://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

 <b>Review Uploaded Documents</b> The uploading process may have altered your formatting. Please review before submitting.	 <b>Accepted File Types</b> .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	 <b>Do Not Password Protect Your Documents</b> Protected documents will not be sent with your application.	 <b>Conceal Your Social Security Number (SSN)</b> 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 field.

**\* Personal Statement**

Progress bar with checkmark

**+ Add Document**

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**Assistantship Application**

Progress bar with checkmark

**+ Add Document**

# SJSU: Graduate Admissions & Program Evaluations

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



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

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



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

- Click **Save This Recommendation Request**.



## Recommendations

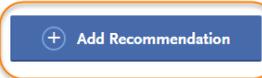
### Kinesiology (MA) Recommendation Requirements

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

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

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

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



General Program Recommendation with Letter Upload



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

Recommender's Information

\* First Name:

\* Last Name:

\* Email Address:

\* Due Date:

\* Personal Message/Notes:

#### 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.





# SJSU: Graduate Admissions & Program Evaluations

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

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

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



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

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

The screenshot shows a web application interface for 'Data Analytics (Special Session)' with a 'Deadline: 05/01/2020'. The navigation bar includes 'Home' and 'Questions'. A 'Save' button is visible in the top right. Below the navigation, there is a note: '\* Indicates required field.' The main section is titled 'Statement of Purpose' and contains a text area with a character count of '0/5000'. A small asterisk icon precedes the text area, indicating it is a required field. The text area contains the following instructions: '\* 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.'

# SJSU: Graduate Admissions & Program Evaluations

## Submitting an Application

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

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



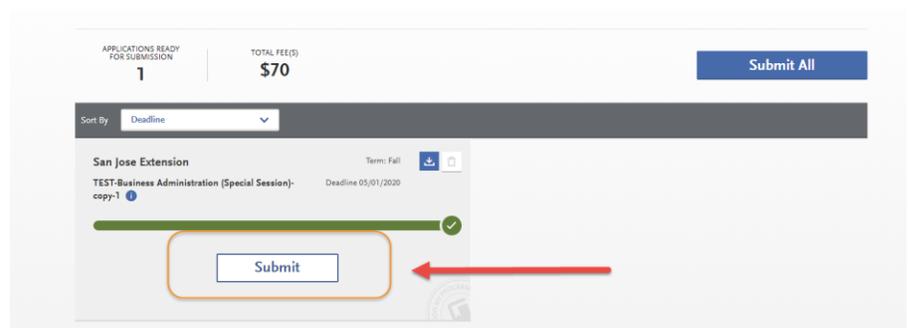
You will see the number of complete applications you have ready to submit under **Submit Application**.



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



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



# SJSU: Graduate Admissions & Program Evaluations

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



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

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

Changes cannot be made after submission.

No refunds are issued for submission mistakes.

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

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

**Your Selected Program**

PROGRAM NAME	DEADLINE
San Jose Extension	
<input checked="" type="checkbox"/> 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
<b>VISA</b> Sunshine Bear 4111XXXXXXXX1111 Exp: February/2021	One West Street Ahmedabad, Gujarat 383001

Selected Programs (1)

**Fee Total** \$70.00

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

# SJSU: Graduate Admissions & Program Evaluations

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

8. *Congratulations you have submitted your application!*

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

#### List of resources:

[Admission Requirements](#)

[Domestic Steps to Admission](#)

[Deadlines](#)

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

**Congratulations on your application submission!**

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

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

[My Application](#)

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

1 TOTAL PROGRAMS SUBMITTED

Payment Details	
Payment: Credit Card	Credit Card Information: Visa XXXXXXXXXXXXXXX1111 Sunshine Bear
<b>Fee Total</b>	<b>\$70.00</b>

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

## Frequently Asked Questions

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

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

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

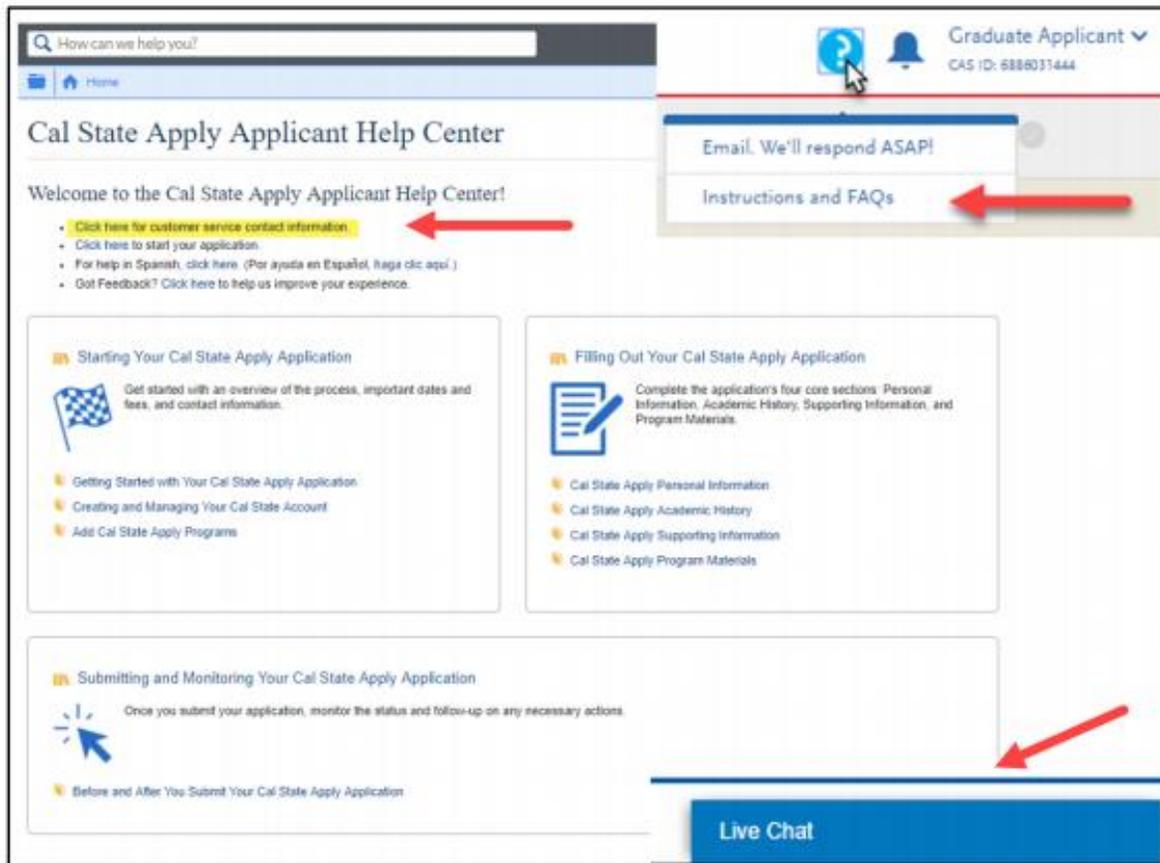
**When do I send my transcripts?** Submit official transcripts and other documents by the document deadline for your program. Submit transcripts directly to the Graduate Admissions & Program Evaluations (GAPE), One Washington Square, San Jose 95192-0017. Documents submitted to the department instead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

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

# SJSU: Graduate Admissions & Program Evaluations

## Applicant Help & Technical Support

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



Cal State Apply Customer Service General Information

Contact us (857) 304-2087 or [CalStateApply@liaisoncas.com](mailto:CalStateApply@liaisoncas.com)

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

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

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