

## Diploma Information-Pending Graduates

Pending Graduates: The default format of the student name on the diploma is: Legal first-name, Legal middle initial, Legal Last Name. Use this form to enter/change your diploma information before your degree is awarded. Submit this form to Records and Registration by 5 p.m. on the last day of classes in the term in which you expect to graduate.

Name: \_\_\_\_\_ UNM ID: \_\_\_\_\_

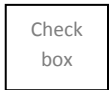
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Awarding College: \_\_\_\_\_ Degree: \_\_\_\_\_  
(Arts & Sciences, Education, etc.) (BA, PHD, ect)

Name to appear on diploma: \_\_\_\_\_  
(see name policy below)

Mail diploma to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OR** Pick up diploma



Diplomas are held for pick up within 10 working days from the date the degree is posted to the transcript at the South Campus Student Services Center. Photo ID required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Submit:</b>	Attn: Graduation Office	<b>Drop Off:</b>	Attn: Graduation Office
<b>Mail:</b>	Office of the Registrar		Office of the Registrar
	MSC11 6325		Main Campus Student Services One-Stop
	1 University of New Mexico		Mesa Vista Hall - North
	Albuquerque, NM 87131-0001	<b>Fax:</b>	505-277-6809
		<b>Scan/Email:</b>	degrees@unm.edu

### Diploma Name Policy:

Your diploma name must match your name on record. You may use the Legal first name or the Affirmed/Preferred first name in your UNM record in combination with the Legal middle and Legal last name in your UNM record. You may expand or contract middle initials/middle name, add accent marks, designate capitalization, or use a name previously held and on file in the UNM record. Students are advised that in some situations the diploma may be required as a legal document, and the name appearing on the diploma may need to match the name on the student's other legal documents.

To change the Legal name in the UNM record, student must complete the Demographic Change Form and submit the required identification. <http://hr.unm.edu/docs/compensation/name-address-and-ssn-change-authorization-form-.pdf>

To change the Affirmed/Preferred first-name in the UNM record, pending graduates must use the My Affirmed/Preferred First Name option in the Personal Information Menu on LoboWeb. Allow 24 hours for an affirmed/preferred name to process before submitting this form.

Additional Questions? Contact the Graduation Office at 505-277-8900 or [degrees@unm.edu](mailto:degrees@unm.edu)