Overview: This online tool allows you to apply for graduation via MySJSU. Note that you will still have to submit a major form and additional documents as requested by your major department.

Note: Please ensure that you follow the guidelines set by your major department in applying for graduation.

Log into your MySJSU account.
Go to Student Center and click on My Academics to open page.

Click on View My Graduation Status to review your Primary name and diploma address.
Review your name. Your Primary name will be printed on your diploma. To change your name please submit a Name Change Form to the Office of the Registrar. [Link]

Review your diploma address. Your diploma will be mailed to this address. Please update your address by clicking on the Update Diploma Address link.

Update your diploma address.
- Select Add A New Address
- Input new address
- Select Diploma in Address Types
- Save

Go back to My Academics. You are now ready to apply for graduation.
**UNDERGRADUATE-Online Graduation Application Overview**

Click on **Apply for Graduation** to apply.

![Image of Oracle interface with Apply for Graduation highlighted](image)

Click on **Apply for Graduation**.

![Image of Sammy Spartan interface](image)

**Apply for Graduation**

**Submit an Application for Graduation**

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

**Program: UGD - Undergraduate Degree**

San Jose State University | Undergraduate

Degree: Bachelor of Science
Major: Business Admin/Entrepreneurship

Apply for Graduation

Select **Expected Graduation Term** and click **Continue**

If the term you desire is not available then you are applying too early. See your major advisor.

Review your major. If this is not the correct major, please submit a Change of Major form before applying for graduation.

[www.sjsu.edu/registrar/students/change_of_major/index.html](http://www.sjsu.edu/registrar/students/change_of_major/index.html)
Verify graduation data and click Submit Application.

Apply for Graduation
Verify Graduation Data

Program: UGD - Undergraduate Degree
San Jose State University | Undergraduate

Degree: Bachelor of Science
Major: Business Admin/Entrepreneurship
Expected Graduation Term: Fall 2016

Graduation Instructions
Your application for graduation prompts the university to verify that all of your degree requirements are complete. If the term you expect to complete your degrees requirements does not appear in a drop down menu, it is not yet available for applications. As terms become available you will receive an email communication prompting you to apply.

If you plan to graduate this term and online applications are no longer available, see your academic advisor for assistance.

Confirmation.

Submit Confirmation
You have successfully applied for graduation.

Verify Your Graduation Status.
Go to My Academics.

My Academics

View my graduation status
View my advisor notes
CSU/TeachCampus Page