



**SAN JOSÉ STATE
UNIVERSITY**

◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

Duplicate Diploma Request

Instructions:

1. Type information directly into each field.
2. Each diploma will cost \$10.00. Submit this form with a check or money order (made payable to San Jose State University).

Submit the request in person at “R”(Registrar) counter or mail to:

Office of the Registrar
Attn: Graduation
San Jose State University
One Washington Square
San Jose, CA 95192-0009

Note:

- If you wish to have your diploma ordered with your new legal name, you must complete a “Change of Name” request at “R” Counter **before** submitting this form. “Change of Name request” can be found at http://www.sjsu.edu/registrar/docs/name_change.pdf
- The diploma(s) will be mailed to you approximately 8 weeks after your order is received and official name change request has been processed, if needed.

SJSU ID _____ Last name _____ First _____ Middle _____
 Social security _____ E-mail _____
 Number* _____ Phone# _____ Address _____
 *Not required if SJSU ID# is provided

Mailing Address:

Street _____ Apartment # _____
 City _____ State _____ Zip _____

Term and Year of Degree _____ Date of Birth _____
 e.g. Fall 2009 _____ (mm/dd/yyyy) _____

Check type of Degree: Bachelor of Arts Bachelor of Science Other Bachelor: _____

Major _____

Quantity of Diploma(s) you are requesting: _____

If you need your legal name to be changed for this diploma, please check this box. (Please see Note above)

Signature: _____ Date _____
My signature certifies the accuracy of the information provided.

For Office Use Only:		
Fee Received: \$ _____	By (initials): _____	Date Received: _____
Duplicate Diploma 09-09-09		