

Diploma Name Form



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 University Registrar Services by completing a Student Change of Name 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 ASU. (See the Student Change of Name form at <http://students.asu.edu/forms/name-change> for a complete listing of appropriate documentation.)



DO USE THIS FORM FOR

- Addition of a middle name or shortening a middle name to an initial
- Accents or special characters (e.g. Boulé or Nuñez)*
- Change to spacing (e.g. DeSantos to De Santos)
- Addition/deletion of a hyphen (e.g. Mary-Ann to Mary Ann)
- Changes to upper/lower case combinations (e.g. Mckenzie to McKenzie)

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

PLEASE NOTE:

1. Legibly enter one letter or blank per box.
2. Draw distinct special characters with their corresponding letter.
3. Clearly indicate upper/lower case lettering.

First																		
Middle																		
Last																		

Please complete the following information:

Graduation Sem/Yr:	Affiliate ID:
College(s):	Degree(s):
Phone #:	Email:
Signature:	Date:

Submit completed forms to any Registrar’s Office location or via email to graduation@asu.edu

Changes requested prior to the graduation deadline will be applied to both the commencement book and diploma. Changes requested after the graduation deadline will only apply to your diploma only and must be received prior to the degree conferral date for the semester in which you are graduating.