This on-line tool allows undergraduate students to apply for graduation via MySJSU.

Note:

- Please ensure that you follow the guidelines set by your College in applying for graduation.
- College of Business and College of Science students must follow instructions provided by their College to apply for graduation.

1. Login to MySJSU.
   a. On the Student Center page, click the My Academics link.

2. Click the View my graduation status link to review the name that will be printed on your diploma and your diploma mailing address.
3. **Review/Update your diploma name.**

   a. Students may use a name other than their Primary (legal) Name on their diploma. If a student adds a Diploma Name before established deadlines, that name will be used on their diploma. Otherwise, the diploma will show the Primary Name from MySJSU.

   For more information, go to [Name Printed on Your Diploma webpage](#).

   To update the diploma name, click on the **Update Diploma Name** link.

   b. **Update Diploma Name**

      i. You will be taken to **Add a new name** if you have not previously added a diploma name. If you are taken to **Change name**, proceed to **Step ii**.

         - Enter the appropriate information for your diploma name.

         - Click the **Save** button.

         - Your entry was saved successfully.

         - Click the **OK** button to return to the Graduation Status page.

         - **Proceed to Step 4.**
ii. You will be taken to **Change name** if you already have a diploma name.
   - Update the appropriate information for your diploma name.
   - Click the **Save** button.

- Your entry was saved successfully.
- Click the **OK** button to return to the Graduation Status page.

4. **Review/Update your diploma address.** Students may send their diploma to a different address. If a student adds a Diploma Address before established deadlines, that address will be used to send their diploma. Otherwise, the diploma will be mailed to the mailing address.

For more information, go to the [Mailing Address](#) webpage.

To review/update the diploma address click on the **Update Diploma Address** link.
a. Update Diploma Address
i. You will be taken to the Addresses page.
   If you don’t have an existing address type of Diploma, click the Add a new address button to enter one. *If you have an existing diploma address, proceed to Step ii.*

- Enter the appropriate information for your diploma name.
- Click the OK button.

- Check the Diploma address type.
- Click the button.
• The diploma address was saved successfully.
• Click the button.

ii. If you have an existing diploma address, you can click the button to update it if needed. If you do not need to update it, proceed to Step 5.

• Update the appropriate information.
• Click the button.
● Click the **Save** button.

● Click **OK** button.

● Verify Diploma Address updated appropriately.

5. You are now ready to apply for graduation. Click the **Student Center** link on the left navigation pane.
6. On the Student Center page, click the **My Academics** link.

7. Click the **Apply for graduation** link.

8. Verify the degree and major. If this is not the correct major, please contact your success center to submit a Change of Major Advisor Request before applying for graduation.

To proceed to apply, click the **Apply for Graduation** button.
9. Select **Expected Graduation Term** and click the **Continue** button.

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

**Remember:** If this is not the correct major, please contact your success center to submit a Change of Major Advisor Request **before** applying for graduation.

10. Verify graduation data and click the **Submit Application** button.

11. You have successfully applied for graduation.

Click the **My Academics** link.
12. Your expected grad term and graduation status have now been updated.

Click the View MyProgress report link.


**Congratulations!** You have completed the process to apply for graduations.

14. **Questions?** Please visit the [Graduation website](#) from the Office of Registrar.