Dear Declared Business Students,

Thank you for completing steps 1 - 4 of the Online Graduation Application Process. Your final step is to Apply for Graduation - Spring 2019 or Summer 2019 or Fall 2019 by follow the instructions below.

**Step 1:**
Login to your MySJSU account.
Go to Student Center and click on My Academics to open page.

**Step 2:**
Click on View My Graduation Status to review your primary name and diploma
Step 2A:

**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. [http://www.sjsu.edu/registrar/forms/index.html](http://www.sjsu.edu/registrar/forms/index.html)

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

Step 2B:

Update your diploma address.

- Select **Add A New Address**
- Input new address
- Select Diploma in Address Types
- Save

Step 2C:

Go back to **My Academics.** You are now ready to apply for graduation.

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Step 3:
Click on Apply for Graduation to apply.

Step 3A:
Click on Apply for Graduation.

Step 3B:
Select Expected Graduation Term and click Continue. If your major and concentration is not correct, you must complete the change of major process first.

Important Note: The Lucas College of Business only accepts graduation applications one semester in advance. If you select Spring 2020 or Summer 2020 your application will be canceled.
Step 3C:
Verify your Expected Graduation Term, this term should MATCH the term you selected on the B.S. Business Administration Major Form Survey. If so, click Submit Application.

If you have not completed the B.S. Business Administration Major Form Survey, do so before completing the Graduation Application via MySJSU.

http://www.sjsu.edu/lcobssc/gradapps/onlinegradapp/index.html

Step 3D:
Confirmation.

Step 3E:
Verify Your Graduation Status. Go to My Academics.

Click on MyProgress and print the first page of this report for your records. This is your evidence that you have applied.

Again, the Lucas College of Business only accepts graduation applications one semester in advance. If you select Spring 2020 or Summer 2020 your application will be canceled.