Overview: This on-line 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.

www.sjsu.edu/registrar/forms/index.html#n

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.

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

Click on **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
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 degree 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.

Select Different Program
Submit Application
Select Different Term

Confirmation.

Verify Your Graduation Status.

Go to My Academics.
Go to MyProgress.

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

Follow the instructions provided by your College to obtain a major form.

The process of applying for graduation is NOT complete until the Office of the Registrar receives your major form.

Final step: Submit all forms to the Office of the Registrar, Window “R”. Note that some departments will submit forms directly to the Office of the Registrar.

For questions about the graduation process, please visit: www.sjsu.edu/registrar/students/graduation/.