

DIPLOMA NAME REQUEST FORM

A student may log into BroncoDirect Student Center to submit a Diploma Name request. This form is to be used for the purpose of correcting the diploma name on your Cal Poly Pomona diploma.

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

- Accents or Special Characters (e.g. Nuñez or Lucían)
- 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 Change of Information 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:
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: OFFICE USE ONLY		Date:
Processed: Date	Bv	