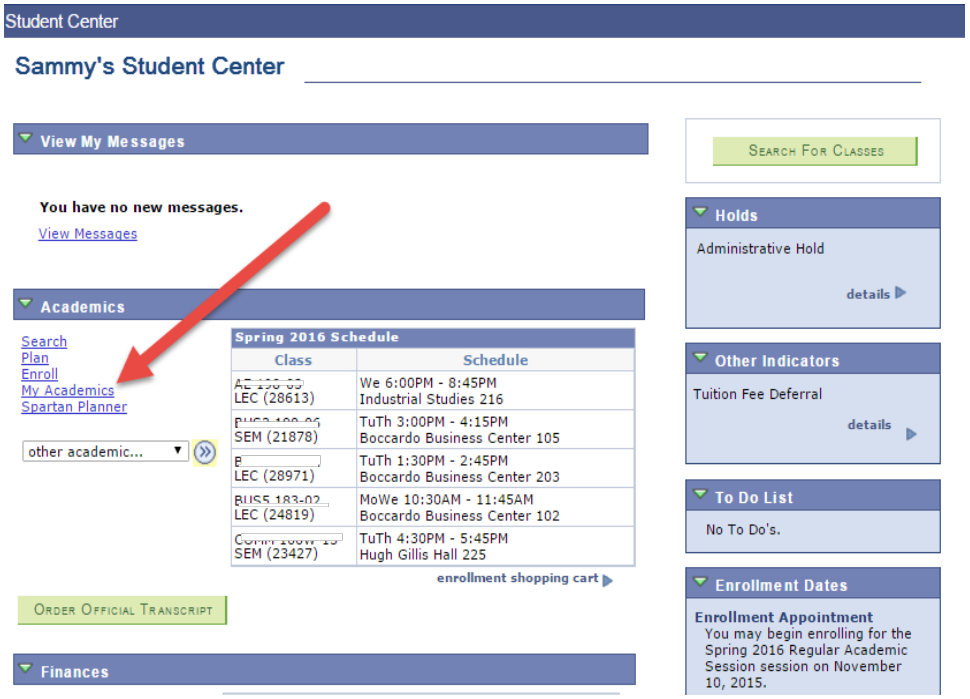
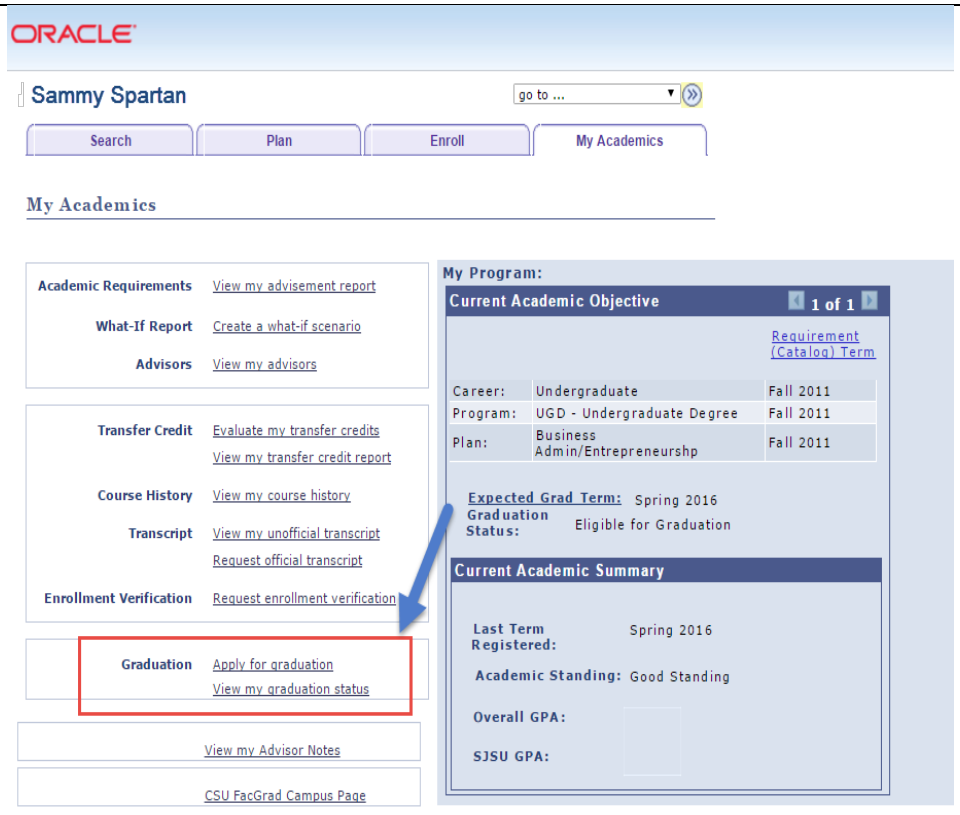
SJSU SAN JOSÉ STATE UNIVERSITY

UNDERGRADUATE-Online Graduation Application Overview

Overview: This on-line tool allows you to apply for graduation via MySJSU. Note that you will still have to submit a major form and additional documents as requested by your major department.

Note: Please ensure that you follow the guidelines set by your major department in applying for graduation.

Log into your MySJSU account. Go to Student Center and click on **My Academics** to open page.	
Click on **View My Graduation Status** to review you Primary name and diploma address.	

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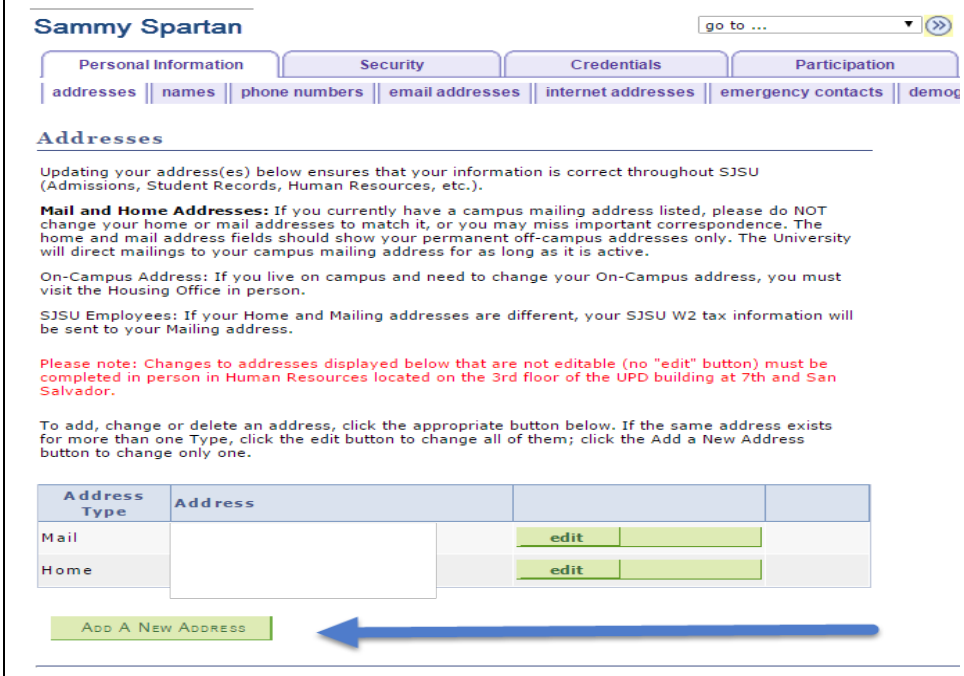
Review your name. Your Primary name will be printed on your diploma. To change your name please submit a Name Change Form to the Office of the Registrar. www.sjsu.edu/registrar/forms/index.html#n

Review your diploma address. Your diploma will be mailed to this address. Please update your address by clicking on the **Update Diploma Address** link.

Update your diploma address.

- Select **Add A New Address**
- Input new address
- Select **Diploma** in Address Types
- **Save**

Go back to **My Academics**. You are now ready to apply for graduation.



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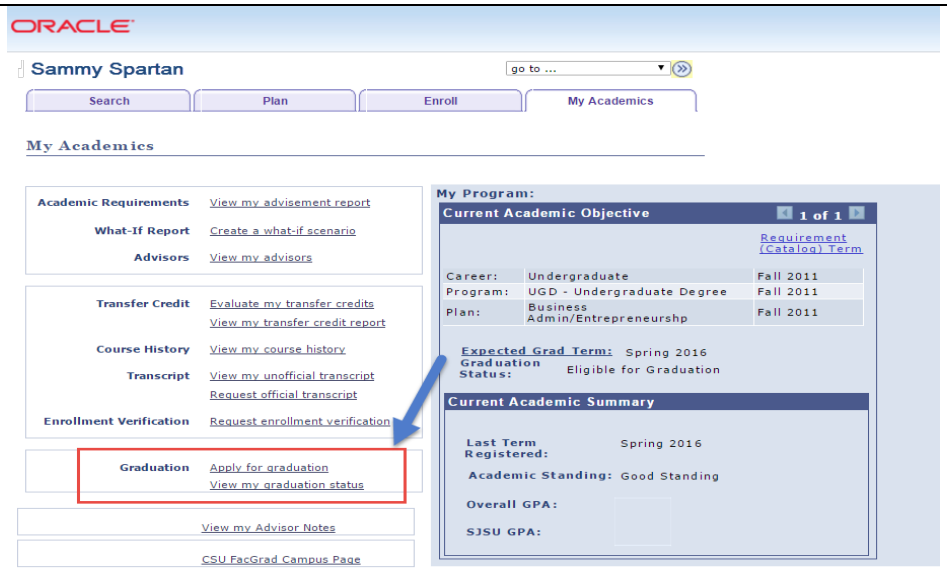
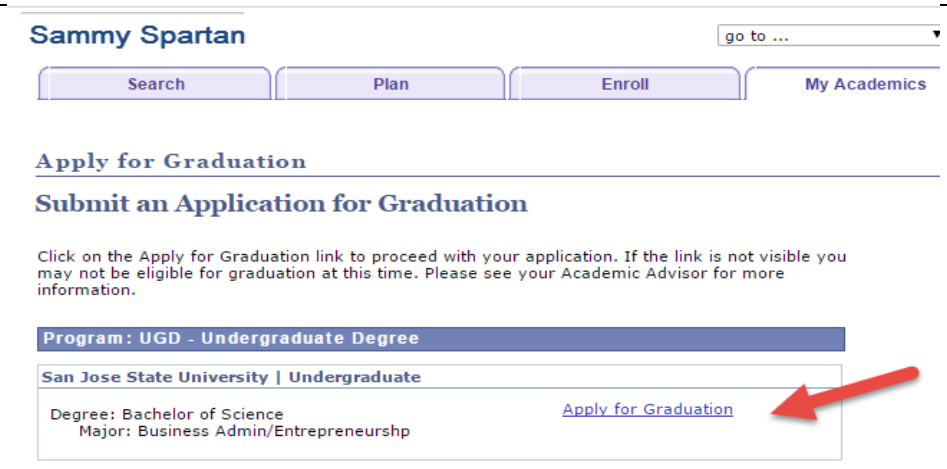
Click on **Apply for Graduation** to apply.



Click on **Apply for Graduation.**

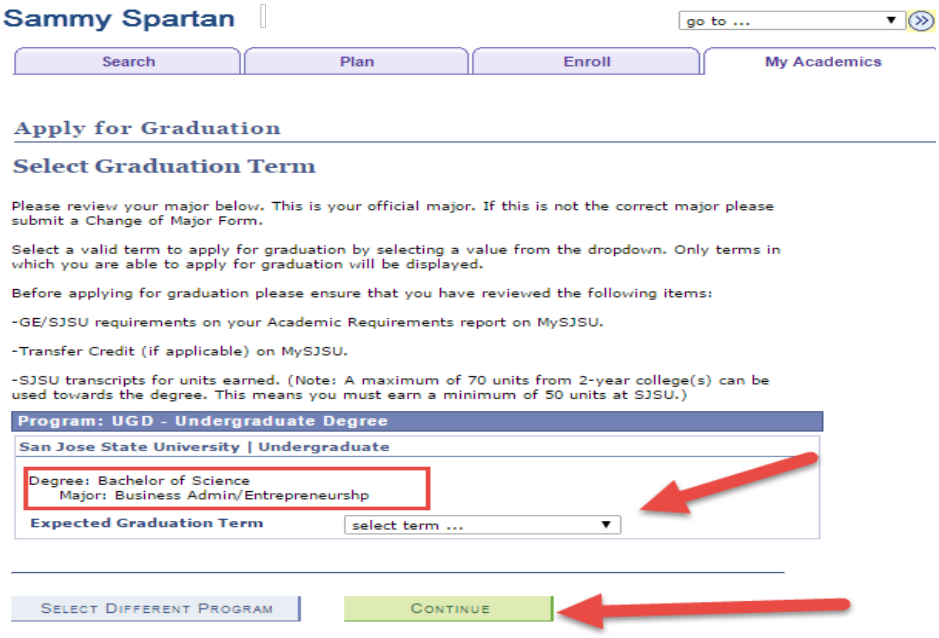


Select **Expected Graduation Term** and click **Continue**

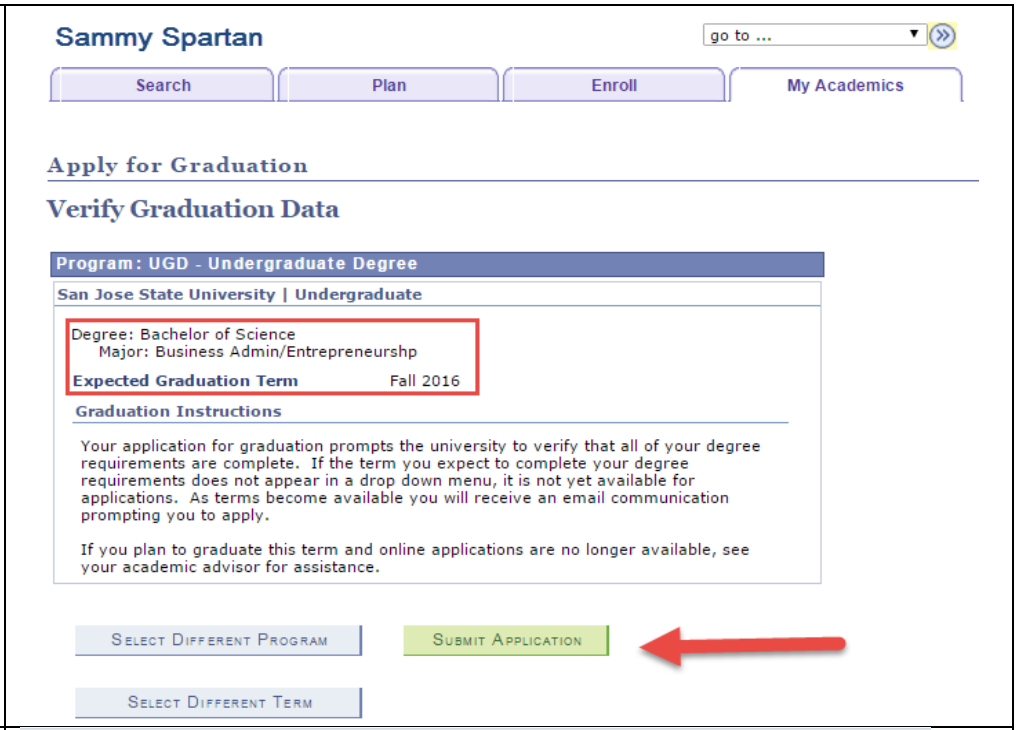
If the term you desire is not available then you are applying too early. See your major advisor.

Review your major. If this is not the correct major, please submit a Change of Major form **before** applying for graduation.

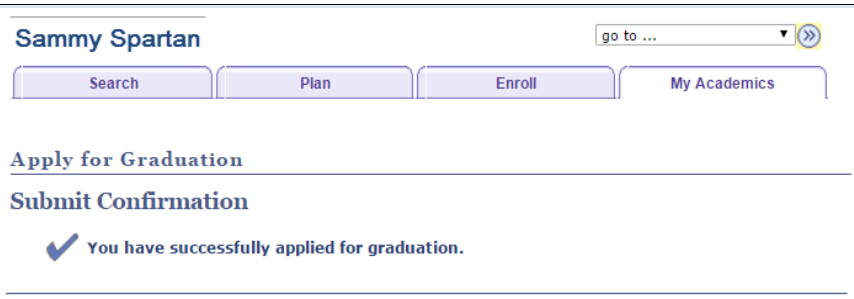
www.sjsu.edu/registrar/students/change_of_major/index.html



Verify graduation data and click **Submit Application.**

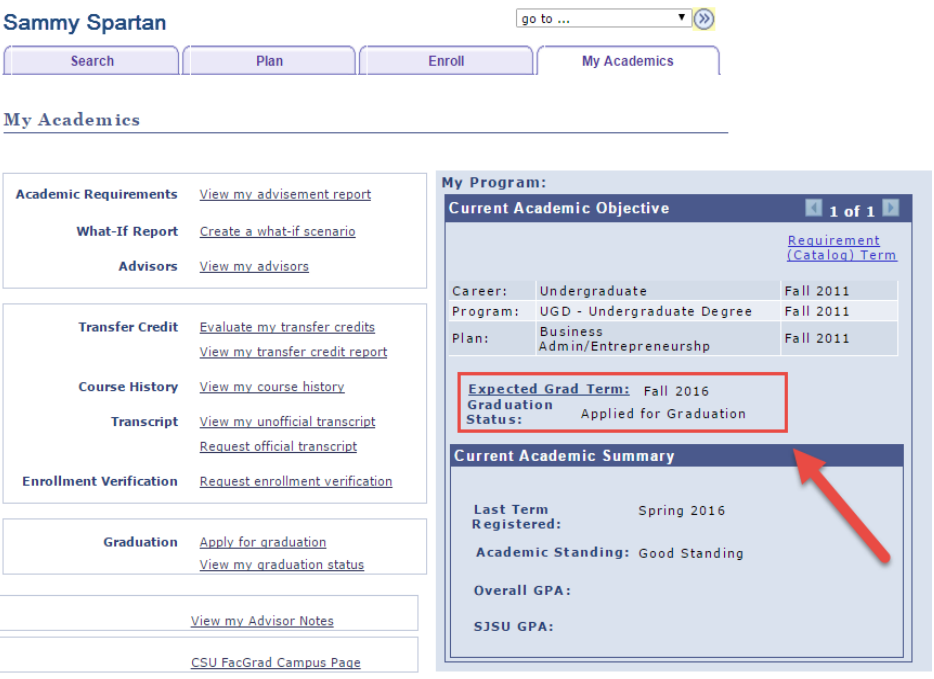


Confirmation.



Verify Your Graduation Status.

Go to **My Academics.**



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Go to **MyProgress**.

Click on view **MyProgress report** and print the first page of this report. This is your evidence that you have applied.

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STUDENTS FROM THE FOLLOWING MAJORS:

- College of Health & Human Sciences - *All majors*
- College of Education- *Only CHAD majors*

Follow the instructions provided by your College to obtain a major form.

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STUDENTS FROM THE FOLLOWING MAJORS:

- College of Business- *All majors*
- College of Engineering- *Civil Engineering, Electrical Engineering*
- College of Science- *All majors*
- College of Social Science- *Anthropology, Behavioral Science, Communication Studies, Economics, Mexican American Studies, Organizational Studies, and Political Science*

Major forms are not required. Use your MyProgress to follow your progress toward graduation.

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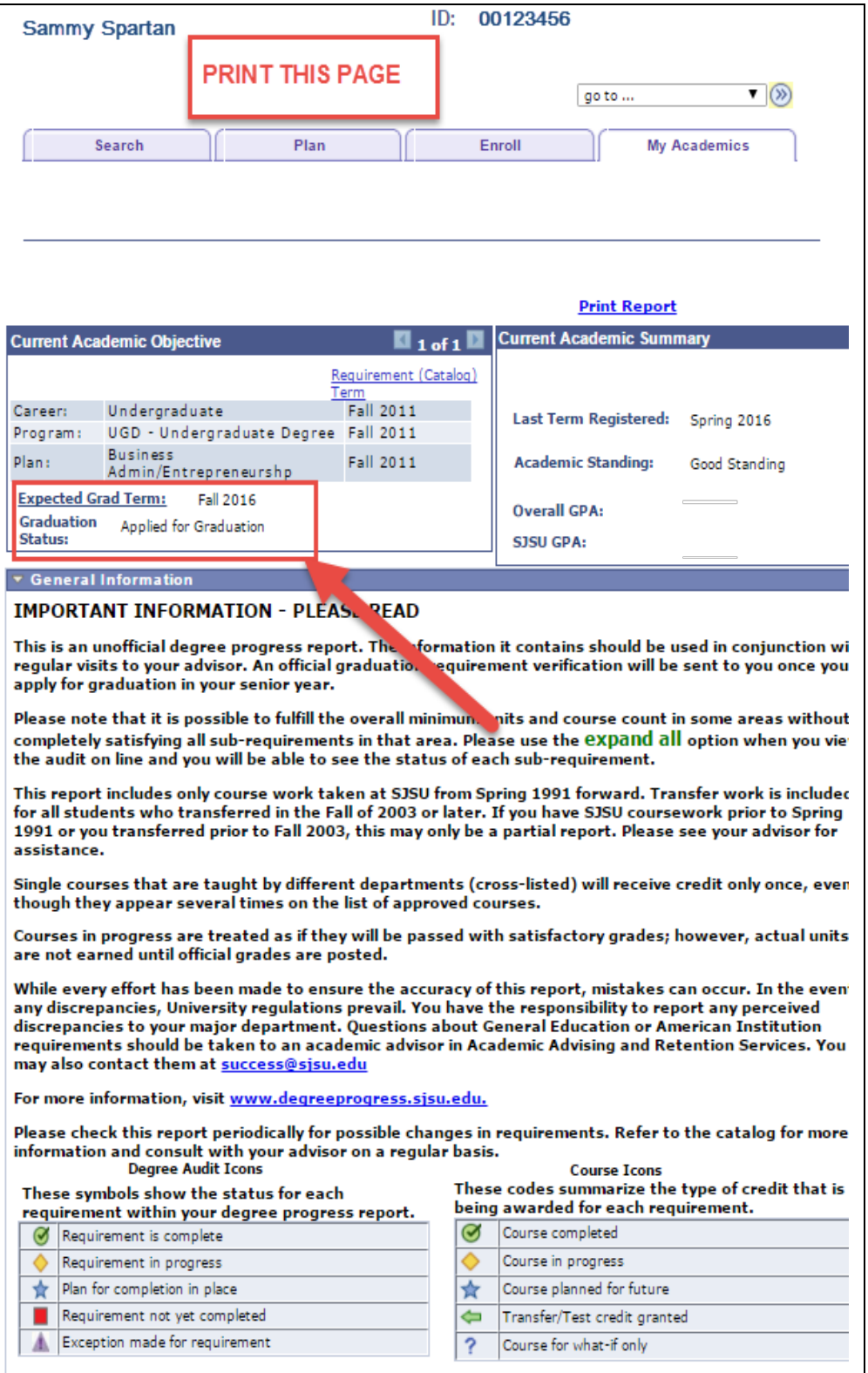

Final step: Submit all forms to the Office of the Registrar, Window "R". Note that some departments will submit forms directly to the Office of the Registrar. For questions about the graduation process, please visit: www.sjsu.edu/registrar/students/graduation/.