4/26/16

Hello Everyone,

I wanted to make you aware of a recent change to the Registrar’s Office’s policy regarding diplomas.  Effective immediately, students may request to have a preferred first and/or middle name printed on their diploma, by completing a Diploma Name Request Form. The form is attached and is also available in G-3 Thackeray Hall. It will be available on the Registrar’s website shortly.  Students must hand in the form, in-person, to the Registrar’s office at G-3 Thackeray with a valid photo ID; requests will not be accepted via email, fax, mail, or from a third-party.

Please note that students must continue to follow existing procedures for requesting changes to their legal name; the requested Diploma Name will only appear on the diploma, if it differs from the legal name. The transcript, which is considered a legal document, will still have their legal name on it.  The diploma, which is considered ceremonial, is the only thing changing.

Also note, the Registrar’s Office is cautioning students to investigate the potential ramifications of using a Diploma Name instead of legal name if they intend on using their diploma internationally. Should the student go abroad and they need to change the name on the diploma, the Registrar will ask for their original back before they reordered a new diploma with their legal name on it.

Lastly, since this policy was recently approved and the Registrar’s Office realizes most students have already completed the graduation application process, they are willing to talk to students in regards to the late processing fee for the 2164 term.

**As this involves only the diploma, students are still required to use their legal name on their graduation applications. Writing a preferred name on the graduation application will not result in the preferred name appearing on the diploma. They must submit the Diploma Name Request Form to G-3 Thackeray in person in order to change their diploma name.**

If you have any questions, please let me know.

All the best,

Becky

Rebecca Whalen

Coordinator of Graduate Student Services

Kenneth P. Dietrich School of Arts and Sciences

University of Pittsburgh

5141 Sennott Square

Pittsburgh, PA  15260

412-624-0338

Fax:  412-624-6855