SJSU SAN JOSÉ STATE UNIVERSITY

Undergraduate Duplicate Diploma Request

Office of the Registrar, One Washington Square, San Jose, CA 95192-0009
www.sjsu.edu/registrar

Important Notes:

- This form is only for Bachelor Degrees. For Master and Doctorate degrees, visit: www.sjsu.edu/gape/forms/
- You may skip this form and order completely online: https://commerce.cashnet.com/RegSJSU
- Use this form only if you will submit your order in person, mail it to us with payment, or need a name change.
- The non-refundable $10 per diploma fee applies whether you order online or submit the paper form.

Student Information

SJSU ID # _____
Last four digits of your SSN if SJSU ID is not known

Years Attended   From _____   To _____

Degree received   ___ BA   ___ BS   ___ Other: _____

Last Name _____   Date of Birth _____   Major _____

First Name _____   Email address _____

Middle Initial _____   Phone _____

Name Printed on the Diploma

- We print diplomas using the student's legal name that we have on file.
- Do you have a new legal name?   ___ No   ___ Yes
- If you checked "yes" provide your new name below. You must also submit an official name change request using this form: www.sjsu.edu/registrar/docs/personal_info_change.pdf

New Last Name
_____

New First Name
_____

New Middle Name
_____

Mailing Information

Address _____

City _____

State/Region _____   Postal Code _____   Country _____
Only required for addresses outside the US

Payment Information

Three ways to pay:

- If paying by credit card, use the completely online process (see above).
- If paying by cash or check, visit the cashier in the Student Services Center, then submit form to Window R.
- If you are not local, you can mail a check along with this form to the address at the top of this page.

Quantity ordered   **Payment method**
___ Check payable to San Jose State University

_____   ___ Cash paid to the cashier in Student Services Center

Cashier Stamp

_____   _____
Student's Signature.   Date (mm/dd/yyyy)
My signature certifies the accuracy of the info provided, and authorizes release of the diploma.

For Office Use Only:

Date Received : ___   By: _____   Order completed: _____   Update 5/11/20