

**Instructions**

**Do not hand write - Must be typed**

1. A change of graduation date 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. Thereafter, submit this form, stamped by the Bursar, to the GAPE counter.
  - b. Mail this completed form along with the payment to the Bursar via check or money order made payable to San Jose State University with the student's name and I.D. written on the check. Indicate that the payment is for a graduation date change. Mail to

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

This form must be received by Graduate Admissions and Program Evaluations (GAPE) in the Student Services Center before the deadline for filing for an award of graduation. Graduation deadlines are listed online at [http://www.sjsu.edu/gape/current\\_students/deadlines](http://www.sjsu.edu/gape/current_students/deadlines)

**Student Information**

Last Name First Name, M.I.  
 Student ID Email Address  
 Date of Birth

**Graduation Information**

Change my graduation date from \_\_\_\_\_ to \_\_\_\_\_  
Semester/Year Semester/Year

Degree and Major

Print full name as it will appear on your diploma. The last name must be the same as in your SJSU record, or you will need to file a name change with the Office of the Registrar via the Change-of-Name form at [www.sjsu.edu/registrar/forms](http://www.sjsu.edu/registrar/forms).

Last Name(s)

First Name(s)

Middle Name(s) or M.I.'s

Diploma address. **This field must be filled in for the petition to be accepted.** Please update your mailing addresses on MySJSU under Personal Information. A change of address can also be filed with the Office of the Registrar via the Address/Contact Update Request at [www.sjsu.edu/registrar/forms](http://www.sjsu.edu/registrar/forms). Please notify your GAPE evaluator when a change has been made.

**Required Signature**

My signature certifies the accuracy of the information provided

Student Signature

Date

**For Office Use Only - Do Not Write Below this Line**

Date Change Fee.....\$10.00

Account # 82598

Receipt #

Date Paid

Approved

Denied

GAPE Evaluator

Date