



NAME ON DIPLOMA FORM

INSTRUCTIONS

 **IMPORTANT INFORMATION:**



1. STOP!! Do NOT use this form for:

Name Changes such as:

- Addition of a middle name
- Change your surname (e.g. maiden name to married name)
- Change to spacing (e.g. DeSantos → De Santos)
- Addition/deletion of a hyphen (e.g. Mary-Ann → Mary Ann)
- Changes to Upper/Lower case combinations (e.g. Mckenzie → McKenzie)

You must contact your College, Department or Faculty Registrar and complete an official “Change or Correction of Name” form. Please note that you will be asked to provide supporting documentation, such as a birth or marriage certificate, or a legal Change of Name document issued by a governing body. Changes **MUST** be completed before the deadline date printed on this form.



2. USE this form for:

- Accents/Special Characters (e.g. Boulé)

For technical reasons, some accents may not be available, and it may not be possible to implement your request. Brackets/parentheses () and commas will not be printed.

- Indicating no period (.) after an initial in your name

ROSI will automatically insert a period after an initial in a name (e.g. John Q. Public) or if it perceives an abbreviation (e.g. Jane St. Public). If a period should not be inserted after an initial/initials in your name, please complete and return this form.



3. DEADLINES are important: The completed form must be received by the Office of Convocation by the deadline date noted on the next page.

12/2023

