Diploma Name Request Form

By completing this form, students may request to have a preferred name printed on their diploma ("Diploma Name"). Please note and acknowledge the following:

- Only the first and/or middle name may be changed to a Diploma Name; the last/family name must remain the same as the full legal last name in the University records system.

- Use of a Diploma Name is not permitted when it is used for the purposes of avoiding legal obligations, in jest, or for misrepresentation.

To request that a Diploma Name appear on your diploma, complete this form and bring it, along with your University of Pittsburgh ID card, to the Office of the Registrar (located in 279 Blackington Hall). You *must* show your University photo ID in order to have this information updated and you must present the form in person. Forms will not be accepted via e-mail, fax, mail, or from a third-party making the request in your absence. All forms must be received by the last day of the term in which you are graduating to avoid a processing fee.

Students should use caution and investigate the potential ramifications of using a Diploma Name instead of your legal name if you use your diploma internationally.

Legal Name: _____
             First   Middle   Last

Diploma Name: _____
              First   Middle

Student ID Number: _____

By signing below, I acknowledge that I have read the information above and understand the use of a Diploma Name. My signature authorizes the Office of the Registrar to place the Diploma Name listed above on my diploma.

Signature   **Date**

_____

Office Use Only: Processed by: _____   Date_____