



# Application for Graduation Instructions

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

You may apply for graduation if **you**: (1) are two full fall/spring semesters away from graduating; (2) will have earned 85-90 units at the end of the current semester; and (3) are not in disqualified academic standing. You will have two semesters of priority registration (spring and fall) if you apply by the following deadlines (you may also apply late but will not have priority registration).

**Two Semester Priority Registration Deadlines**  
*(Allows students 2 semesters of priority registration.)*

Expected Graduation Semester	Deadline for Registrar's Office Submission
Fall 2018	October 2, 2017
Spring/Summer 2019	March 19, 2018

**One Semester Priority Registration Deadlines**  
*(Allows students 1 semester of priority registration.)*

Expected Graduation Semester	Deadline for Registrar's Office Submission
Spring/Summer 2018	October 2, 2017
Fall 2018	March 19, 2018
Spring/Summer 2019	October 1, 2018

**Submit these materials together in one packet to Window R in the Student Services Center or mail to Office of Registrar (extended zip 0009):**

- Major form (department sealed envelope)
- Minor form(s) (if applicable) (department sealed envelope)
- Graduation Application (signed)

NOTE: If you wish to declare a second major and/or minor(s) to your degree, you should complete and submit the Change of Major/Minor paperwork before applying for graduation. It will be difficult to add a second major and/or minor(s) after your graduation application is processed.

**Application Processing**

After we review and process your application packet you will receive a graduation worksheet via your preferred email address. PLEASE CAREFULLY REVIEW YOUR GRADUATION WORKSHEET. If you have questions on your graduation worksheet, contact your graduation evaluator.

<http://www.sjsu.edu/registrar/students/graduation/index.html>

**Attendance at another College or University**

If you expect to add credits from a non-SJSU campus (i.e. in addition to those already posted on MySJSU, you must notify your Graduation Evaluator. Courses must be completed by the semester of graduation, and official transcripts received within one month after graduation.

If you need further information, visit the Registrar's homepage at <http://www.sjsu.edu/registrar/students/graduation/index.html> or call (408) 283-5000, press 2 for menu, then 3 (Registrar).

**Changing Your Date of Graduation**

**All requirements must be completed by your graduation date.** If you will not be able to complete all requirements by the end of your anticipated graduation term: (1) Meet with your major advisor to approve a Graduation Date Change Form; (2) Pay fee and submit the Form to Window R **no later than the first day of classes for the intended completion term.**

[http://www.sjsu.edu/registrar/docs/grad\\_change.pdf](http://www.sjsu.edu/registrar/docs/grad_change.pdf)

**Note: if you have completed all your graduation requirements, your request will be denied and your degree will be conferred** based on the guidelines of Presidential Directive on graduation.

<http://www.sjsu.edu/president/directives/pd0905/>

**Official Notification of Degree**

The notification of graduation or your diploma is mailed to the diploma mailing address on your Application for Graduation. If your diploma address has changed, please update your diploma address on my.sjsu.edu (view or update this information under your personal data) or contact your Graduation Evaluator ([http://www.sjsu.edu/registrar/registrar\\_staff/#GT](http://www.sjsu.edu/registrar/registrar_staff/#GT)) as soon as possible to ensure receipt of your correspondence.

Diplomas are mailed on a rolling basis as soon as final semester grades are posted and requirements are cleared (normally four to six weeks after the close of the semester).

**Commencement**

Degrees are conferred three times a year: August (Summer), December (Fall) and May (Spring). The date of the diploma reflects the term for which you applied and completed all degree requirements.

There is one University Commencement Ceremony each academic year which is held in May. <http://www.sjsu.edu/commencement/>

**APPLICATION PACKET CHECKLIST**

- Review all graduation requirements in the Catalog under which you will graduate. <http://info.sjsu.edu/web-dbggen/splash/catalog.html>
- View your MyProgress Report on your MySJSU page to check for outstanding General Education (GE) and SJSU Studies requirements you may still have to complete for your degree.
- **FOR TRANSFER STUDENTS:** Review your transfer credit report on MySJSU. If there are discrepancies or if your transfer work (transcripts/test scores) has not been posted email [eval@sjsu.edu](mailto:eval@sjsu.edu).
- Meet with an Academic Advisor for your major or visit your College Student Success Center for questions.
- Complete all outstanding university level requirements by your graduation date.
- If you have not done so, register with the Career Center. <http://www.sjsu.edu/careercenter/>



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Check one box to indicate the term and fill in the blank line to indicate the proposed year of graduation. Deadline to apply is right next to each option. For the Application Deadlines, see Page 1 of the Graduation Applications Instructions.

Summer Fall Spring 4 digit year

SJSU ID: or Social Security number (optional):

Legal name as it appears on your SJSU records (Your name will appear on your diploma and in the Commencement Book as it is listed on your official SJSU record. If you need to update your name in our system, you must file a timely Name Change request (PDF) with the Office of the Registrar in the SSC Building)

Last name First name Middle

Diploma Mailing Address for all graduation materials (including your graduation worksheet and diploma): Note: It is your responsibility to update this information on Mysis (http://my.sjsu.edu/). Please be sure to view or update your current diploma mailing address and email address under your Personal Information. The university will not be held responsible if it is not updated.

Street Number Street name Apartment

City State Zip Code email address

Home Telephone: Work Telephone:

Area Code Number Area Code Number Ext.

What is your degree objective? e.g. BA, BS, BFA, B of Music, Second Baccalaureate

Major Minor, if any

Concentration, or Double Concentration, if any

Double Major

Non-SJSU College work not yet submitted to San José State University (Previously taken, in progress, or planned):

\_\_\_\_\_

List the college courses in which you are currently enrolled at SJSU:

\_\_\_\_\_

Applicant's signature Date

Major Advisor's Signature Date