SAN JOSÉ STATE UNIVERSITY

SPECIAL SESSION

Registration and Drop Form

Submit registration form to Registration Services by fax 1 (408) 924-2077, or walk-in.
Disabled Students who need help with phone registration call 1 (408) 924-6000 or TDD 1 (408) 924-5990.

Term_____ Degree ☐ ←Undergraduate ☐ ←Graduate

SJSU ID Number_____ SSN (Optional)_____ Date_____

Full Name_____
↑Last↑ ↑First↑ ↑Middle↑

Any other name used at SJSU_____

Street Address_____

City_____ State_____ Zip_____

Daytime Phone_____ Evening Phone_____

Date of Birth_____ Gender ☐ ←Male ☐ ←Female

Email_____

Highest class level achieved or degree obtained: ☐ ←No Prior College

☐ ←Freshman (1-29 Units) ☐ ←Sophomore (30-59 Units) ☐ ←Junior (60-89 Units) ☐ ←Senior (90+ Units)

☐ ←Bachelor's Degree ☐ ←Master's Degree ☐ ←Doctoral Degree

Class Number	Subject	Catalog Number	Section	Units	Add	Drop	Dates	Fee
Permission Number								
Class Number	Subject	Catalog Number	Section	Units	Add	Drop	Dates	Fee
Permission Number								
						Total Fees Due		

☐ **Cash/Debit Card** Pay in person. SJSU ID Number required.

☐ **E-Check** http://my.sjsu.edu SJSU ID Number and password required for access.

☐ **Credit Card** American Express, Discover/Novus and MasterCard: not accepted in person at the Bursar's Office cashiering windows. http://my.sjsu.edu SJSU ID Number and password required for access.

☐ **Check, Cashier's Check or Money Order** Student's name, local telephone number where they can be reached and SJSU ID Number—not SSN—must be on the face of the check. If the bank for any reason dishonors a check, the registration is subject to cancellation. Classes will be dropped immediately without prior notification. A $25 fee is charged for the first returned check and $35 thereafter. An additional administrative fee may also be charged. SJSU has no control whether the bank sends checks through a second time for clearing. Mail checks to Bursar's Office, SJSU, One Washington Square, San José, CA 95192-0138

☐ **Third-Party Sponsor** A purchase order or payment authorization must be attached to this form showing the sponsor's name, contact person, address, telephone number, fee, course title and start date. Incomplete third-party registrations will be returned.

If my payment by check or credit card is not paid by the bank. I am responsible for all course fees. I authorize the Office of International and Extended Studies to change my record, if necessary to reflect the above information.

_____

↑Student's Name (Please Print)↑ ↑Student's Signature↑ ↑Date↑

FOR BURSAR'S OFFICE USE ONLY

Receipt Number_____ Amount Paid_____ Date _____

Cashier_____ Reference Number _____ Authorization Number _____