# Semester at SJSU (SAS) Cal State Apply Tutorial

This is an International Gateways (IG) specific tutorial to assist in the application process for CalStateApply. If you have any questions or concerns, please don't hesitate to contact igateways-admission@sjsu.edu. Screenshots are very helpful for troubleshooting.

Create Your Account

Visit CalStateApply and select **Fall/Spring/Summer 2026** from the dropdown menu, then "**Apply Now!**":
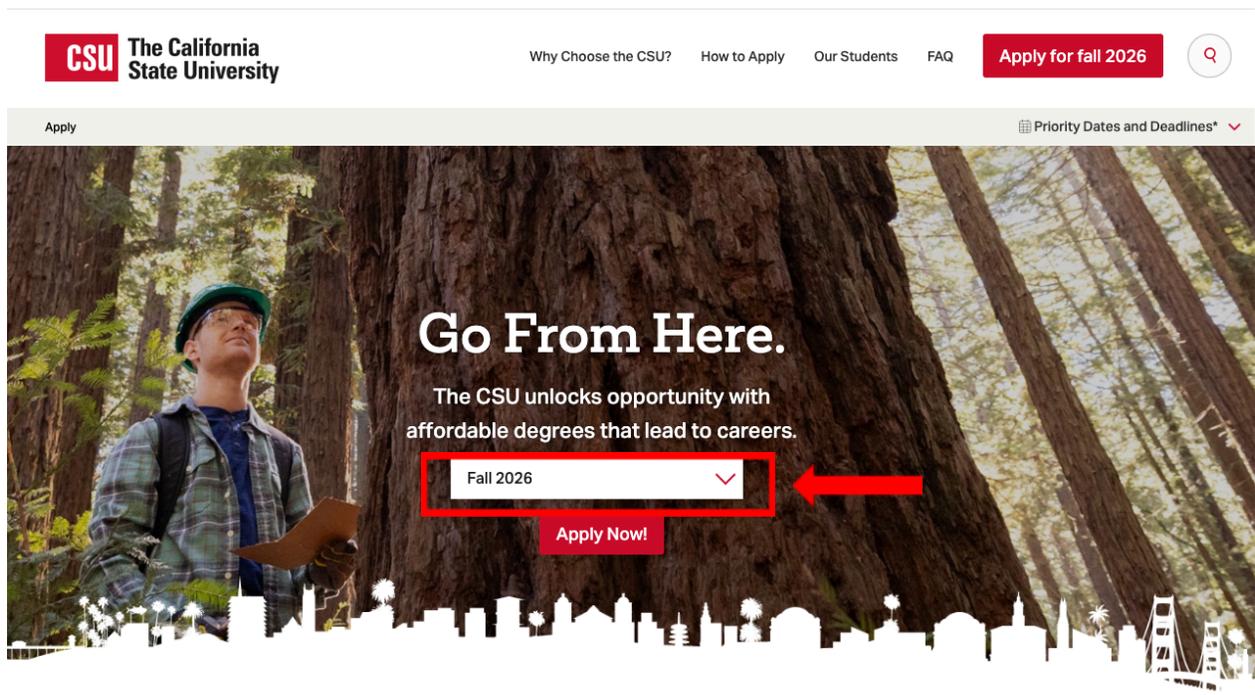
CAL STATE APPLY

Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2026-2027 cycle here, including Fall 2026, Winter 2027, Spring 2027, and Summer 2027. Click here to apply to the 2025-2026 cycle.

To determine the exact deadline for your desired program, visit the Application Dates & Deadlines page.

Refer to the Applicant Help Center for additional information, including browser requirements. Here, you can chat with us for live support.

Background Image Courtesy of CSU Monterey Bay

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		Home ▾
* Confirm Email Address		
* Preferred Phone Number	🇺🇸 ▾ (201) 555-0123	Mobile ▾
Alternate Phone Number	🇺🇸 ▾ (201) 555-0123	Mobile ▾

Text and Phone Authorization

☐ I agree to the Terms of Service and to receive calls and/or texts at any phone number I have provided or may provide in the future, including any wireless number, from any entity associated with my application process, including but not limited to my designated schools and

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

☐ *I agree to these terms

European Union Data Protection

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

○ Yes   ○ No

ys-ac

Fill out the information highlighted in the red boxes and **Create Your Account**.

Select "**Second Bachelor's Degree and Beyond**" and Select "**Certificate**" for International Gateway Programs:

The information below is provided to your program's admissions offices. Provide complete and accurate information here. For more information, visit the Applicant Help Center.

Once you submit your application, you cannot edit this section.

* Indicates required field

1. Educational Goal

* What degree, credential, program or certificate are you applying for?

○ First Bachelor's Degree (Seeking your first bachelor's degree and have not earned a prior bachelor's degree)

○ Second Bachelor's Degree and Beyond (e.g. Master's, Teaching Credential, Certificate, Doctoral)

○ CSU Summer Arts

○ Dual Enrollment (I am a current high school student who is interested in taking college-level courses at a CSU campus before high school graduation)

* Please select one or more of the following degree goals.

☐ Second Bachelor's Degree (already earned a bachelor's degree and are seeking another one)

☐ Graduate (e.g. Master's, Doctoral) or Professional's Degree

☐ Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)

☐ Certificate

1a. Returning

✱ Are you applying to return to the CSU campus which you previously attended?

◯ Yes   ◯ No

2. US Military Status

✱ Have you ever served in the United States military?

[⌄]

3. 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)?
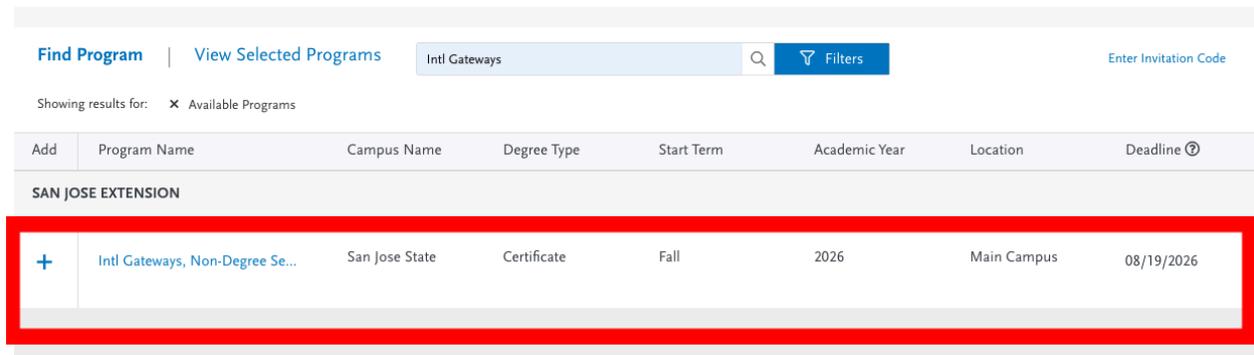
◯ Yes   ◯ No

Save Changes

Fill out the information highlighted in the red boxes and **Save Changes**.

Start Your Application

Search for "**Intl Gateways**" in the search bar, then select "**Intl Gateways, Non-Degree program for 2026 admission cycle (SAS)"** and click "**+**":
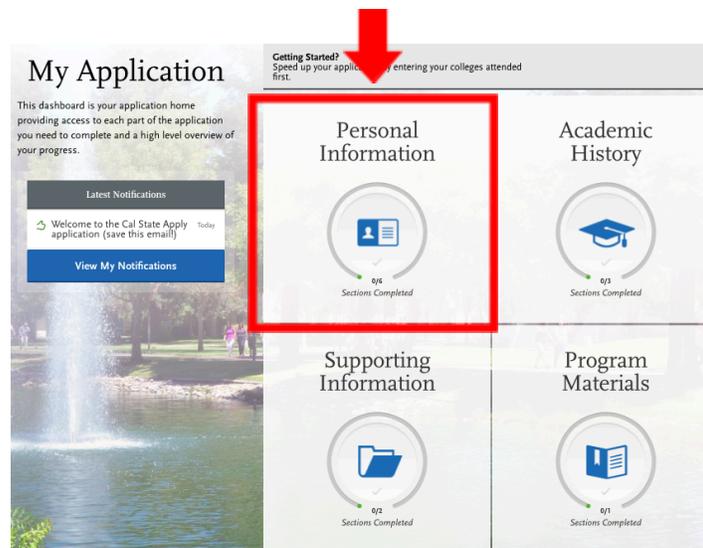

Click "**Continue to My Application**."

Complete Quadrant One: Personal Information

Select "**Personal Information**":

Read and sign the release statements and acknowledgments:

Release Statement

* **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

Save and Continue.

Complete Biographic Information Section:

Your Legal Name

To make changes to your name, go to the Profile Section

Legal First Name

Middle Name

Last or Family Name

Suffix (Jr., Sr., III, etc.)

Former Name

* Do you have any materials under a former legal name?

○ Yes   ● No

My Name

* Would you like to share a different first name that people call you?

○ Yes   ● No

Gender and Sexual Orientation

This section asks about your gender and sexual orientation.

Your responses help us better understand our applicants and students and are used for research purposes and to support student programs and services. This information will not be used or considered in the admission process. You may opt out of responding to any of these questions for any reason by selecting "Decline to State."

Visit our Terms and Definitions page for more information.

Gender

* Which best describes your current gender?

○ Woman   ○ Man   ○ Nonbinary   ○ Genderqueer or gender fluid   ○ Another gender

○ Decline to State

* Are you transgender?

○ No, I am not transgender.   ○ Yes, I am transgender.   ○ Decline to State

Sexual Orientation

Which best describes your current sexual orientation?

○ Lesbian   ○ Gay   ○ Bisexual   ○ Queer   ○ Straight or heterosexual

○ Pansexual   ○ Omnisexual   ○ Asexual   ○ Demisexual   ○ Another Orientation

○ Decline to State

Birth Information

* Date of Birth   🗓 MM/DD/YYYY

* Country of Birth   Select Country ⌄

* City of Birth

* State/Province of Birth   Select State/Province ⌄

* County of Birth   Select County ⌄

⊘ Save and Continue

Fill out the information highlighted in the red boxes and **Save and Continue**.

Complete Contact Information:

Current Address

* Country / Territory ⌄

* Street Address 1

Street Address 2

* City

* State/Province ⌄

* County ⌄

* Zip/Postal Code

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

* Is this your permanent address?

◯ Yes   ◯ No

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 ⌄

Fill out the information highlights in the red boxes and **Save and Continue**.

Complete 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) [📅] MM/DD/YYYY

International Agent

* Are you currently working with a representative or agency?

( ) Yes   ( ) No

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: [   ]

Complete Race and Ethnicity:

American Indian or Alaskan Native Tribe

* Are you a member of an American Indian or Alaskan Native tribe (US)?

( ) Yes   ( ) No

Ethnicity

* With regard to your ethnicity, do you consider yourself Hispanic or Latino? [Select your Ethnicity ⌄]

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

[ ] Black or African American

[ ] Native Hawaiian or other Pacific Islander

[ ] Southwest Asian and North African

[ ] White

[ ] Decline to State

[ ] None of the above

(✓) Save and Continue

Fill out the information in the red boxes and **Save and Continue**.

Complete Other Information:

Social Security Number

Your designated programs may require your SSN for institutional or federal financial aid forms.

* Do you have a U.S. Social Security Number (SSN)?

○ Yes   ○ No

Language Proficiency

* What is your First Language?

Select Language ⌄

⊕ Add Another Language

Military Status

* Have you ever served in the United States military?

No. I have not served in the US military ⌄

How did you Hear About Us?

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

⌄

Fill out the information in the red boxes and **Save and Continue**.

Quadrant One 'Personal Information" is now Complete!

6/6
Sections Completed
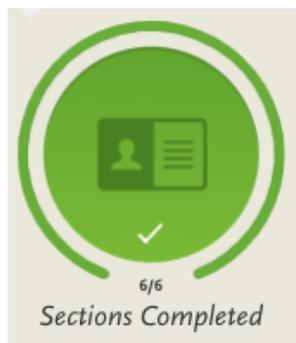
Transition from Quadrant One "Personal Information" to Quadrant Two "Academic History"

To continue to Quadrant Two "Academic History", please click the **x** (located on the top right) or click "**My Application**":

For assistance, send your questions and screenshots to igateways-admission@sjsu.edu
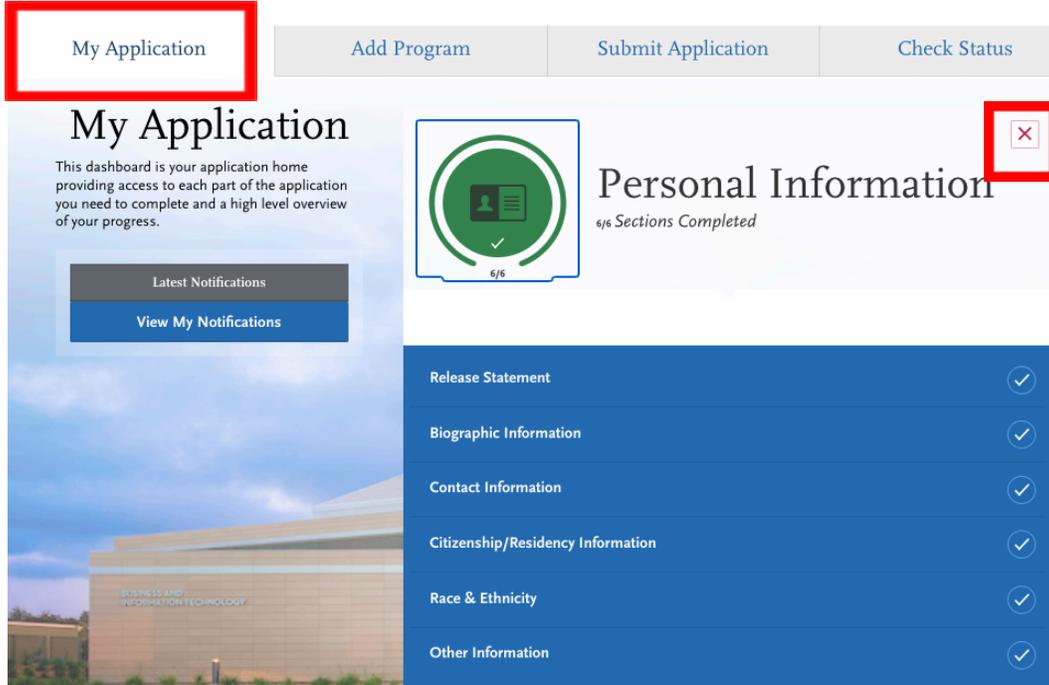
Complete Quadrant Two: Academic History

For the Academic History part of your application in CalStateApply, please copy the information EXACTLY as it is shown in our application tutorial below. This means you need to indicate that you are currently attending SJSU and doing a Bachelor degree **(any major)** in progress **with a start date in the past and a graduation date in the future**. DO NOT indicate any other schools or degrees in the application. Please also show that you do not have a GPA and test scores to add to the application. You will have an opportunity to provide this information via the secure online portal AFTER you submit your application.

The Academic History section needs to be completed this way for ALL International Gateways applicants regardless of their true academic history. Otherwise, your application will not be properly routed to IG Admissions in the system.

Report **all** colleges and institutions attended, regardless of:

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

If you took courses during high school for college or university credit, be sure to report those institutions as well.

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.

Guidance for Applicants with International Credentials

If you attended or are currently attending an institution outside the United States or Canada:

- You may upload an **unofficial transcript** along with an **English, word-for-word translation**.
- You may order a **credential evaluation** from World Education Services (WES), our preferred service, or another credential evaluation service.

Some programs require an international evaluation as part of the application process. **Check your program's application requirements** to confirm if this is mandatory. Even if not required, submitting an evaluation of your international record may still speed up your application review.

Note: Once you submit your application, you cannot edit previously entered colleges or universities.

⊕ **Add a College or University**

Click on "**+ Add a College or University**"

Add "**San Jose State University**" (please refer to the red text at the top of the previous page). For this part, you will follow the specific selections below. You may choose whichever major but be sure to indicate that you are planning to earn a Bachelor degree with a future date/year. You will have another opportunity to provide your transcript and other academic documents via a separate platform after you submit this application.

What college or university did you attend?

SAN JOSE STATE UNIVERSITY

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

● Yes   ○ No

Degree Info

○ Degree Awarded   ● Degree In Progress

What type of degree are you planning to earn?
Bachelor of Arts ▼

When will you earn that degree?
May ▼   2027 ▼

What is your major?
Aviation ▼

What is your minor?
Select Minor ▼

☐ Check if you were a double major

⊕ **Add another Degree**

What type of term system does this college or university use?

○ Quarter   ● Semester   ○ Trimester

What was your tuition status (resident or non-resident) at this college or university during the last term you attended?

○ In-State Tuition   ○ Out-of-State Tuition   ● Not applicable

When did you attend this college or university?

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

First Semester
Fall ▼   August ▼   2024 ▼

Last Semester
Semester ▼   Month ▼   Year ▼

☑ Check if you are still attending this college or university

Save

Complete the Standardized Tests portion:

Click on "**I Am Not Adding Any Standardized Tests**"

Complete the GPA portion:

Click on "**Add GPA**" then, "**I don't have a GPA to add**"

Enter your GPAs

Ok, great. Next let's add a GPA

(+) Add A GPA   **I don't have a GPA to add**

Quadrant Two "Academic History" is now Complete!

For assistance, send your questions and screenshots to igateways-admission@sjsu.edu
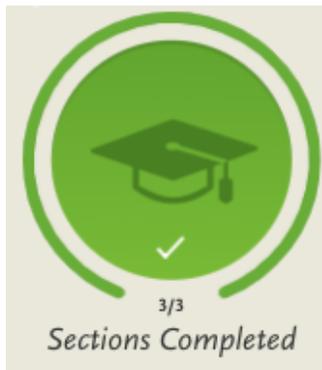
Transition from Quadrant Two "Academic History" to Quadrant Three "Supporting Information"

To continue to Quadrant Three "Supporting Information", please click the **x** (located on the top right) or click "**My Application**":
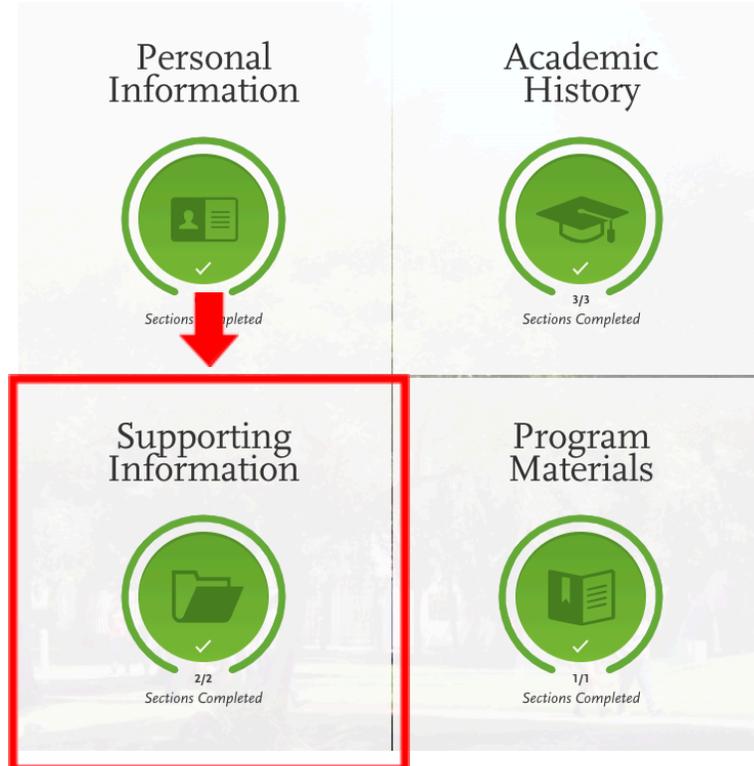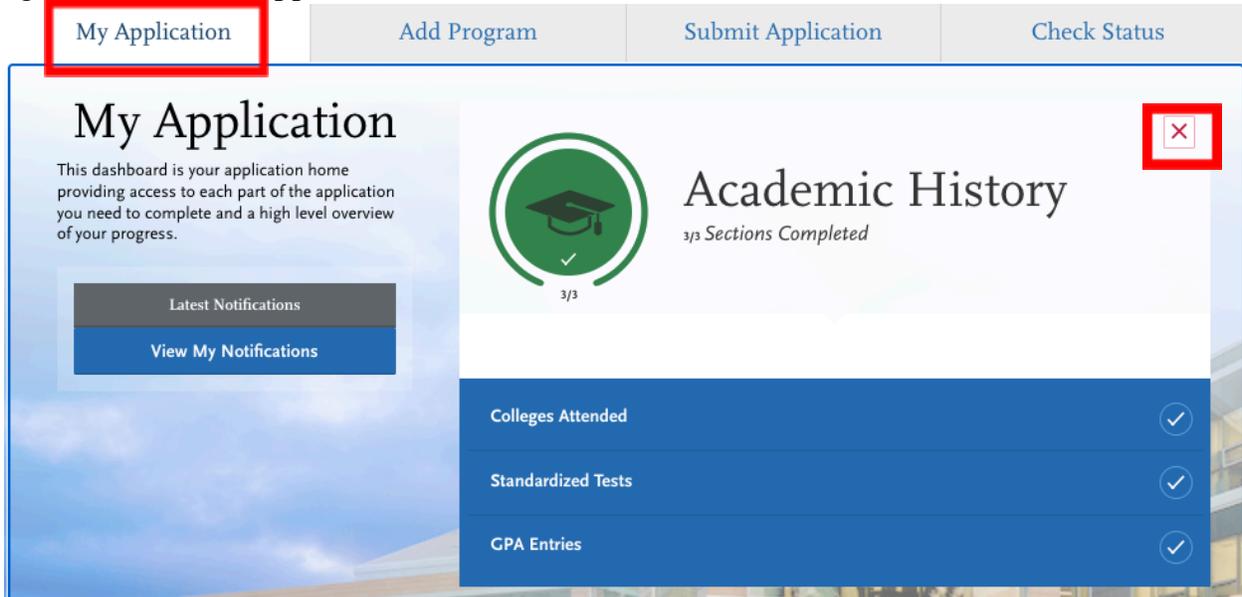
Quadrant Three: Supporting Information

Experiences:

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. You can add new experiences and update ones that are in progress.

(+) Add an Experience

I Am Not Adding Any 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.

Add an Experience

Achievements

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

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

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

(+) Add an Achievement

I Am Not Adding Any Achievements

✓ You opted not to add any achievements.

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

Add an Achievement

For assistance, send your questions and screenshots to igateways-admission@sjsu.edu

Quadrant Three "Supporting Information" is now Complete!
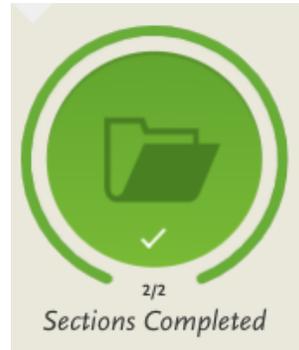
Transition from Quadrant Three "Supporting Information" to Quadrant Four "Program Materials"

To continue to Quadrant Four "Program Materials", please click the **x** (located on the top right) or click "**My Application**"

For assistance, send your questions and screenshots to igateways-admission@sjsu.edu
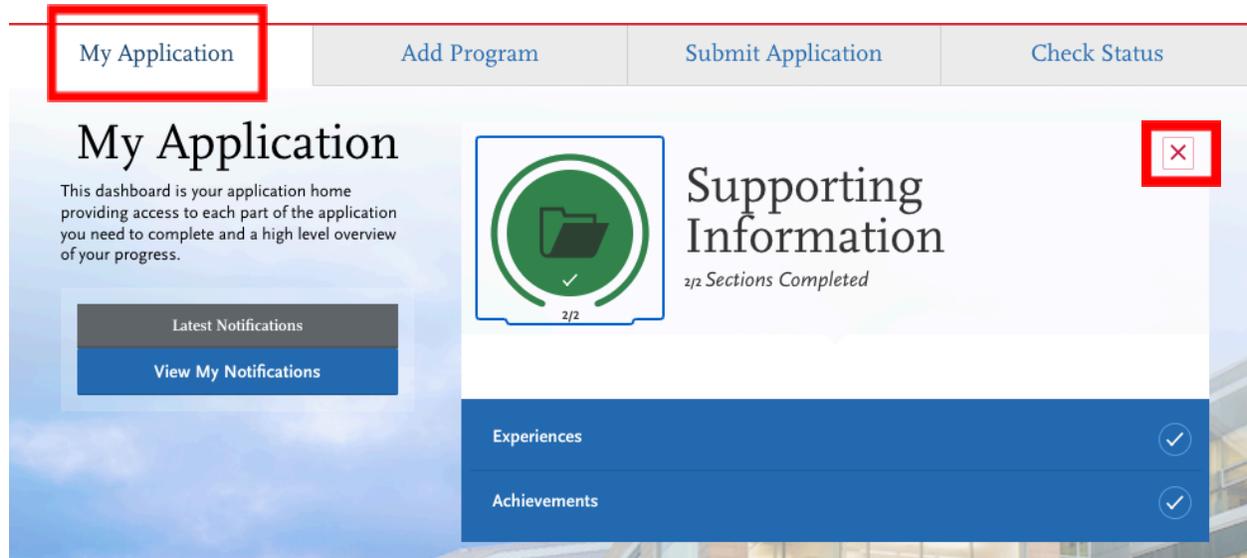
To transition to the Program Materials section, click "**My Application**" in the right-hand corner at top of the page:

For assistance, send your questions and screenshots to igateways-admission@sjsu.edu

Quadrant Four: Program Materials

Click on the name of the program to proceed to the questions about Semester at SJSU (SAS):

Click on the "**Questions**" tab

Answer the following San Jose Extension Questions:

✓ San Jose Extension Questions

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

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

Housing Inquiry

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

* Where do you plan on living during the 2026/2027 academic year?

○ On campus   ○ Off campus, not with family   ○ With parents/family

Your application to International Gateways (IG) consists of several steps. Please follow the instructions below.

1. Answer the questions in the **General Questions** section.

2. Answer the questions in the **Semester at SJSU (SAS)** section.

3. After you submit your application in CalStateApply, you will receive an email with your SJSU ID number and links to pay the non-refundable application fee payment of $150 USD and upload your application documents.

4. After we receive all the required application documents and the application fee, we will send you an I-20 (for F-1 applicants) and an acceptance letter for the SAS program.

For any questions about the application or the admission process, please email igateways-admission@sjsu.edu.

Answer the following General Questions:

General Questions

★ How did you hear about International Gateways?

[   ]

0 word   0/250

★ Have you applied to International Gateways before?

○ Yes   ○ No

★ What is your educational goal? What is the reason for applying to International Gateways?

[   ]

0 word   0/250

If you have been disqualified from SJSU, please enter your SJSU ID number.

[   ]

If you are a blended university program (such as the 3+1+MS) applicant, please provide the name of your university here.

[   ]

0 word   0/250

If an agent or agency helped you with this application, enter the agency code here.

[   ]

★ Are you currently an F-1 student at another school in the U.S.?

○ Yes   ○ No

★ Will you bring a spouse or children under 18 years old as dependents?

○ Yes   ○ No

Select your desired term in the Semester at SJSU (SAS) program:

Semester at SJSU (SAS)

For more information about the available SAS sessions and fees, please go to: https://www.sjsu.edu/igateways/semester-at-sjsu/dates-and-fees.php

* Please select an SAS session you would like to apply for

✓

Fall semester 18 weeks (August - December)
Spring semester 18 weeks (January - May)
Summer semester 10 weeks (June - August)

Complete the Acknowledgement section:

Acknowledgement

Applicant acknowledgement

* I acknowledge that I am applying for a non-degree International Gateways program and not an SJSU degree program at this time. I acknowledge that when I submit this application, I will not be admitted to a degree program. If I choose to apply to an SJSU degree in the future, I will need to submit a new application once I fulfill program-specific admission requirements. If I am applying for a blended university program (such as the 3+1+MS), I acknowledge that I am applying to be an International Gateways student for the first semesters of study until I complete graduate degree admission requirements. Admission to the International Gateways program does not guarantee admission to a SJSU graduate program.

I understand that I am applying for an Interna... ⌄

Quadrant Four "Program Materials" is now Complete!

1/1

Sections Completed
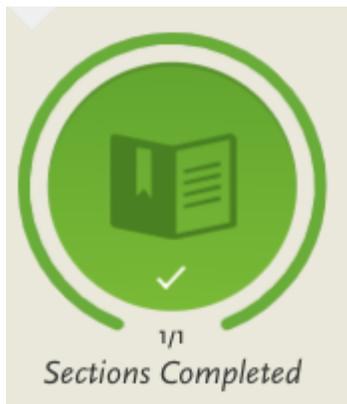
Submit your application

Go back to "**My Application**" and click on the "**Submit Application**" tab:

Click on "**Submit All**":

Click on "**Continue to Payment**":

For assistance, send your questions and screenshots to igateways-admission@sjsu.edu

Click Your International Gateways Application and "**Continue**." You will pay the application fee on a different platform after your application is submitted.

Review and Submit Your Application by **checking the acknowledgement box** and clicking "**Continue**":

Check your email for your Cal State Apply Application confirmation:

— CAL STATE —
APPLY

Hi Yitest,

Congratulations! We received your Cal State Apply application.

What to expect next:

Within the next 5-7 business days, your campus(es) will email you to confirm that they received your application. You will also be provided with more information about your application and their admissions process. Remember to check your email regularly for these communications.

Need to make a change to your application or have a question about a program/campus?

If you have any campus-specific questions or need to make changes to your application, you must communicate directly with each of your campuses.

Also, note that Cal State Apply doesn't determine whether you're eligible to apply to a program; it's your responsibility to ensure all program requirements are met. Be sure to safe-list these email addresses, as programs may use them to contact you.

Interested in other programs/campuses?

If you want to apply to other programs, you can log in to your application and select additional programs on the **Add a Program** page. Using your existing account and selecting more programs simplifies and speeds up the application process for you.

To learn more about the Cal State Apply application process, requirements, and deadlines, visit the Cal State Apply Applicant Help Center. Here, you'll find answers to most commonly asked questions. If you need additional assistance, contact Customer Service.
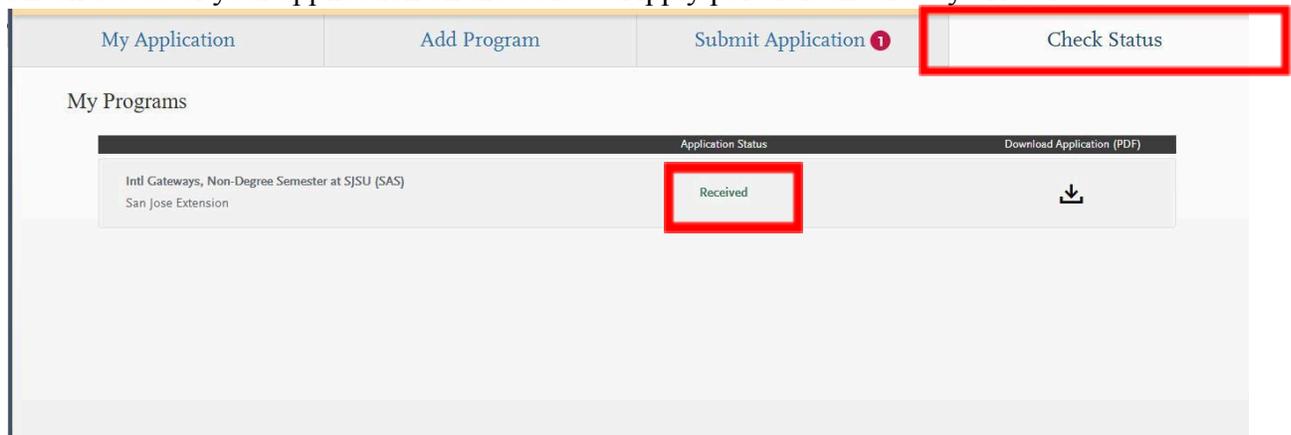
We wish you the best of luck as you pursue the next step in your academics.

Thanks,

Cal State Apply Customer Service
support@calstateapply.myliaison.com

Log in to Chat with Us

Check Status of your application on the CalStateApply portal. It should say "Received".

Congratulations! You have completed the tutorial and your SAS application.

After you submit your application in CalStateApply, you will receive several emails from CalStateApply right away. No action will be needed then.

In 2-3 business days, you will receive a separate email from IG Admissions (igateways-admission@sjsu.edu). This email will contain your SJSU ID and two links – one to pay the app fee and another one to submit your application documents on a secure online portal.

After we receive all the required application documents and the application fee, we will email you your acceptance letter and I-20 (for F-1 applicants).

For assistance, send your questions and screenshots to igateways-admission@sjsu.edu