

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 # _____ Years Attended From _____ To _____
Last four digits of your SSN if SJSU ID is not known
 Degree received ___ BA ___ BS Other _____
 First Name _____ Major _____
 Middle Initial _____ Email address _____
 Last Name _____ 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 _____

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