CLIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
Registrar's Office

DIPLOMA NAME REQUEST FORM

The following are examples of acceptable reasons to use this form:

- Accents or Special Characters (e.g. Nuñez or Lucían)
- Abbreviation of Middle name to an initial
- Errors in spacing and/or upper/lower case lettering (Mc Donald)

DO NOT USE THIS FORM FOR:

Name Changes such as:

- Legal name changes
- Addition of a middle name
- Change your surname (e.g. maiden name to married name)
- Nicknames or name variations (e.g. Charles to Charlie)

You may request these types of changes by submitting a name change form to the Registrar's Office. At the time of your request, you will be asked to provide supporting documentation. For more information, go to: https://www.cpp.edu/registrar/student-record/update-personal-information.shtml.

Name: _____ BroncoNumber: _____

Term/Year Applied to Graduate: _____ Degree: ☐ Undergraduate ☐ Graduate

Email: _____@cpp.edu Contact Phone Number: _____

Indicate below how you request your name to be printed on your diploma.
INSTRUCTIONS:

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

*Every effort will be made to accommodate your request, however, some characters may not be available for printing and you will be notified.

Signature: _____ Date: _____

OFFICE USE ONLY
Processed: Date _____ By _____