



DIPLOMA NAME PREFERENCE

With the best interest of the student in mind, Oklahoma State University strives to maintain educational records under the student's full, legal name and to consistently issue official university documents, such as transcript and the diploma, under the full, legal name. It is highly recommended that students complete a "Correction or Change of Name" form to update their names on all official university documents.

This form will modify the way a student's name appears ONLY on the official diploma to accommodate one or more of the following:
1. Special capitalization/punctuation/accent marks or spacing in your legal name which you wish to be included on your official diploma, but cannot be accommodated in the Student Self-Service (i.e., Renée, Muñoz, LeeAnn).
2. Replace your first or middle name with an initial (i.e., change "Matthew" to "M").
3. Replace your middle name with your maiden name (first maiden last) or insert your maiden name between your middle and last names (first middle maiden last).

Name on Current University Records _____
Please Print - Last, First, Middle

Student ID _____ Date of Birth _____ Phone _____

Social Security Number (if no Student ID) _____ Term of last attendance _____

Preferred Diploma Name _____
Please Print - Last, First, Middle

Reason for change:

Special capitalization/spacing/punctuation/accent marks that cannot be accommodated by the student information system

Replace first name with first name initial

Replace middle name with middle name initial

Replace your middle name with your maiden name*. Provide maiden name _____

Insert your maiden name* between your middle and last names. Provide maiden name _____

* If the OSU Office of the Registrar does not have an official record of your maiden name, please attach a copy of your marriage license or birth certificate as documentation of your maiden name.

Student Signature _____ Date _____

Please note that this form will only change the appearance of your name on your official diploma. In order to change your name on all official educational records with OSU, please complete the "Correction or Change of Name Form."