

Instructions

Do not hand write - Must be typed

1. Each duplicate graduate diploma will cost \$10.00.
2. Choose one of the two following options.
 - a. Pay the fee at the Bursar's counter in the Student Services Center. Submit this form, stamped by the Bursar, to the GAPE counter at Window G.
 - b. Mail this complete form along with the payment to the Bursar via check or money order payable to San Jose State University with the student's name and I.D. written on the check. Indicate that the payment is for duplicate diplomas. Mail to

Bursar's Office
 San Jose State University
 One Washington Square
 San Jose, CA 95192-0138

Note

1. If you wish to have your diploma printed with a new legal name, you must submit a "Change of Name" request, available on the Registrar's website, to the Office of the Registrar ("R" counter) before submitting this form.
2. The diploma(s) will be mailed to you approximately eight weeks after your order and payment are received and official "Change of Name" request has been processed, if applicable.

Student Information

Last Name	First Name, M.I.		
Student ID	Previous Name, if any		
Current Address	City	State	Zip
Daytime Phone	Email Address		
Date of Birth			

Degree Information

Date of Degree (month/year)

Check Type of Degree

Master of Arts
 Master of Science
 Other (specify)

Major

Name as it should appear on diploma

New legal name (if applicable)

Number of diploma(s) you are requesting

Required Signature

My signature certifies the accuracy of the information provided

Student Signature

Date

FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE