

Overview

Graduate International Applicant How to Apply Tutorial

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

Table of Contents

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

For technical support with the Cal State Apply application, help is available M - F, 6 am to 5 pm PT, by phone: (857) 304-2087, and by email: CalStateApply@liaisoncas.com. Provide your CAS ID # (located under your name in the upper-right corner of the application) with your request. Responses to emails are typically provided within 2 business days; however, responses can take up to 3 business days during busy times.

For other admissions-related questions, email: admissions@sjsu.edu or [click on live chat from the Admissions website \(www.sjsu.edu/admissions\)](#).

Common Mistakes to Avoid

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

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 (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" and a dropdown menu showing "Fall 2019" with an "Apply" button next to it. Below this is a "PLEASE NOTE:" section with the "CAL STATE APPLY" logo. The main content area is titled "Welcome to The California State University" and contains a sign-in form. The form has 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. There is also a link "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

* First or Given Name

Middle Name

* Last or Family Name

Suffix

Display Name

Contact Information

* Email Address

* Confirm Email Address

* Preferred Phone Number

Alternate Phone Number

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

* Password

Your password must meet these minimal requirements:

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

* Confirm Password

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 Agreement.

* I agree to these terms

SJSU: Office of Graduate Admissions & Program Evaluations

7. Enter if you are currently in the European Union and Click **Create my account**.

European Union Data Protection

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

Yes No

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.

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

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

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

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

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

12. Click **Save Changes**.

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

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

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

Yes
 No

Save Changes

Welcome to The California State University

Hi California Sunshine

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

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

Start Your Application!

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. 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.

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)
San Jose Extension					
+ 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
San Jose Graduate					
✓ 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

te programs may be waived based on eligibility. Once you have completed your application in full, p

SJSU: Office of Graduate Admissions & Program Evaluations

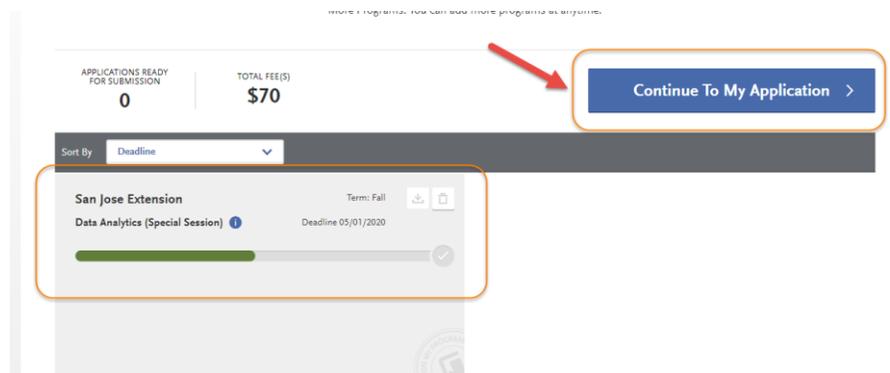
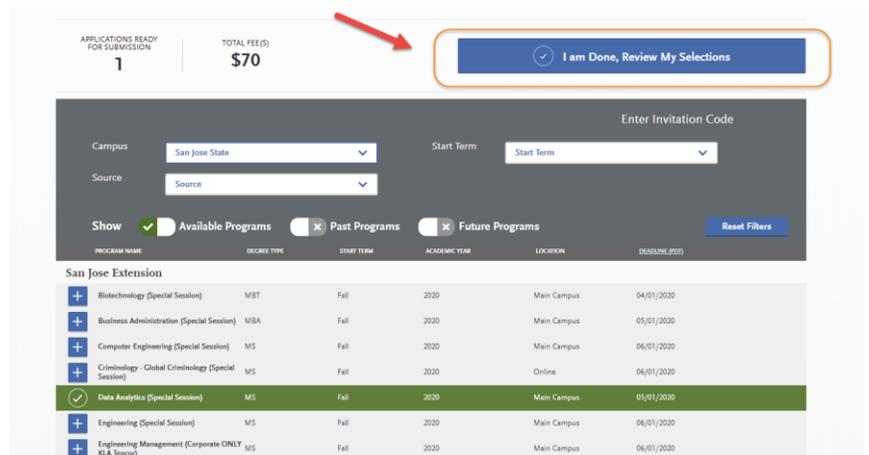
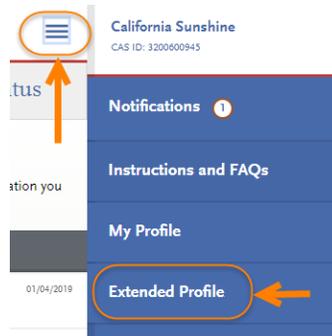
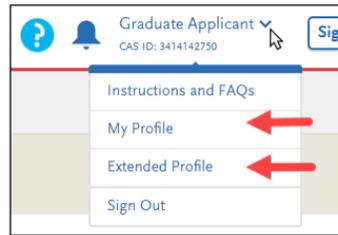


We offer different types of programs: Regular and Special Session degrees, credentials, and certificates. If you cannot find your program, you may need to change your **Extended Profile – Degree Goal**.

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.

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**.

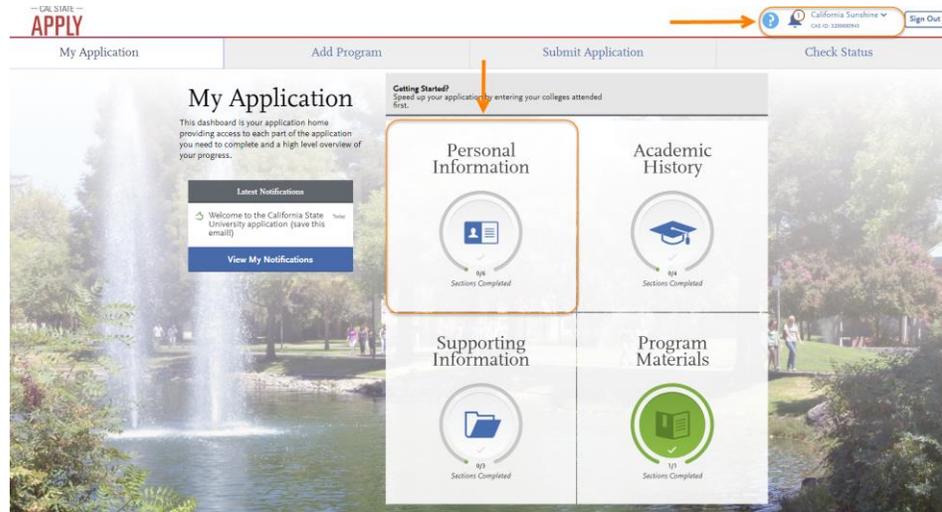


Entering Personal Information

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 sections: "Biographic Information", "Contact Information", "Citizenship/Residency Information", "Race & Ethnicity", and "Other Information". The main content area contains the following sections:

- 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, with a red 'X' icon in the top right corner. The body contains the text "Your info has been successfully saved." Below the text are two buttons: "Go to Dashboard" (white with blue border) and "Continue to Next Section" (solid blue).

SJSU: Office of Graduate Admissions & Program Evaluations

6. Click **Biographic Information**.



Personal Information
1/6 Sections Completed

Release Statement ✓

Biographic Information

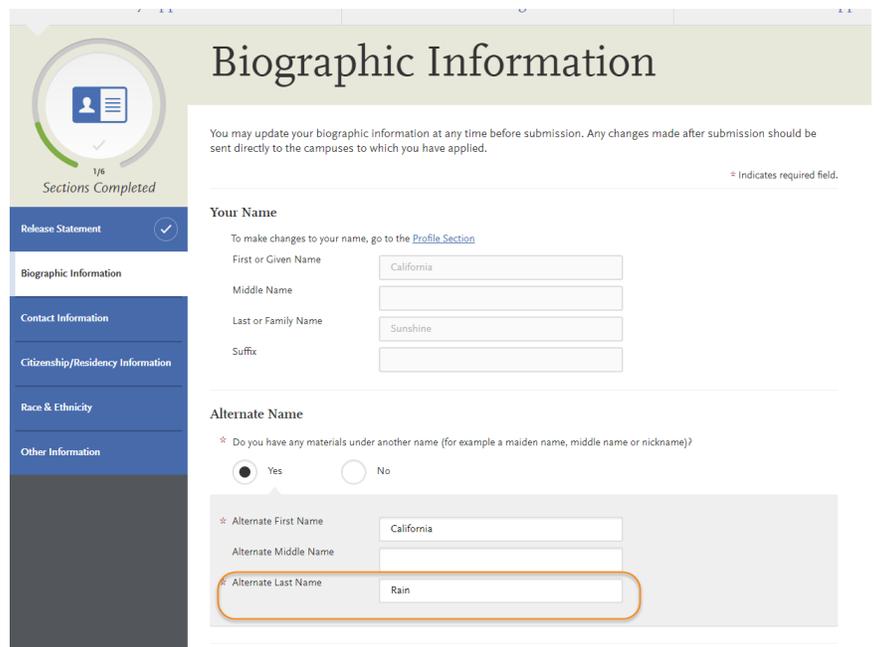
Contact Information

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**.

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 

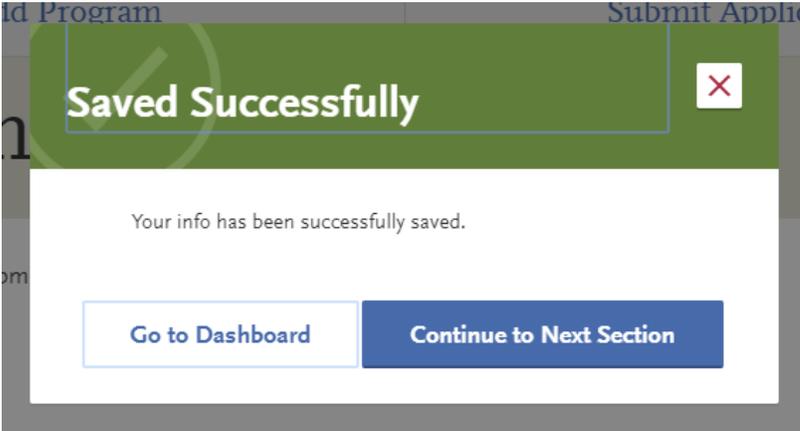
* County

N/A 

9. Click **Save and Continue**.

 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**.

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.**

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

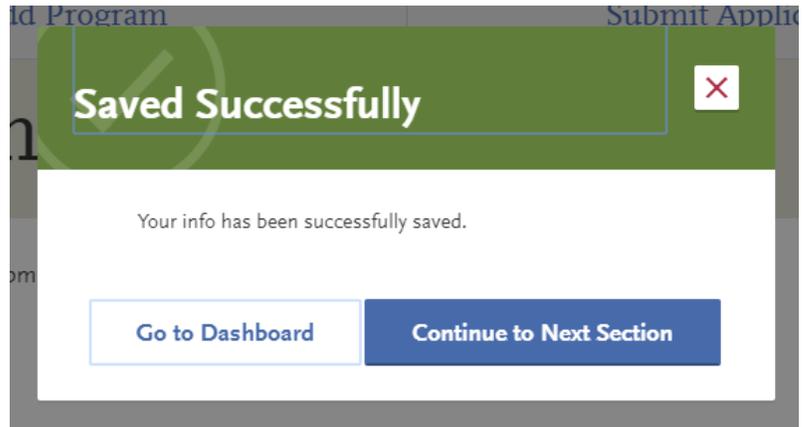
* Representative Email

International Applicant Details

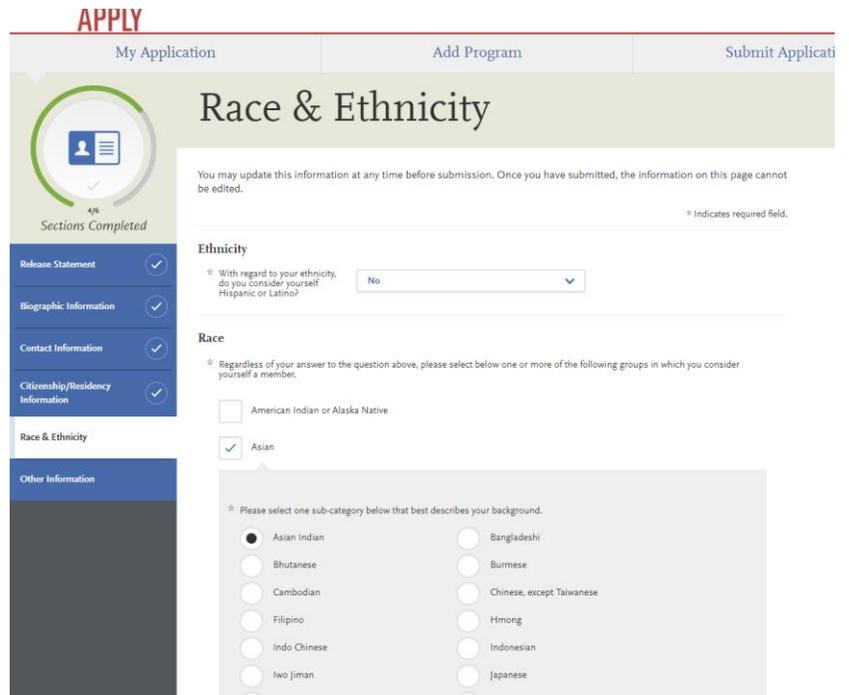
* What year did you (or do you plan to) move to the U.S.?

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



SJSU: Office of Graduate Admissions & Program Evaluations

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

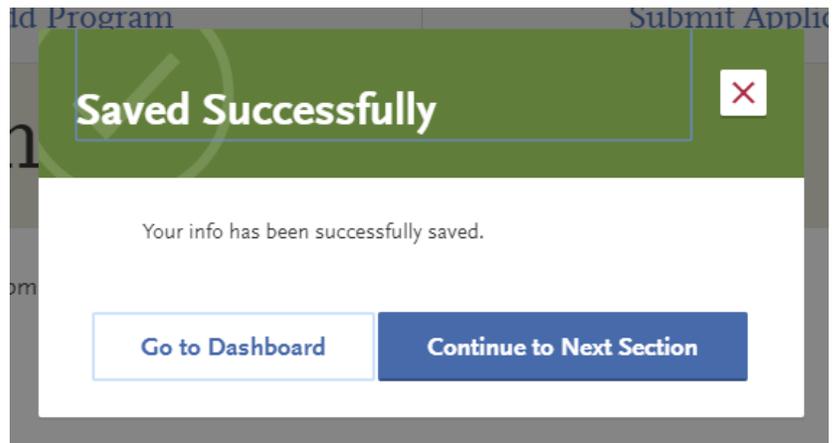
23. Enter your **Social Security Number**, if you have one, **OR check the box if you do not have a Social Security Number**.

24. Enter your **Native Language**.

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

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

27. Click **Save and Continue**.

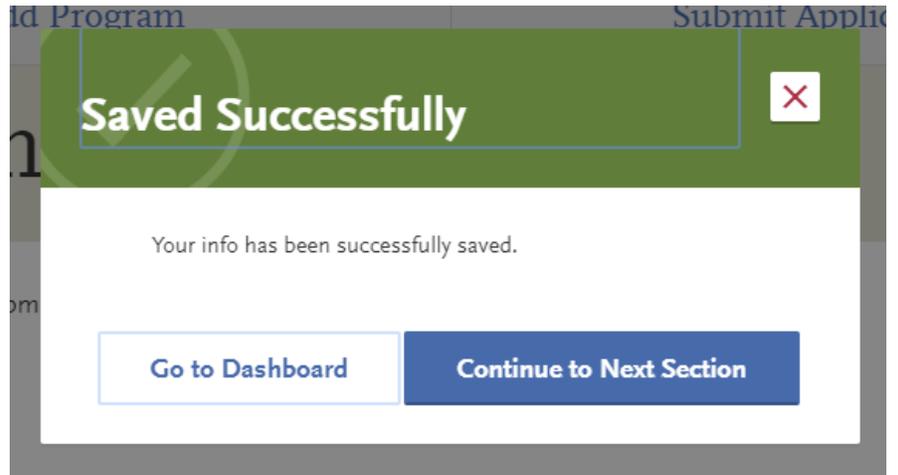
The screenshot shows the "Other Information" section of the Cal State Apply application form. The page header includes "CAL STATE APPLY" and navigation links for "My Application", "Add Program", and "Submit Application". A progress indicator shows "3/8 Sections Completed". The "Other Information" section includes a sidebar with a checklist of sections: Release Statement, Biographic Information, Contact Information, Citizenship/Residency Information, Race & Ethnicity, and Other Information. The main content area contains the following fields:

- Social Security Number:** A text input field for the SSN.
- Social Security Number Acknowledgement:** A checkbox labeled "International students, nonresident aliens, and other exceptions, may not have a Social Security Number and should check this box." which is checked.
- Language Proficiency:** A dropdown menu for "What is your Native Language?" with "Gujarati" selected. An "Add Another Language" button is below it.
- Military Status:** A dropdown menu for "Have you ever served in the United States military?" with "No, I have not served in the US military" 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.
- How did you Hear About Us?:** A dropdown menu for "How did you hear about CalState.edu/apply?" with "Parent/Family Member" selected.

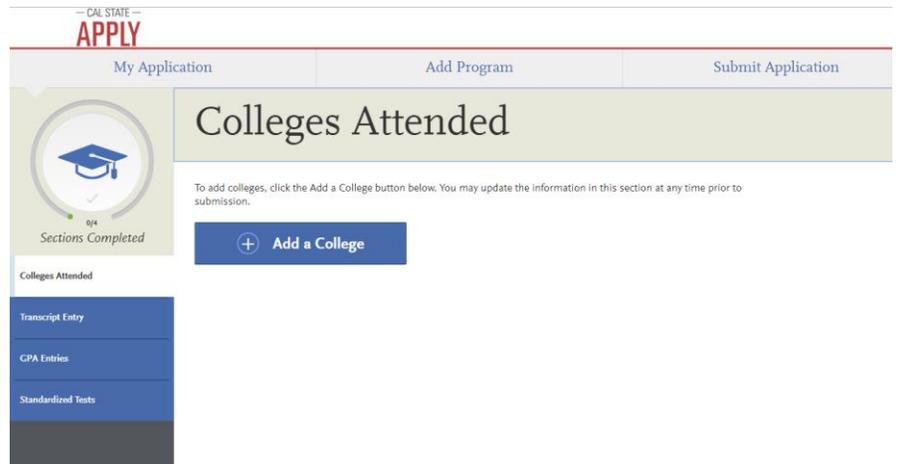
A large blue "Save and Continue" button with a white checkmark icon is highlighted with an orange border at the bottom of the form.

SJSU: Office of Graduate Admissions & Program Evaluations

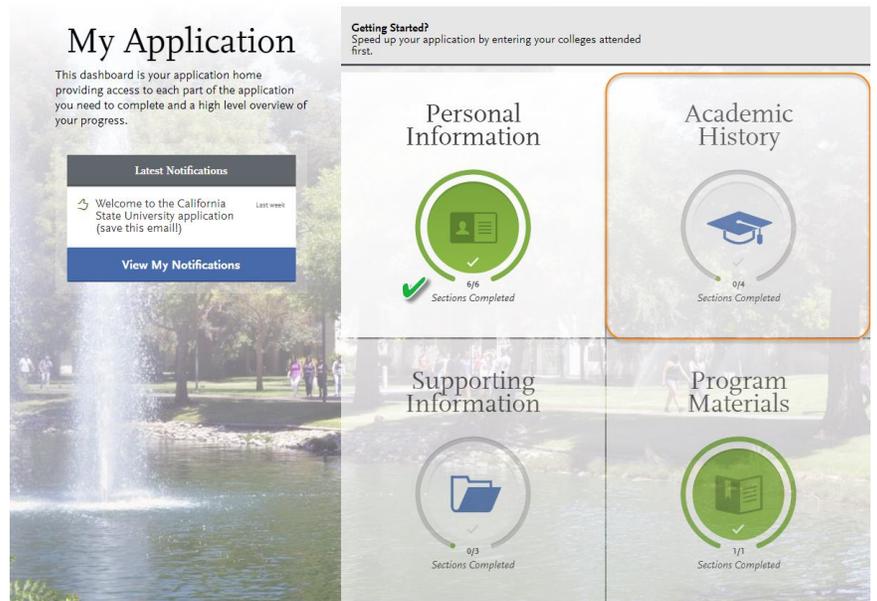
28. Click **Continue to Next Section**.



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



30. 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**.

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.

SJSU: Office of Graduate Admissions & Program Evaluations

--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: Office of 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**.

☆ 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

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.

universities.

+ Add a College or University

MY ATTENDED COLLEGES

UNIVERSITY OF MUMBAI

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

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.

Sections Completed

Colleges Attended ✓

GPA Entries ✓

Standardized Tests

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

+ Add a College or University

MY ATTENDED COLLEGES

UNIVERSITY OF MUMBAI

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

9. Click on **Standardized Tests**.

SJSU: Office of Graduate Admissions & Program Evaluations

-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

97

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

[+ Add a Standardized Test](#)

17. Once you are done entering test scores, click **My Application** at the top of the page to take you to the next section of the application.

APPLI

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

Standardized Tests

Please provide information about the tests you have taken or plan to take. You may prior to submission. Once you have submitted, you will be able to add additional tests to take, but you will not be able to update or delete completed tests.

- Freshman Applicants:** Please report your SAT and/or ACT results or date you to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- Transfer Applicants:** If you have completed less than 60 transferrable units If you do not plan to take the exams, please click on "I Am Not Adding Any Standardized Tests"
- Graduate Applicants:** Please report your GMAT or GRE results or date you take the exams, please click on "I Am Not Adding Any Standardized Tests"
- International Applicants:** Please report your IELTS or PTE results or date you to take the exams, please click on "I Am Not Adding Any Standardized Tests"

ACT

[Add Test Score](#)

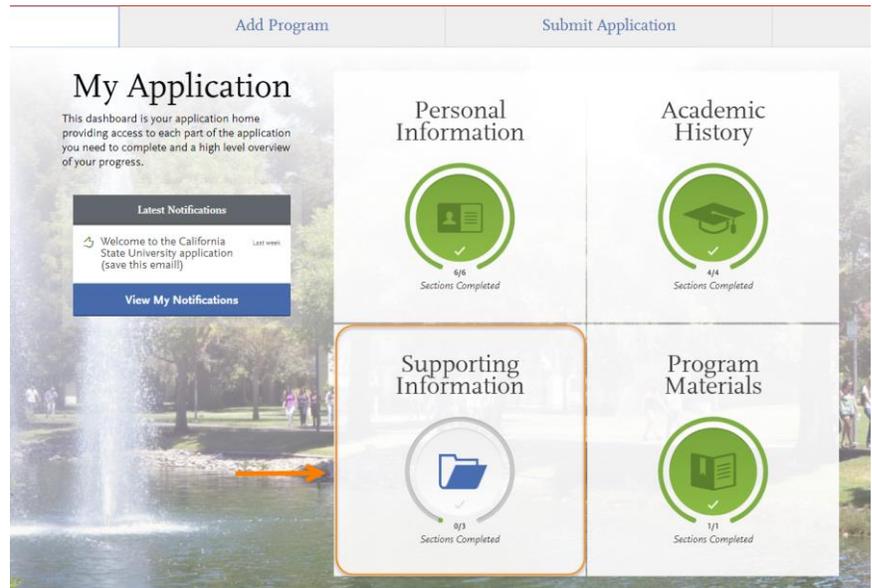
4/4 Sections Completed

- Colleges Attended
- Transcript Entry
- GPA Entries
- Standardized Tests

Entering Supporting Information

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

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



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



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

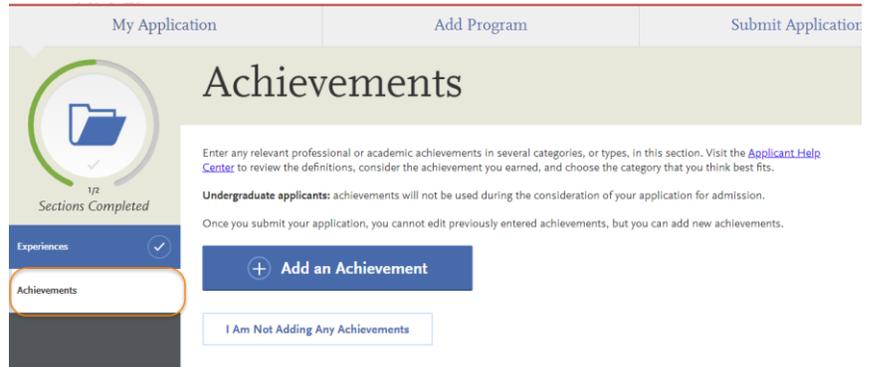


List all applicable employment. Include military service but omit summer and part-time work not relevant to your career or academic goal. Indicate your present employer, if now employed.



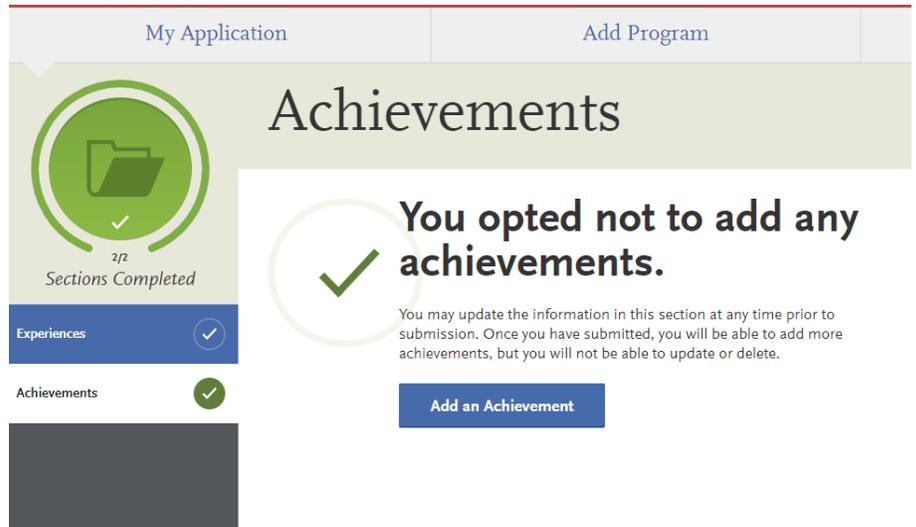
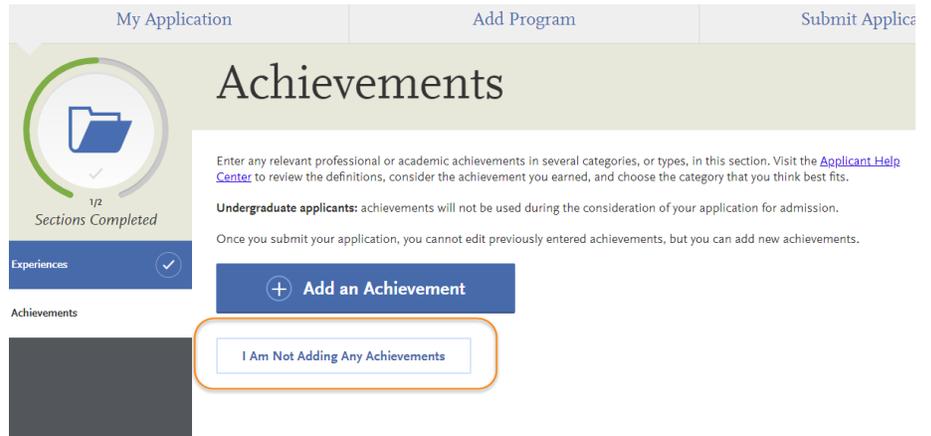
★ MY EXPERIENCES			
TYPE	ISSUING ORGANIZATION	DATE	TITLE
Internship	Salvation Army	10/01/2016 - Till Date	Assistant

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:

* Name:

Name of Presenting Organization:

Issued Date:

Brief description:

37/600

Save This Achievement

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

My Application Add Program Submit Application

Entering Program Materials

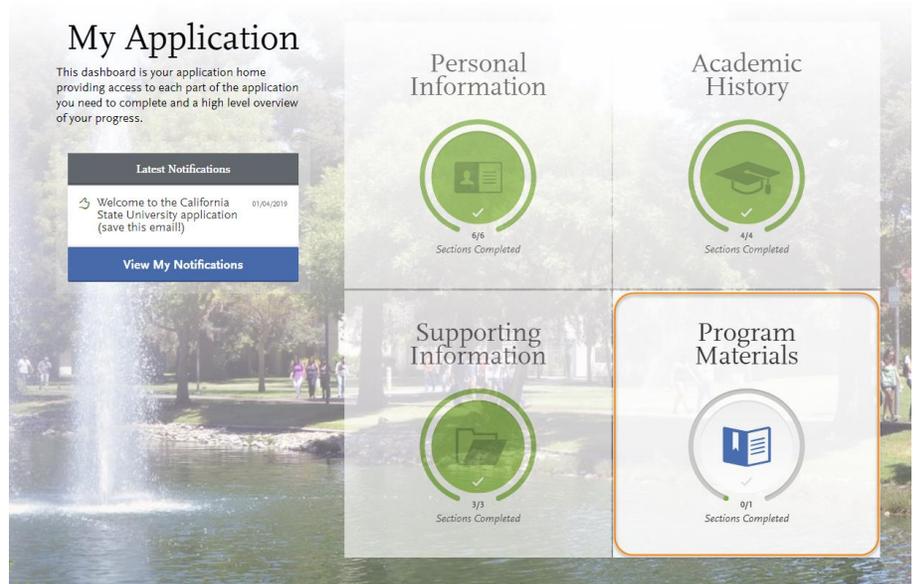
We have several programs which require that you upload your department documents directly into the Cal State Apply application. If you are applying to any of the programs listed below (*list may change without notice), you will need to submit all department required documents at the time of the application. This means that all department materials must be uploaded into the application; and, the application must be submitted by the application deadline for these programs.

In addition, all programs **Statement of Purpose** is listed in this section.

Program
Art – All programs
Bioinformatics
Certificate in Mindfulness-Based 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: Office of Graduate Admissions & Program Evaluations

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



2. Click on the **program** tab.
3. You will see tabs of all the **required documents** needed for this section AND the **application deadline**.



Welcome future San José State University student!

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

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



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

You will also see helpful uploading tips.



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



Documents

Kinesiology (MA) Document Requirements for Admission

The Kinesiology department requests the following documents:

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

For more information about our program, please visit sjsu.edu/kinesiology/programs/Graduate/

The deadline to submit your Cal State Apply application if you are a domestic or international applicant (F1 visa - initial or transfer) deadline is April 1, 2019. You should plan to upload required department documents well before the deadlines. Please note, once you submit your Cal State Apply application, the ability to upload documents will no longer be available.

UPLOAD TIPS

 Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.	 Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	 Do Not Password Protect Your Documents Protected documents will not be sent with your application.	 Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.
--	--	--	---

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

* indicates required field.

*** Personal Statement**

Progress bar with checkmark

+ Add Document

Assistantship Application

Progress bar with checkmark

+ Add Document

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



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

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



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



Recommendations

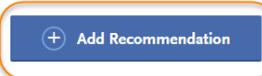
Kinesiology (MA) Recommendation Requirements

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. 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.



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

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



The requirement bar will turn green for each recommendation you enter.

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



You must complete each required section to submit your application.



General Program Recommendation with Letter Upload



1. X, Professor - Requested



Home Documents Recommendations **Questions**

Save

Kinesiology (MA) Program Questions

Please let us know your Research experience and interests below.

* Indicates required field.

Research Experience and Interest

* Please indicate any Research Methods courses you have taken.

0/100

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

0/500

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

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

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



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

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

The screenshot shows 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 is present at the bottom right of the text area. The background of the application header features the 'Spartan Family' logo.

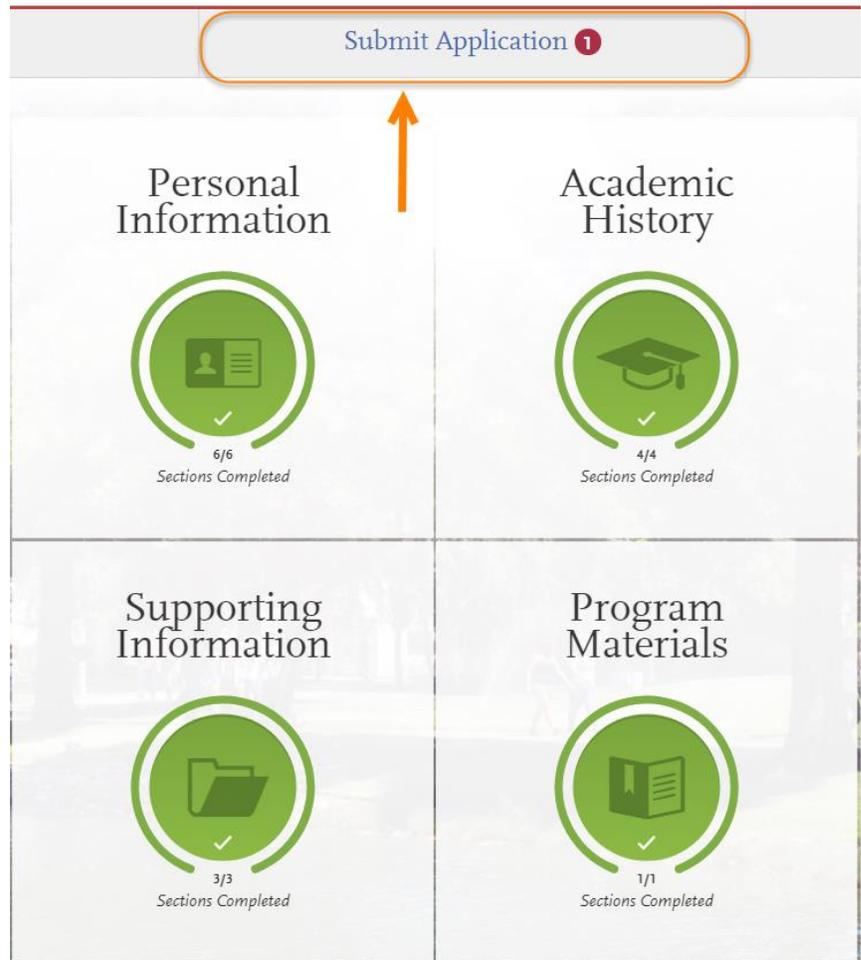
Submitting an Application

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**.



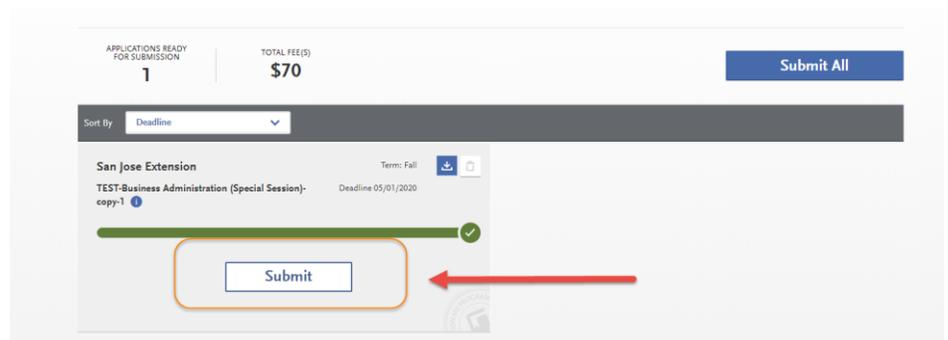
You will see the number of complete applications you have ready to submit under **Submit Application**.



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



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



SJSU: Office of 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	
✓ 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 4111XXXXXX00001111 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.

The screenshot shows a confirmation page titled "Congratulations on your application submission!". It includes the following information:

- Payment Date: 10/02/2019
- Order #: A40A0B4EC905
- A button labeled "My Application"
- A table titled "Program Submissions" with the following data:

PROGRAM NAME	DEADLINE
TEST-Business Administration (Special Session)-copy-1	Deadline: 05/01/20
- A summary box showing "1 TOTAL PROGRAMS SUBMITTED"
- A "Payment Details" section with the following information:

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. In the meantime, please see:

List of resources:

[Admission Requirements](#)

[International Steps to Admission](#)

[Deadlines](#)

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

Frequently Asked Questions

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

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

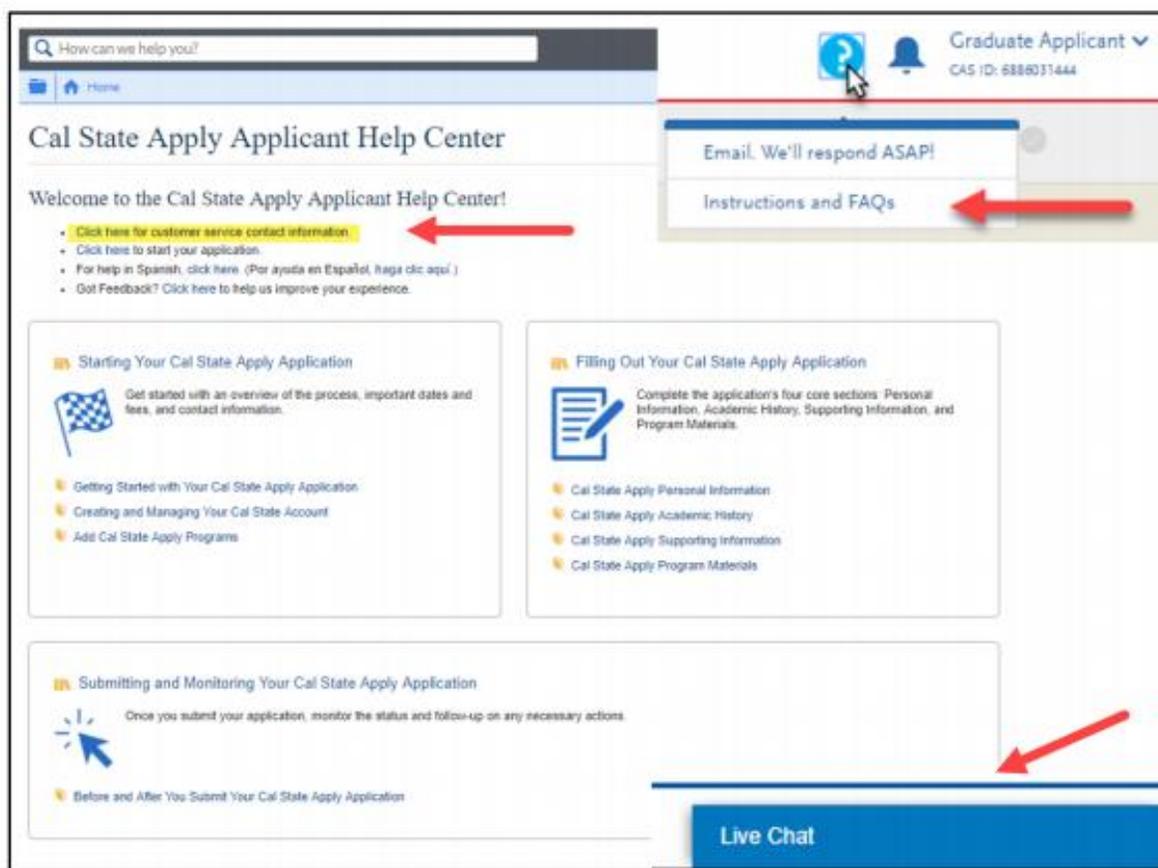
I don't see the program I want in the Add Programs page? Only programs that are open to applications will appear for selection. If your desired program is not listed, check the Application Dates & Deadlines page and you Extended Profile to see which campuses and programs are open. For more information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

When 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) office (One Washington Square, San Jose, CA 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.

Applicant Help & Technical Support

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



Cal State Apply Customer Service General Information

Contact us (857) 304-2087 or CalStateApply@liaisoncas.com

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

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

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