



Graduate Admissions and Program Evaluations Requirements for Award of Master's Degree

Application for Award of Degree

Before you apply for your award of Master's Degree you must have your **Candidacy** completed and approved by Graduate Admissions and Program Evaluations, according to the deadline dates.

You must file your Application for Award of Master's Degree at the Graduate Admissions and Program Evaluations office according to the scheduled deadline dates.

Deadline Dates

Deadline dates are updated and posted on the Graduate Admissions and Program Evaluations office website each semester.

Graduation Fee and Processing

There is no charge for submitting the Application for Award of Master's Degree. However, if you do not complete requirements for the degree in the semester in which you apply, it will be necessary for you to complete a **Reactivation Form** and pay a fee of \$10.00 for each subsequent processing and reevaluation of your graduation requirements. Reactivation forms must be filed by the appropriate deadlines located on the office website.

The Award of Master's Degree can be faxed to the Graduate Admission and Program Evaluations to (408) 924-2477.

Commencement

Commencement exercises are held during the last week of each Spring Semester (the Saturday morning of Memorial Weekend).

**San José State University
Graduate Admissions and
Program Evaluations**

**Application for Award
of Master's Degree**



Student Information:

Last Name

First Name, Middle Name

Student ID

Previous Name, if any

Home Address:

Address

City, State, Zip Code

Home Phone

Daytime Phone

Email Address

Address to Send Diploma:

Address

City, State Zip Code

Today's Date:			
Degree Type:			
<input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> MBA <input type="checkbox"/> MFA <input type="checkbox"/> MARA <input type="checkbox"/> MBT <input type="checkbox"/> MLIS <input type="checkbox"/> MPH <input type="checkbox"/> MUP <input type="checkbox"/> MSW <input type="checkbox"/> MPA			
Planned Graduation Date :			
Major:			
Print Full Name As It Will Appear On Your Diploma:			
_____ Last Name			
_____ First Name, M.I.			
Print Full Name As It Appears in Your Official SJSU Records:			
_____ Last Name			
_____ First Name, M.I.			
Degrees Now Held			
Degree	Month/Year	Institution Granting	City, State, Country

For Office Use Only - Do Not Write Below This Line

Thesis _____	<u>To Do:</u>
Binding _____	
Transferred Graduate Credit _____	
Comprehensive _____	
Final GPA _____	
Total Graduate Units _____	

Completion of Requirements Certified Personnel

Date :