DIPLOMA NAME REQUEST FORM

With the best interest of the student in mind, The University of Illinois at Chicago strives to maintain educational records under the student’s full, legal name and to consistently issue official university documents, such as transcripts and the diploma, under the full, legal name. It is highly recommended that students complete a “Change of Demographic” 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 accommodate in the Student Self-Service (i.e. Muñoz, René, LeeAnn, etc.).
2. Replace your middle name with an initial (i.e. change “Matthew” to “M”).
3. Replace your legal first name with your preferred first name. (i.e. “Robert” to “Rob”).

*For technical reasons, some characters may not be available. We will make every effort to accommodate your request, but it may not be possible. 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 or for licensure.

Do not use this form for CHANGING YOUR NAME IN YOUR PERMANENT RECORDS. THIS FORM IS TO CORRECT THE NAME ON THE DIPLOMA ONLY!
Permanent record changes can be completed with the Registrar Office Registration Unit by completing a Change of Demographic form. Please note that you may be asked to provide supporting documentation, such as a birth or marriage certificate, if you are asking for a name that has never been registered with UIC. (See the Change of Demographic form at https://registrar.uic.edu/student_records/changing-your-personal-information#name-ssn-change for more information).

Legal Name on Record: ____________________________
Please Print – Last, First, Middle

Please complete the following information:
Graduation Sem/Yr: ____________________________ University Identification Number: ________________
College(s): ____________________________ Degree(s): ____________________________
Phone #: ____________________________ Email: ____________________________

Preferred Diploma Name: ____________________________
Please Print – Last, First, Middle

Reason for Diploma Name (Select reason below):
☐ Special capitalization/spacing/punctuation/accent marks that cannot be accommodated by the student information system
☐ Replace middle name with middle name initial
☐ Replace legal first name with preferred first name

Student Signature ____________________________ Date ____________________________

Submit completed forms through the postal mail or e-mail to the Office of the Registrar (address above).
Deadline for diploma name requests are required by the Office of the Registrar on the last day of the term in which you are graduating.

03/2020