



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** form completed and approved by Graduate Admissions and Program Evaluations (GAPE), according to the deadline dates.

File your Application for Award of Master's Degree at the GAPE office in the Student Services Center, according to the scheduled deadline dates.

Deadline Dates

Deadline dates are updated and posted on the GAPE website each semester (www.sjsu.edu/gape/current_students/deadlines/).

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 deadline.

The Award of Master's Degree can be faxed to GAPE at (408) 924-2477 or emailed to the GAPE evaluator appropriate to your discipline (see www.sjsu.edu/gape/staff/index.htm for a list of evaluators).

Commencement

Commencement exercises are held during the last week of each spring semester (the Saturday morning of Memorial Day weekend).

Tracking Number:



Application for Award of Master's Degree

**San José State University
Graduate Admissions and
Program Evaluations
(GAPE)**

Last Name

First Name, M.I.

Student ID

Previous Name, if any

Home Street Address

City, State, Zip Code

Daytime Phone

Email Address

Required Signatures

Student Signature

Date

This form is to be used by students who have an approved Candidacy form on file at the GAPE office. Return this form to the appropriate GAPE evaluator or the front desk of GAPE in the Student Services Center.

Degree Type

MA MS MBA MFA MLIS MUP

MSW MPA MPH MARA OTHER (specify) _____

Planned Graduation Date

Major and Concentration

Print full name as it will appear on your diploma (print legibly). The last name must be the same as in your SJSU record, or you will need to file a name change with the Office of the Registrar via the Change of Name form at www.sjsu.edu/registrar/forms.

Last Name

First Name, Middle

Diploma address, if different from your home address. Please update your mailing and email addresses on MySJSU under Personal Information. A change of address can also be filed with the Office of the Registrar via the Address/Contact Update Request at www.sjsu.edu/registrar/forms. Please notify your GAPE evaluator when a change has been made.

Degrees Now Held			
Degree	Month/Year	Institution Granting	City, State, Country
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Office Use Only - Do Not Write Below this Line

<p>Approved</p> <p><input type="checkbox"/></p>	<p>Denied</p> <p><input type="checkbox"/></p>
<p>_____ GAPE Evaluator</p>	
<p>_____ Date</p>	