Electronic Forms

Student User Guide
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1. Finding E-Forms

- Navigate to [http://grad.sdsu.edu/current_grad_students/forms](http://grad.sdsu.edu/current_grad_students/forms)
- Select the form you wish to submit, and click on the link to access the E-Form.

**Note:** *Forms available as E-Forms are listed under the E-Forms section at the bottom of the page.*
2. Logging In

- Clicking on the E-Form link will prompt you to sign in using your SDSU ID and password.

San Diego State University

Sign in

1. SDSU ID eg jdoe@sdsu.edu

Can't access your account?

2. Next

Having trouble? Find help at http://sdsuid.sdsu.edu

San Diego State University

Enter password

3. ********

Forgot my password

4. Sign in

Having trouble? Find help at http://sdsuid.sdsu.edu
3. Selecting E-Form

- Read the instructions and then click on the name of the form you wish to submit.
- Review information about the form, and then click on the hyperlinked name of the form.

INSTRUCTIONS:

Please click on a link below to initiate your desired form. The form will automatically fill in your name, RED ID, and major information. If any of this information is incorrect, please do not submit the form and instead contact your Graduate Advisor or Graduate Affairs at gra@sdsu.edu.

After you have submitted your form, it will be routed to the appropriate faculty and staff members for approval. You will receive notifications as it moves through the approval process, and will receive a notification and copy of the completed form once the approval process is complete.

If you have any questions or need to make any changes, please contact your Graduate Advisor or Graduate Affairs at gra@sdsu.edu.

Change of Status

If a student is admitted to a graduate program on a conditional basis, the student must meet the conditions by the deadline stated on the departmental recommendation s/he receives when s/he is admitted to SDSU.

Please check your WebPortal for updates to your student records.

Change of Status
4. Submitting E-Form

- Once you click on the form link, the E-Form will open and your student information will fill in automatically.

  **Note:** If any of the information filled in on the form is incorrect, please go to your WebPortal account and update your information prior to submitting your form.

- Fill in any required fields (e.g., phone number) and click Submit.
5. Notifications

- Once you have submitted your form, you will receive a series of notifications as your form is processed.
- Notifications may include:
  - Form Received
  - Form Approved/Denied/Processed/Cancelled by Program
  - Form Escalated to Department Chair
  - Form Approved/Denied/Processed/Cancelled by Graduate Affairs
  - Form Complete

**Note:** If you receive a notification that your form has been cancelled, please contact your Graduate Advisor to discuss.

**Sample of Notification Email**

![Sample Email Image]
6. Support

Please contact your Graduate Advisor if you have any questions about the content of the form or for assistance filling it out.

Please contact Graduate Affairs with any questions or issues about using the E-Form.

Graduate Affairs can be reached at gra@sdsu.edu or 619-594-5213

You can also visit Graduate Affairs in Student Services East (SSE) 1410.