University of Pittsburgh | Office of the University Registrar

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 University Registrar (located in G-3 Thackeray 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 University Registrar to place the Diploma Name listed above on my diploma.

Signature **Date**

_____

Office Use Only: Processed by: _____ Date_____