CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
Registrar's Office

DIPLOMA NAME REQUEST FORM

This form is to be used for the purpose of requesting that the name printed on your Cal Poly Pomona diploma be different from how your name appears on your official Cal Poly Pomona records.

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 for 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: http://www.cpp.edu/~registrar/academic-policies/name-change.shtml.

Name: _____ BroncoNumber: _____

Quarter/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: _____ SIGN AFTER PRINTING Date: _____

OFFICE USE ONLY
Processed: Date _____ By _____