



DIPLOMA NAME CHANGE FORM

Office of the Registrar, MC 018
University of Illinois at Chicago
Suite 1200 Student Services Building
1200 West Harrison St.
Chicago, Illinois 60607

(312) 996-4381

Use this form to request a different name format for your diploma. Name change requests made through this form will update your diploma name preference and will not change your academic record.

Please Print

Current Name:

Last Name First Middle Initial

University Identification Number (UIN) Daytime Phone Number Email

Term of Graduation:	Fall	Degree to be Awarded:	Bachelor's
	Spring		Master's/Doctorate
	Summer		Medicine/Dentistry
	_____		_____
	Year of Graduation		Major

Name to Appear on Diploma*:

Last Name First Middle Initial

***Please Note:** If the name requested is not consistent with the name that appears in Student Self Service or in the my.uic portal, the Records department requires a copy of one of the documents listed below.

Proper Documentation consists of the following:

- Marriage Certificate (must be married prior to graduating)
- Naturalization Papers
- Birth Certificate
- Passport

Important Notes

- All address changes or updates need to be done in Student Self-Service. **Add or Edit for Diploma Address.**
- Deadline for name or address changes are required by the Office of the Registrar on the last day of the term you are graduating in. (Medicine and Dentistry has a different deadline for Spring term. See college for more detail.)

_____	____/____/____
Student Signature	Date

Please return this form through mail or as a walk-in to the Office of the Registrar (address above).