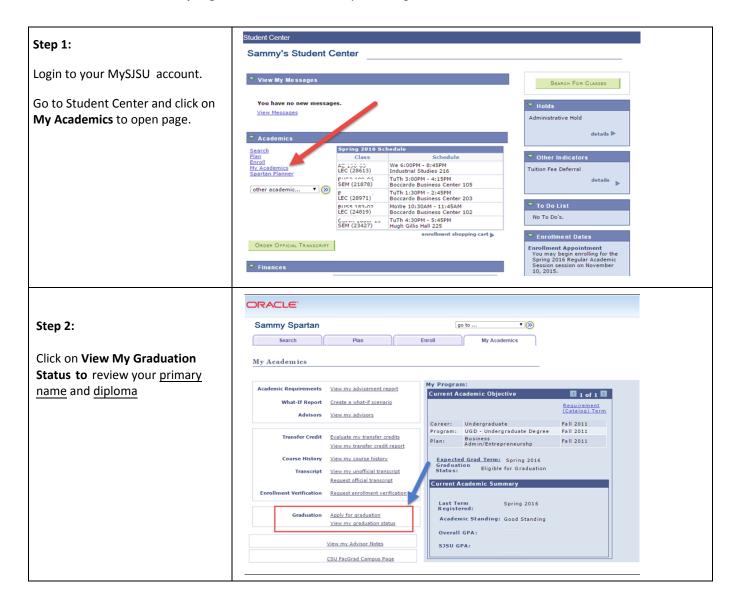
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Dear Declared Business Students,

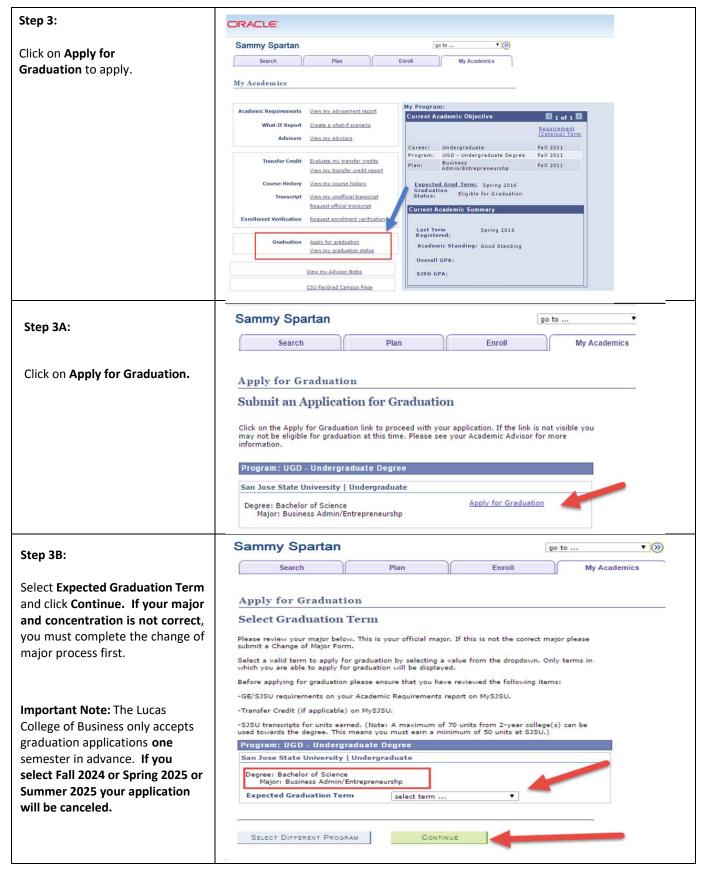
Thank you for completing steps 1 - 4 of the **Online Graduation Application Process.** Your final step is to **Apply for Graduation - Fall 2023, Spring 2024 or Summer 2024** by following the instructions below.



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Sammy Spartan go to ... Step 2A: My Acad Review your name. Your Primary name will be printed on your Graduation Status diploma. To change your name please submit a Name Change Form to the Office of the Program: UGD - Undergraduate Degree San Jose State University | Undergraduate Registrar. Degree: Bachelor of Science Major: Business Admin/Entrepreneurshp Status: Applied for Graduation Expected Graduation Term: Fall 2016 http://www.sjsu.edu/registrar/ forms/index.html Student Information Review your diploma address. Please review your diploma address and primary name. To update, select the Update Diploma Address link. The name printed on your diploma will be your primary name as it appears on your SJSU records. Your diploma will be mailed to this address. Please update your **Review Current Primary Name** address by clicking on the **Update** Sammy Spartan Update Diploma Address Diploma Address link. T (>>) Sammy Spartan go to ... Personal Information Credentials Security Step 2B: addresses | names | phone numbers | email addresses | internet addresses | emergency contacts | demog Addresses Update your diploma address. Updating your address(es) below ensures that your information is correct throughout SJSU (Admissions, Student Records, Human Resources, etc.). Mail and Home Addresses: If you currently have a campus mailing address listed, please do NOT change your home or mail addresses to match it, or you may miss important correspondence. The home and mail address fields should show your permanent off-campus addresses only. The University will direct mailings to your campus mailing address for as long as it is active. Select Add A New Address Input new address On-Campus Address: If you live on campus and need to change your On-Campus address, you must visit the Housing Office in person. Select **Diploma** in Address SJSU Employees: If your Home and Mailing addresses are different, your SJSU W2 tax information will be sent to your Mailing address. Types Save Please note: Changes to addresses displayed below that are not editable (no "edit" button) must be completed in person in Human Resources located on the 3rd floor of the UPD building at 7th and San To add, change or delete an address, click the appropriate button below. If the same address exists for more than one Type, click the edit button to change all of them; click the Add a New Address button to change only one. Address Address Mail edit Home edit ADD A NEW ADDRESS Step 2C: ********************* Go back to My Academics. You Sammy Spartan Addresses are now ready to apply for graduation. Verify your address information below and select the address type(s) associated with it on the right. An asterisk (*) to the right of a type indicates that another address is already associated with this type. If you choose this type, you will automatically override the previous address. Any type that is grayed out is for display only or is otherwise unavailable for association with an address. Add a new address Address Type One Washington Square San Jose, CA 95192 Mail Home Edit Address Diploma Date new address will take effect 01/06/2016 ii (example: 12/31/2000) SAVE Return to Current Addresses

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