

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 or mail it to us with payment.
- 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 _____
First Name _____	Degree received ____ BA ____ BS Other _____
Middle Initial _____	Major _____
Last Name _____	Email address _____
	Phone _____

Name Printed on the Diploma

- Our standard process will print your diploma with the legal name that we have on file.
- If you would like us to use a different name, please list it below

First Name _____	Middle Name _____	Last Name _____
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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 _____

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 4/23/22