

**Online Graduation Application**

Students from specific majors can now apply online for graduation via MySJSU. If you cannot apply online please use this form to apply for graduation. For more information, visit <http://www.sjsu.edu/registrar/students/graduation/index.html>

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. Late applications 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 2019	October 1, 2018
Spring/Summer 2020	March 18, 2019

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

Expected Graduation Semester	Deadline for Registrar's Office Submission*
Spring/Summer 2019	October 1, 2018
Fall 2019	March 20, 2019
Spring/Summer 2020	October 4, 2019

**\*Please follow your College's internal deadlines for graduation applications.**

**STEPS TO GRADUATION:**

- ✓ Review all graduation requirements in the Catalog under which you will graduate. <http://info.sjsu.edu/>
- ✓ View your MyProgress on your MySJSU page to check for outstanding General Education (GE) and SJSU Studies requirements.
- ✓ **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.

**APPLICATION PACKET CHECKLIST:**

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

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

For change of major/minor visit: [http://www.sjsu.edu/registrar/students/change\\_of\\_major/](http://www.sjsu.edu/registrar/students/change_of_major/)

**Application Processing**

Upon processing of your application packet, a Graduation Worksheet will be sent to your preferred email address. PLEASE CAREFULLY REVIEW YOUR GRADUATION WORKSHEET. Contact your graduation evaluator for questions about your Graduation Worksheet.

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

**Attendance at another College or University**

For credits taken at 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.

**Commencement**

Degrees are conferred three times a year: August (Summer), December (Fall) and May (Spring). The confer date on the diploma reflects the term for which you applied and completed all degree requirements. Applying late impacts your eligibility to participate in commencement ceremonies.

For information about career resources, register with the Career Center. <http://www.sjsu.edu/careercenter/>

For more details/updates about graduation, visit [www.sjsu.edu/registrar/students/graduation/index.html](http://www.sjsu.edu/registrar/students/graduation/index.html) or call (408)283-7500, press 3 for menu, then 1 (Registrar).

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Check one box to indicate the term and fill in the blank line to indicate the proposed year of graduation. For the Application Deadlines, see Page 1 (the Graduation Applications Instructions). Applying late may impact your eligibility to participate in commencement ceremonies.

Summer \_\_\_\_\_  
4 digit year

Fall \_\_\_\_\_  
4 digit year

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 legal name on SJSU record, you must file a timely [Personal Information Change Request \(PDF\)](#) with the Office of the Registrar in the SSC Building)

\_\_\_\_\_  
Last name First name Middle

**Diploma Mailing Address:**

**Note:** It is your responsibility to update this information on MySJSU (<http://my.sjsu.edu/>). Please be sure to view or update your current diploma 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/Cell 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):  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Once the Office of the Registrar reviews your Graduation Application packet you will be sent a Graduation Worksheet to your preferred email. This process takes 2-3 months from the time you submit your Graduation Packet. For more information visit <http://www.sjsu.edu/registrar/students/graduation/index.html> .

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Major Advisor's Signature

\_\_\_\_\_  
Date