

GRADUATE - Online Graduation Application Instructions

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

STEP 1: Log-in to your MyJSU account

STEP 2: Go to your Student Center and click on **"My Academics"**

The screenshot shows the 'Student Center' interface. At the top, it says 'Min's Student Center'. Below that is a 'View My Messages' button. A message states 'You have no new messages.' with a 'View Messages' link. The 'Academics' section is highlighted in blue. A callout box with the text 'Click "My Academics"' has a blue arrow pointing to the 'My Academics' link, which is circled in red. Other links in the Academics section include 'Search', 'Plan', 'Enroll', 'My Scheduler (Spartan Planner)', and a search box containing 'other academic...'. To the right, the 'This Week's Schedule' table is visible.

This Week's Schedule	
Class	Schedule
BUS 220M-01 LEC (28795)	Room: TBA
BUS 220U-01 LEC (23408)	Mo 1:30PM - 5:30PM Boccardo Business Center 003 Fr 9:00AM - 1:00PM Boccardo Business Center 003
	TuTh 1:30PM -

STEP 3: Click on **Apply for Graduation** on “My Academics” page.

The screenshot shows the 'My Academics' page for user Min Yang. At the top, there are navigation tabs for Search, Plan, Enroll, and My Academics. Below the tabs, there are several sections:

- 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** (circled in red), View my graduation status

On the right side, there is a 'My Program:' section with a 'Current Academic Objective' table:

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

Below the table, it says 'Expected Grad Term: Spring 2018' and 'Graduation Status: Eligible for Graduation'. There is also a 'Current Academic Summary' section with 'Last Term Registered: Spring 2017'. A blue arrow points from a text box 'Click "Apply for Graduation"' to the circled link.

STEP 4: Click on **Apply for Graduation** on the “Submit an Application for Graduation” page.

The screenshot shows the 'Submit an Application for Graduation' page for user Min Yang. At the top, there are navigation tabs for Search, Plan, Enroll, and My Academics. Below the tabs, the page title is 'Apply for Graduation' and the subtitle is 'Submit an Application for Graduation'. There is a paragraph of text: '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.'

Below the text, there is a section for 'Program: MSD - Masters Degree' and 'San Jose State University | Graduate'. Underneath, it says 'Degree: Master of Science' and 'Major: Accountancy'. A blue arrow points from a text box 'Click on "Apply for Graduation"' to the 'Apply for Graduation' link, which is circled in red.

STEP 5: Select the **term you plan to graduate** from the drop down menu for the Expected Graduation Term, and then click **Continue**.

Min Yang

Search Plan Enroll My Academics

Apply for Graduation

Select Graduation Term

Select a valid term to apply for graduation by selecting a value from the drop-down. Only terms in which you are able to apply for graduation will be displayed.

Program: MSD - Masters Degree

San Jose State University | Graduate

Degree: Master of Science
Major: Accountancy

Expected Graduation Term: Summer 2017

Graduation Instructions

Before applying for graduation, please ensure that you have successfully advanced to candidacy. Your candidacy status can be found on the homepage of your MySJSU account under "Other Indicators".

If there has been a change in an elective course you planned for on your approved candidacy, but decided to take a different course instead, you will need to submit a Request for Course Substitution form which can be found by visiting sjsu.edu/gape/forms/

Additional information about the steps for completing your degree can be found here sjsu.edu/gape/current_students/

SELECT DIFFERENT PROGRAM 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.

The screenshot shows the 'Verify Graduation Data' page for a user named Min Yang. The page includes a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics' buttons. Below the navigation bar, the page title is 'Apply for Graduation' followed by 'Verify Graduation Data'. The main content area displays the following information:

- Program: MSD - Masters Degree
- San Jose State University | Graduate
- Degree: Master of Science
- Major: Accountancy
- Expected Graduation Term: Summer 2017 (circled in red)
- Graduation Instructions: Before applying for graduation, please ensure that you have successfully advanced to candidacy. Your candidacy status can be found on the homepage of your MySJSU account under "Other Indicators".
- Additional information about the steps for completing your degree can be found here sjsu.edu/gape/current_students/

Annotations on the page include:

- A blue arrow pointing from a box labeled 'Verify correct expected graduation term' to the 'Summer 2017' text.
- A blue arrow pointing from a box labeled 'After verification, click "Submit Application"' to the 'SUBMIT APPLICATION' button.

The 'SUBMIT APPLICATION' button is highlighted with a red circle. There is also a 'SELECT DIFFERENT PROGRAM' button to the left of the 'SUBMIT APPLICATION' button.

After you have applied, you will receive this confirmation.

The screenshot shows the 'Submit Confirmation' page for a user named Min Yang. The page includes a navigation bar with 'Search', 'Plan', 'Enroll', and 'My Academics' buttons. Below the navigation bar, the page title is 'Apply for Graduation' followed by 'Submit Confirmation'. The main content area displays the following information:

- A checkmark icon followed by the text: **You have successfully applied for graduation.**

View your graduation status on your MyJSU account and ensure your Diploma Mailing Address is accurate. Make sure to update your Diploma Mailing Address under My Academics as detailed below to receive your diploma.

Update Diploma Mailing Address Instructions

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

Min Yang go to ...

[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](#)
[View my graduation status](#)

My Program:

Current Academic Objective 1 of 1

[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

Click on "View my graduation status" to edit your Diploma Address

STEP 2: Click on **Update Diploma Address** to update your diploma address.

Min Yang go to ...

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Graduation Status

Program: MSD - Masters Degree
San Jose State University | Graduate

Degree: Master of Science Major: Accountancy	Status: Applied for Graduation Expected Graduation Term: Summer 2017
---	---

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](#)

Click on "Update Diploma Address"

STEP 3: Select **Add a New Address**

Min Yang go to ...

Personal Information **Security**

addresses | names | phone numbers | email addresses | emergency contacts | ethnicity

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.

Address Type	Address	
Mail	1047 Chamomile Walkway San Jose, CA 95133	<input type="button" value="edit"/>
Home	250100 Shandong Jinan R402 Unit 2 Building 21 No.5 Huayuan Road	<input type="button" value="edit"/>
SEVIS D	1047 Chamomile Walkway San Jose, CA 95133	
SEVIS F	250100 Shandong Jinan R402 Unit 2 Building 21 No.5 Huayuan Road	

Click on "Add a New Address"

STEP 4: Enter your Diploma Mailing Address and click OK

Edit Address

Please follow the standard address rules below when updating/entering your address:

- Do not use commas or periods.
- Use the '#' sign to indicate an apartment number.
- Use mixed case, as opposed to all uppercase or lower case letters.

Sample USA Address (international addresses may require other information):

Address 1: 25 N 74 St # 83
Address 2: blank if no information needed
City: San Jose
State: CA
Postal: 95192

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: Postal:

After entering your address, click OK

STEP 5: Select Diploma as the Address Type and click Save

Min Yang
Addresses

Add a new address

Verify your address information below and select the address type(s) associated with it on the right.

An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address.

Add a new address [Edit Address](#)

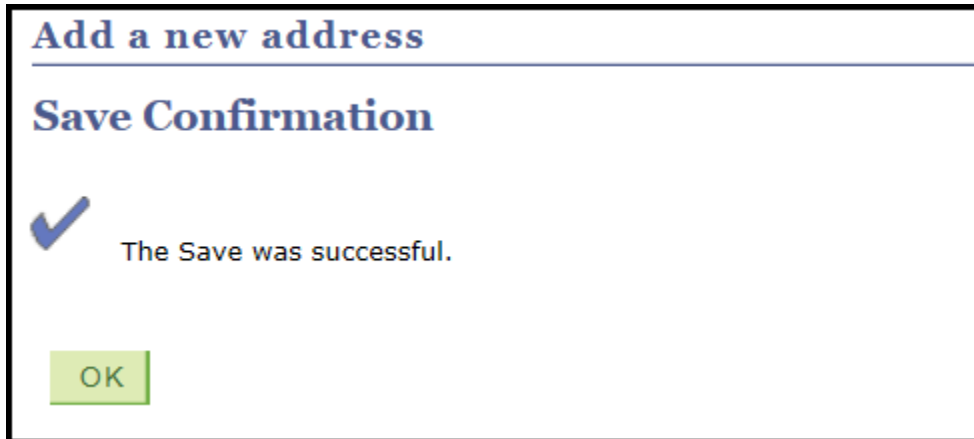
Date new address will take effect: (example: 12/31/2000)

[Return to Current Addresses](#)

Address Types	
<input type="checkbox"/>	Mail *
<input type="checkbox"/>	Home *
<input checked="" type="checkbox"/>	Diploma *
<input type="checkbox"/>	SEVIS D *
<input type="checkbox"/>	SEVIS F *

Click on "Diploma" as the Address Type. Then click "SAVE".

After you have added your Diploma address, you will receive this confirmation.



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

Min Yang go to ...

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](#)

[View my graduation status](#)

My Program:

Current Academic Objective 1 of 1

[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

Click on "View my graduation status"

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.

Graduation Status

Program: MSD - Masters Degree
San Jose State University | Graduate

Degree: Master of Science Major: Accountancy	Status: Applied for Graduation Expected Graduation Term: Summer 2017
---	--

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