

# Pittsburg State University

Registrar's Office

## Diploma Name

---



## Diplomas

Pittsburg State University understands that its students often use names that are different from those appearing on legal documentation. For some students, a preferred name may be an important aspect of their identity. Therefore, Pittsburg State allows students the option to select a “Diploma Name” to be printed on their official diploma or certificate. This name will also be used in official university commencement materials, including the commencement program.

If the student does not indicate a “Diploma Name,” the student name listed on a diploma or certificate will match the legal name on file in the student’s record. Students desiring a preferred name to be printed on their diploma or certificate should indicate as such when they apply/petition for graduation.

Available diploma names include the following options below\*. All requests are reviewed on a case by case basis.

- Either first name or initial
- Alternate form for the first name
- First name which matches with the student’s expression of gender identity
- Omission of the first name when the middle name is used as a primary name
- Middle name or initial
- Inclusion of suffix
- Inclusion of former or maiden name
- Inclusion of proper capitalization and accentuation of name
- Inclusion of maternal surnames as culturally appropriate

\*Please note: With the exception of maternal surnames, all options stated above must be included on file in the student’s record.

Neither titles nor degrees previously earned will be included as part of the student’s name. If a student decides to change their diploma name back to their legal name after graduation, the student will be required to request and pay for a replacement diploma.

## Apostille

Diploma apostille can only be provided when using your legal name.

## Note for Degree Verification

Third parties using the preferred name appearing on your diploma will not be able to verify your degree through the National Student Clearinghouse because of name mismatch. Enrollment/degree verification is provided using your full legal name.

## Note for International Students

A diploma is considered a ceremonial document. Some countries may require your diploma for various legal, immigration and employment purposes. For students planning to live or work outside of the United States, we recommend using legal name on the diploma to avoid discrepancies between the name on the diploma and other legal documents.

## FAQ's

Will my diploma name also appear in commencement materials?

*Yes. Requested diploma names will appear in commencement materials including the commencement program.*

Can I delete or change my diploma name after it has been entered?

*Yes, if it is before the posted deadlines for applying/petitioning for graduation. Pay close attention to communicated deadlines for applying/petitioning for graduation. If the deadline has passed, you will need to submit a request and pay for a replacement diploma.*

Can I order two copies of my diploma, each one with a different name?

*No. Students who wish to have another version of their diploma would need to submit a diploma reprint and pay the reprint fee.*

For additional questions, contact Degree Checking (undergraduate students) at 620-235-4211 or Graduate Studies (graduate students) at 620-235-4218.