



DIPLOMA NAME PREFERENCE

Use this form to request a diploma name that differs from the legal name currently reflected in university records for the purposes of more accurately identifying yourself. For example:

- Special capitalization, punctuation, accent marks or spacing in your name that is not reflected in the university system.
- Reflect your chosen (or preferred) first name.
- Replace your first or middle name with an initial.
- Replace your middle name with your maiden name or add your maiden name to your middle name.

Diploma names must reflect the legal last name and should never be used for misrepresentation. To update your legal name in the university system and on all official university documents, please submit a Correction or Change of Name form with supporting documentation.

PLEASE PRINT

NAME ON CURRENT UNIVERSITY RECORDS

First Name: _____
 Middle Name: _____
 Last Name: _____

OTHER IDENTIFYING INFORMATION

Student ID Number (or SSN): _____
 Date of Birth (MM/DD/YYYY): _____
 Term of Last Attendance: _____
 Phone Number: _____

PREFERRED DIPLOMA NAME

First Name: _____
 (Optional) Middle Name: _____
 Last Name (legal last names only): _____
 (Optional) Suffix: Select one, if applicable
 _____ Jr.
 _____ Sr.
 _____ II
 _____ III
 _____ IV

By signing below, I affirm that I am submitting this request for the sole purposes of changing the appearance of my name on my official diploma to more accurately identify myself, and not for misrepresentation. In order to change my legal name in the university system and on all official academic records, I must submit a Correction or Change of Name form with supporting documentation. I understand that this request is subject to review and approval.

Student Signature

Date