



**SAN JOSÉ STATE
UNIVERSITY**

**San José State University
Graduate Admissions &
Program Evaluations
(GAPE) Extended Zip 0017**

Last Name

First Name, M.I

Student ID

Previous Name, if any

Home Street Address

City, State, Zip Code

Daytime Phone

Email Address

Required Signature

**My signature certifies the
accuracy of the information
provided.**

Student Signature

Date

Duplicate Diploma Request

INSTRUCTIONS

1. Each duplicate diploma will cost \$10.00.
2. Choose one of the two following options.
 - a. Pay the fee at the Bursar's counter in the Student Services Center. Submit this form, stamped by the Bursar, to the GAPE counter.
 - b. Mail this completed form along with the payment to the Bursar via check or money order payable to San Jose State University with the student's name and I.D. written on the check. Indicate that the payment is for duplicate diplomas. Mail to

**Bursar's Office
San Jose State University
One Washington Square
San Jose, CA 95192-0138**

NOTE

- If you wish to have your diploma printed with a new legal name, you must submit a "Change of Name" request, available at the Registrar's website, to the office of the Registrar ("R" Counter) before submitting this form.
- The diploma(s) will be mailed to you approximately eight weeks after your order and payment are received and official name-change request has been processed, if applicable.

Date of degree (month / year)

Date of birth

Check Type of Degree

Master of Arts Master of Science Other (specify) _____

Major

Name as it should appear on diploma

New legal name (if applicable)

Number of diploma(s) you are requesting _____