Application Information
M.S. Program in Industrial/Organizational (I/O) Psychology
San Jose State University
Fall 2027

Thanks for your interest in the M.S. Program in Industrial/Organizational (I/O) Psychology at San Jose State!

We greatly appreciate the time, energy, and resources you're investing in applying to our program. If you haven't done so already, please read the I/O Program Brochure to learn about the program and understand the program's mission, structure, requirements, application process, and applicant eligibility requirements (https://www.sjsu.edu/psych/graduate-programs/industrial-organizational-psychology/index.php).

APPLICATION INSTRUCTIONS

Please submit your application materials to the SJSU Graduate Admissions and Program Evaluation (GAPE) Office and the I/O Program by completing steps (**A**), (**B**), and (**C**) below:

(A) Submit the following materials to the SJSU Graduate Admissions and Program Evaluation (GAPE) Office (see http://www.sjsu.edu/graduateadmissions/want-to-apply/ and https://www.sjsu.edu/admissions/docs/Graduate-Admissions-Brochure.pdf for assistance):

1. Complete the **Cal State Apply application** (https://www2.calstate.edu/apply/graduate) - for help in completing the application, go to https://www2.calstate.edu/apply/graduate/Documents/graduate-application-guide.pdf. The deadline to apply is **February 1st**.
   a. NOTE: You may need the following information to submit your Cal State Apply application:
      (1). Social Security Number
      (2). Annual household income provided on your most recent federal tax return
      (3). College transcripts from all schools attended
      (4). GRE scores or planned GRE test date (NOTE: The GRE is optional)
      (5). TOEFL score (if applicable)
      (6). Citizenship information
         (a). NOTE: If you are currently on a visa (H4, F2, L1, H1b, J2, etc.), select '**No**' to the question, "Do you have or will you require a student visa (F-1 or J-1) to study at a California State University (CSU)?"
      (7). Credit card
      (8). Information needed to apply for the I/O psychology program (see step (B) below)
   b. Here are some guidelines regarding the four quadrants of the Cal State Apply application:
      (1). Biographic/Personal Information quadrant
         (a) NOTE: None of your Biographic/Personal Information is sent to the I/O program
      (2). Academic History quadrant
         (a). Transcript entry: You should select "I am Not Adding Any College Transcripts"
         (b). GPA entry: You should select "I don't have a GPA to add" for all colleges
         (c). Standardized tests (if applicable): Click on GRE (Optional) and/or TOEFL and enter **4687** for ETS Registration Code
      (3). Supporting Information quadrant
         (a). Experiences and Achievements: NOTE: You may skip these sections and not fill them out
         (b). Statement of Purpose: You may write "Submitted to Department"
      (4). Program Materials quadrant
         (a). You'll submit your application materials to the I/O program and information related to your letters of recommendation within this quadrant - see steps (**B**) and (**C**) below for more information

(B) Submit the following materials to the I/O Psychology Program by February 1, 2027:

1. Go to the Program Materials quadrant of the Cal State Apply application and upload the following files in **pdf** format:

- **Application Cover Sheet** (download the Application Cover Sheet by going to https://www.sjsu.edu/psych/graduate-programs/industrial-organizational-psychology/index.php)
- **Checklist of Application Materials** (download the Checklist of Application Materials by going to https://www.sjsu.edu/psych/graduate-programs/industrial-organizational-psychology/index.php)

Mac users: Do **not** open or save the I/O pdf files using the Preview application because they aren't saved properly. Instead, open and save the I/O pdf files using Adobe Acrobat Reader for Mac.

- A **professional resume or vitae** detailing your educational background, work experience, relevant activities and affiliations, and accomplishments. Within your resume or vitae, be sure to provide the name of your supervisor for any positions related to I/O psychology.
- A **statement of purpose** (maximum of two single-spaced pages) that describes your (a) experiences, accomplishments, and interests related to I/O Psychology, (b) involvement as a member of an academic community, (c) educational and professional goals both during and after graduate school, and (d) reasons for applying to San Jose State. IMPORTANT: Your statement of purpose must **explicitly** refer to information in your transcripts and vitae/resume.
- **Unofficial transcripts** of all relevant coursework. NOTE: Do not send official transcripts or photocopies of official transcripts to the I/O Program as they are difficult to read and evaluate because of their small font size, color shading, and formatting.
- OPTIONAL: Your **Graduate Record Examination (GRE) ETS test score report**
- **Contact information for three letters of recommendation**
- **Your waiver status for your letters of recommendation** (ie, whether you waive your right to see the letters)

(C) After you submit your Cal State Apply application, wait to receive a confirmation email from SJSU before moving on to steps 1-4 below (see https://www.sjsu.edu/admissions/graduate/want-to-apply/):

1. **Letters of recommendation**. You (the applicant) must send an email to each of your three recommenders asking them to submit their recommendation for you by going to this link: https://sjsu.qualtrics.com/jfe/form/SV_bgzVhvYwyWdawgC - be sure copy and paste this link to include it in the emails you send to your recommenders!

2. **Official transcripts of relevant college academic work**. After you've set up your MySJSU account, submit official transcripts to the Graduate Admissions & Program Evaluations (GAPE) office no later than February 20th. If you are currently enrolled or have not yet received your undergraduate degree, submit your most recent transcripts. Transcripts may either be emailed from your schools to etranscript@sjsu.edu or mailed in sealed envelopes to this address:

Graduate Admissions and Program Evaluations (GAPE)
San Jose State University
One Washington Square
San Jose, CA 95192-0017

NOTE: If you took coursework and/or earned your undergraduate degree outside of the U.S., you must submit transcripts to WES (World Education Services) (https://www.wes.org/). This does *not* apply to students who took courses as part of a study abroad program while earning a degree in the U.S.

NOTE: If you earned your undergraduate degree outside of the U.S., you may also need to submit a TOEFL score if the primary language of instruction was not English.

3. **Legal Presence (<u>non-citizens only</u>)**. If you are not a U.S. citizen, the GAPE office will inform you, through your MySJSU To-Do list, which official documents you need to provide to the university (e.g., a copy of an H4 or H1 visa or green card). For more information, see http://www.sjsu.edu/graduateadmissions/want-to-apply/domestic-steps-to-admission/.

4. **California residency**. NOTE: If you have not been assigned California residency status and feel this is incorrect, follow the steps in https://www.sjsu.edu/admissions/graduate/want-to-apply/domestic-steps-to-admission/california-residency/index.php. For additional information regarding residency, go to http://www.sjsu.edu/registrar/students/Residency/index.html, and http://www.sjsu.edu/registrar/students/Residency/Residency_Evaluation.html.

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To all applicants:

Please remember it is **your** responsibility to gather your application materials and submit them to the SJSU Graduate Admissions and Program Evaluations (GAPE) office and to the I/O Psychology Program by the stated deadlines.

In terms of your application to the SJSU GAPE office, refer to the flowchart illustrated at https://www.sjsu.edu/admissions/docs/GAPE_flowchart_domestic_080317.pdf to understand the steps to be completed. After you've submitted **all** of the required materials to GAPE, check your "To Do" list frequently to ensure your application status is 'Complete' and has been 'Referred' to the Psychology Department - please allow 2-3 weeks after all materials have been submitted and contact GAPE in case of further delays in the processing of your application (leland.chen@sjsu.edu). As we've found the most common reason for delays involves the processing of official transcripts, we highly recommend you order copies of your official transcripts to keep for yourself in case you need to re-send them to GAPE – be sure these transcripts are sealed and unopened.

In terms of your application to the I/O program, the deadline for submitting the application materials is **February 1st**; your application will not be evaluated until ***all*** application materials have been received. Also, any decision regarding your application to the I/O program cannot be made until your GAPE application is complete and 'Referred' to the Psychology Department. You'll receive an email by February 21st from the Psychology Department confirming whether your application to the I/O program has been received and is complete. If you do not receive this email by February 21st, email i-o-psychology@sjsu.edu regarding the status of your application.

Applicants meeting the eligibility requirements will be evaluated and selected on the basis of their application materials (for more information, see the M.S. I/O Psychology Program Brochure (https://www.sjsu.edu/psych/graduate-programs/industrial-organizational-psychology/index.php). Unfortunately, due to the typically limited number of available spaces and large number of applications, only a small percentage of applicants meeting the minimum requirements can be selected. We expect to begin notifying applicants of their application status by the middle of March.

Thank you again for your interest in I/O psychology and the I/O program at San Jose State. Regardless of the eventual outcome of this process, we wish you the best in your academic and professional pursuits!