



# NAME ON DIPLOMA FORM

# **INSTRUCTIONS**

## IMPORTANT INFORMATION:



### 1. STOP!! Do <u>NOT</u> 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  $\rightarrow$  De Santos)
- Addition/deletion of a hyphen (e.g. Mary-Ann  $\rightarrow$  Mary Ann)
- Changes to Upper/Lower case combinations (e.g. Mckenzie  $\rightarrow$  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





### NAME ON DIPLOMA FORM - NOVEMBER Graduands ONLY

IMPORTANT: DEADLINE at the bottom of the page.

Please submit the form before the deadline date and follow all instructions carefully.

Sectio n 1

### This form should be completed ONLY IF your name requires:

Accents/Special Characters (e.g. Boulé)\* or adding/removed a "."

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.

Sectio n 2 

 Notes on completing the form:
 1. Enter legibly one letter or blank per box

 2. Draw distinct accents and other marks

 3. Clearly indicate upper/lower case lettering

\*Please Note: Any changes to your name OTHER THAN accents/special characters <u>WILL NOT BE</u> <u>PROCESSED.</u> For any other change contact your College or Faculty Registrar for further information.

#### Please complete the following:

Name:
College/Division:
Faculty:
Student Number:
Degree:
Telephone Number:
Email Address:
Peture tes Office of Conversion by everil or in revean

Return to: Office of Convocation by email or in person. <u>convocation.office@utoronto.ca</u>

### DEADLINE FOR ALL CHANGES: September 25