Listed below are instructions on how to apply for graduation online, through your MySJSU account.

STEP 1: Log-in to your MySJSU account

STEP 2: Go to your Student Center and click on “My Academics”
STEP 3: Click on **Apply for Graduation** on “My Academics” page.

STEP 4: Click on **Apply for Graduation** on the “Submit an Application for Graduation” page.
STEP 5: Select **Summer 2017** from the drop down menu for the Expected Graduation Term if you plan to graduate Summer 2017, and then click **Continue**.

Select Expected Graduation Term "Summer 2017" from the drop down menu

After you select the term, click "Continue"
STEP 6: Click **Submit Application** on the “Verify Graduation Data” page.

After you have applied, you will receive this confirmation.
View your graduation status on your MySJSU account and ensure your Diploma Mailing Address is accurate. You can update your Diploma Mailing Address under My Academics as detailed below.

**Update Diploma Mailing Address Instructions**

**STEP 1:** Log-in to your MySJSU My Academics page to view your graduation status. Click on **View my graduation status** to edit your Diploma Address.

Click on “View my graduation status” to edit your Diploma Address
STEP 2: Click on **Update Diploma Address** to update your diploma address.
STEP 3: Select **Add a New Address**

**Addresses**

Updating your address(es) below ensures that your information is correct throughout SJSU (Admissions, Student Records, Human Resources, etc.).

**Mail and Home Addresses:** If you currently have a campus mailing address listed, please do NOT change your home or mail addresses to match it, or you may miss important correspondence. The home and mail address fields should show your permanent off-campus addresses only. The University will direct mailings to your campus mailing address for as long as it is active.

**On-Campus Address:** If you live on campus and need to change your On-Campus address, you must visit the Housing Office in person.

**SJSU Students:** Your Diploma address is where your graduation information and diploma will be mailed.

Please note: Changes to addresses displayed below that are not editable (no "edit" button) must be completed in person in the Student Services Center located at 9th and San Fernando Streets. Photo identification is required.

To add, change or delete an address, click the appropriate button below. If the same address exists for more than one Type, click the edit button to change all of them; click the Add a New Address button to change only one.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>1047 Chamomile Walkway&lt;br&gt;San Jose, CA 95133</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>250100&lt;br&gt;Shandong Jinan&lt;br&gt;R402 Unit 2 Building 21&lt;br&gt;No.5 Huayuan Road</td>
<td></td>
</tr>
<tr>
<td>SEVIS D</td>
<td>1047 Chamomile Walkway&lt;br&gt;San Jose, CA 95133</td>
<td></td>
</tr>
<tr>
<td>SEVIS F</td>
<td>250100&lt;br&gt;Shandong Jinan&lt;br&gt;R402 Unit 2 Building 21&lt;br&gt;No.5 Huayuan Road</td>
<td></td>
</tr>
</tbody>
</table>

Click on "Add a New Address"
STEP 4: Enter your Diploma Mailing Address and click OK

STEP 5: Select Diploma as the Address Type and click Save
After you have added your Diploma address, you will receive this confirmation.

Add a new address

Save Confirmation

The Save was successful.

OK

To confirm the Diploma Mailing Address is accurate, click on View my graduation status on your “My Academics” page.

Min Yang

Search Plan Enroll My Academics

My Academics

MyProgress View my progress report
What-If Report Create a what-if scenario
Advisors View my advisors

Transfer Credit View my transfer credit report
Course History View my course history
Transcript View my unofficial transcript

Graduation Apply for graduation

Click on “View my graduation status”

My Program:

Current Academic Objective

Requirement (Catalog) Term

Career: Graduate Fall 2016
Program: MSD - Masters Degree Fall 2016
Plan: Accountancy Fall 2016

Expected Grad Term: Summer 2017
Graduation Status: Applied for Graduation

Current Academic Summary

Last Term Registered: Spring 2017
Academic Standing: Good Standing
The entered Diploma Mailing Address will now be shown under Diploma Address. If you need to update the Diploma Mailing Address further, click on **Update Diploma Address** and follow the instructions again.

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**Graduation Status**

**Program: MSD - Masters Degree**

San Jose State University | Graduate

<table>
<thead>
<tr>
<th>Degree: Master of Science</th>
<th>Status: Applied for Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: Accountancy</td>
<td>Expected Graduation Term: Summer</td>
</tr>
<tr>
<td></td>
<td>2017</td>
</tr>
</tbody>
</table>

**Student Information**

The name printed on your diploma and printed in the commencement book must match your primary name as it appears on your SJSU records. You can see what is listed as your primary name by running your unofficial transcript.

**Review Current Primary Name**

Yang, Min.

**Update Diploma Address**

One Washington Square
San Jose, CA 95192