## 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.

### Required Information

- **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**

### Class Registration Information

- **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

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Subject</th>
<th>Catalog Number</th>
<th>Section</th>
<th>Units</th>
<th>Add</th>
<th>Drop</th>
<th>Dates</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Permission Number</td>
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### Payment Options

- **Cash/Debit Card**: Pay in person. SJSU ID Number required.
- **E-Check**: [http://my.sjsu.edu](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](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.

### Signature and Date

- **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**