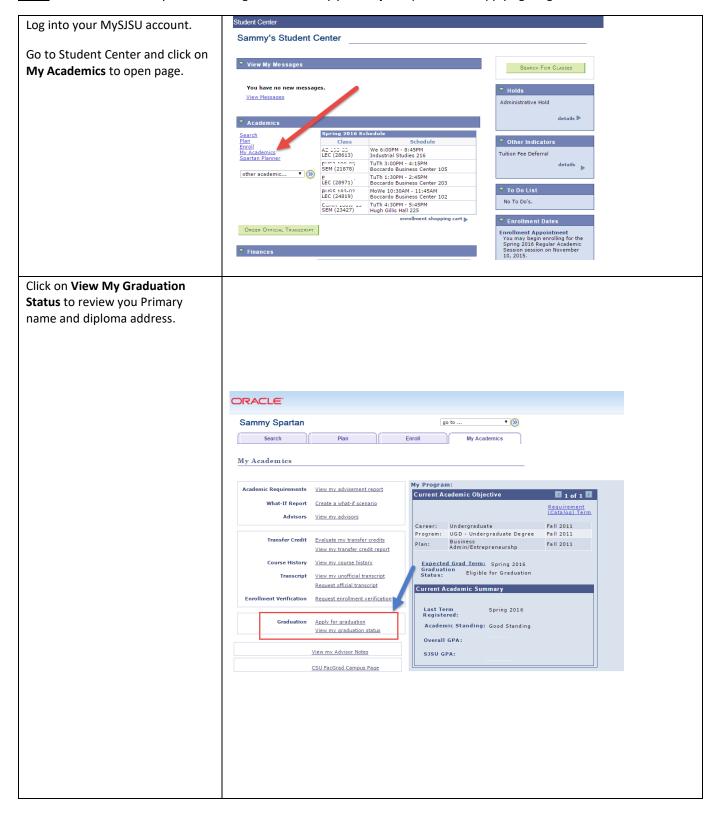


<u>Overview:</u> This on-line tool allows you to apply for graduation via MySJSU. Note that you will still have to submit a major form and additional documents as requested by your major department.

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



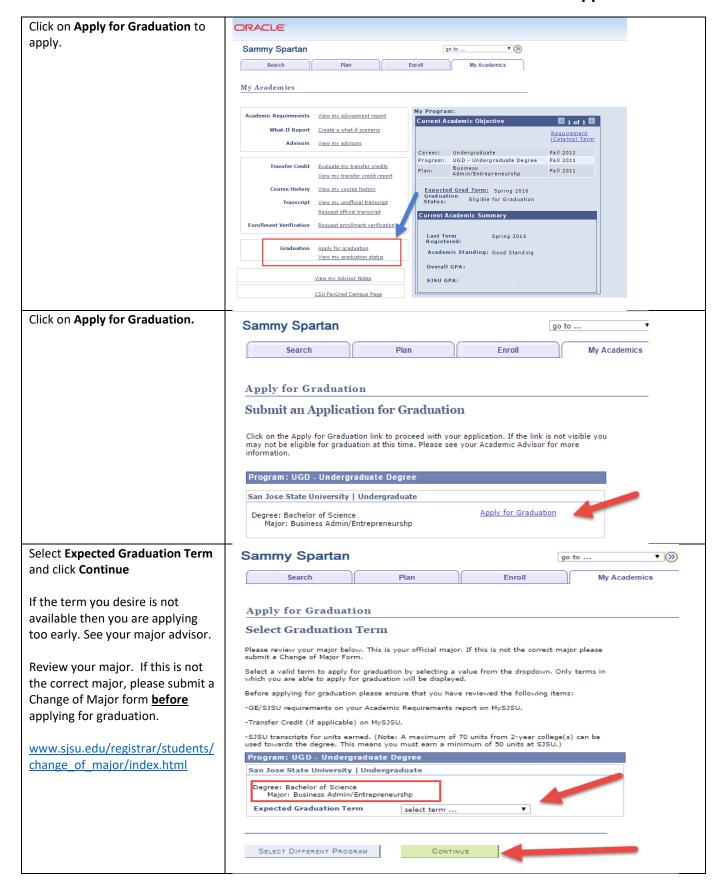


Review your name. Your Primary Sammy Spartan go to ... name will be printed on your diploma. To change your name Search My Acad please submit a Name Change Form to the Office of the **Graduation Status** Registrar. www.sjsu.edu/registrar/forms/ind ex.html#n Program: UGD - Undergraduate Degree San Jose State University | Undergraduate Review your diploma address. Degree: Bachelor of Science Status: Applied for Graduation Major: Business Admin/Entrepreneurshp Expected Graduation Term: Fall 2016 Your diploma will be mailed to this address. Please update your Student Information address by clicking on the Update 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 Diploma Address link. SJSU records. Sammy Spartan Update Diploma Address Update your diploma address. **v** (>>) go to ... Sammy Spartan Select Add A New Address Input new address addresses | names | phone numbers | email addresses | internet addresses | emergency contacts | demog Select **Diploma** in Address Addresses Types Updating your address(es) below ensures that your information is correct throughout SJSU (Admissions, Student Records, Human Resources, etc.). Save 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. Go back to My Academics. You are now ready to apply for On-Campus Address: If you live on campus and need to change your On-Campus address, you must visit the Housing Office in person. graduation. SJSU Employees: If your Home and Mailing addresses are different, your SJSU W2 tax information will be sent to your Mailing address. 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 Salvador. 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 Type edit ADD A NEW ADDRESS \* Sammy Spartan Addresses Add a new address 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 Types One Washington Square San Jose, CA 95192 Edit Address Home Diploma Date new address will take effect 01/06/2016 ii (example: 12/31/2000)

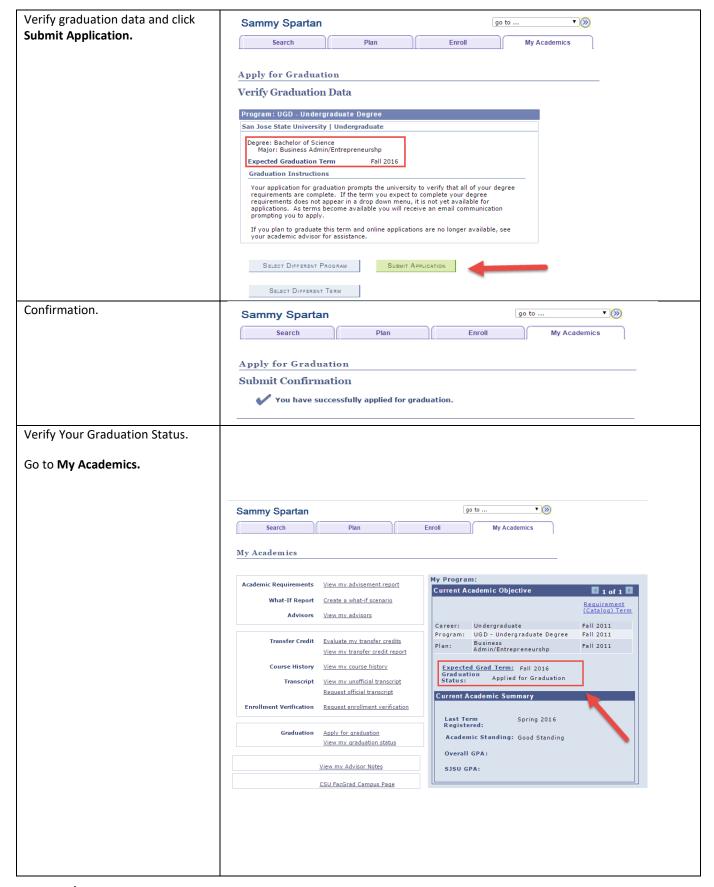
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Return to Current Addresses

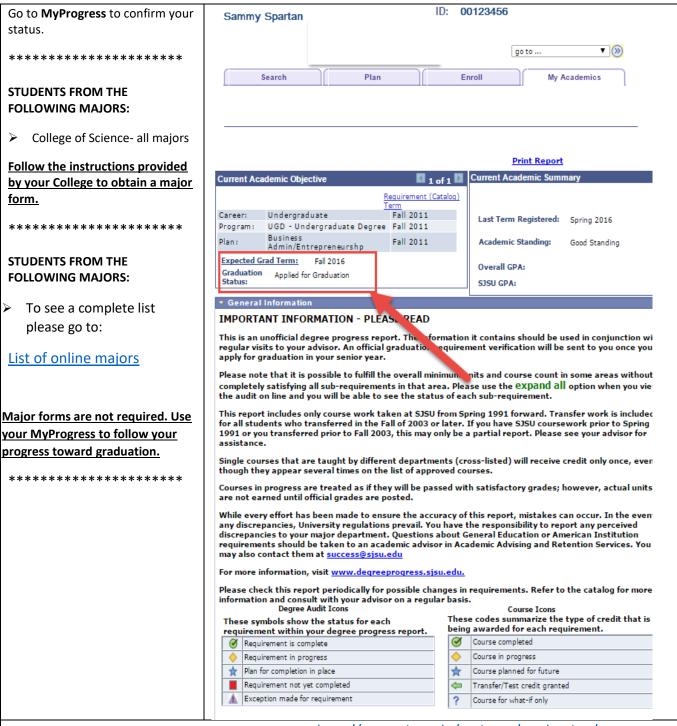












For questions about the graduation process, please visit: http://www.sjsu.edu/registrar/graduation/