Indicate the Term on the graduation application:

December 2020 = 2211
April 2021 = 2214
June 2021 = 2217
August 2021 = 2217

- **Student Name**: Name must match what is displayed in PeopleSoft
  - Middle names may be expanded, shortened, or deleted altogether
  - Students may request to have a preferred first and/or middle name printed on their diploma
    - Must complete a “Diploma Name Request form” available in G-3 of Thackeray Hall and on the Registrar’s Website ([http://www.registrar.pitt.edu/personalinfo.html](http://www.registrar.pitt.edu/personalinfo.html))
  - Students must hand in the Diploma Name Request form, in person, to the Registrar’s Office with a valid photo ID (birth certificate, marriage license, divorce decree, social security card, or passport [international students only]). 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 Registrar’s Office will be cautioning students to investigate the potential ramifications of using a Diploma Name instead of a legal name if they intend to use their diploma internationally
- Students may include suffixes such as Jr., Sr., II, III etc.
  - The University **does not** include titles such as Sister, Father, Dr., Esq., etc. on diplomas of transcripts

**Second Side of application**:  
- **Academic Department-Student Plan**: i.e. PPBHL-BCHS or GSPH-BCHS
- **Name of Department/Certificate-Student Plan**: i.e. MPH and/or name of certificate if applicable
- **Area of Concentration/Sub-plan**
- **Title**: not needed unless April Doctoral graduate (PhD or DrPH candidates)

- **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.

- **If you are graduating with a joint degree**, please indicate this on the second page of the graduation application beneath the area for degrees.

*Email completed Graduation Application to stuaff@pitt.edu*
Name must match what is currently on the University of Pittsburgh file. If it is different from the name on file, you must submit a legal document to the Registrar’s Office, G-3 Thackeray Hall to support your name change.

STUDENT NAME - Last name and Suffix, First Name and Middle Name or initial. (Leave a space between each name.) Please indicate all special characters. PLEASE PRINT CLEARLY

Name

DIPLOMA MAILING ADDRESS

Address Line 1
Address Line 2
Address Line 3
City State Postal Code Or Country

FOR ACADEMIC CENTER USE ONLY

Student Program     Student Plan     Student Sub Plan
Student Program     Student Plan     Student Sub Plan
Student Program     Student Plan     Student Sub Plan
Student Program     Student Plan     Student Sub Plan

Graduation Coordinator Verification
Date Email Address

Updated 10/13/2009
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<tr>
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**TITLE OF THESIS OR DISSERTATION, if applicable**