



Instructions:

1. Type information directly into each field.
2. Meet with your major advisor for the review and approval of your request. Bring a copy of your major form & worksheet.
3. This request may be subject to further approval by the Associate Dean of your College or AARS(Academic Advising & Retention Services).
4. Pay the \$10.00 fee(non-refundable). Payment options:
 - make an online payment with credit card at <https://commerce.cashnet.com/Regsjsu> (preferred), download the receipt and submit with this form
 - make a check or money order payable to San Jose State University and **come in person** to pay at Bursar’s office or **mail it in** with this form
5. Submit the Graduation Date Change form in person to Window “R”(Registrar) in the SSC building or mail to the following address (Note: if you pay online, you need to attach the receipt with this form):

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

SJSU ID _____ Last name _____ First _____ Middle _____
 Major _____ College _____
 Phone# _____ E-mail Address _____

Please change my anticipated term of graduation:

From: Term _____ Year _____ To: Term _____ Year _____
Spring, Summer or Fall 4 digits Spring, Summer or Fall 4 digits

Reasons: _____

Please mail my diploma to this address:

Street _____ Apartment # _____
 City _____ State _____ Zip _____

Note: It is the student’s responsibility to update this information on MySJSU(<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.

 Student’s signature _____ date _____

 Major Advisor’s printed name & signature _____ date _____

| | |
|---|-----------|
| For Office Use Only: | |
| Date Received : _____ | By: _____ |
| Payment Received : <input type="checkbox"/> Yes <input type="checkbox"/> No | By: _____ |
| Grad Date Change 06-20-16 | |