

## Diploma Information

Pending Graduates: Use this form to enter/change your diploma information **after** the online signup at <http://graduation.unm.edu> has closed.

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

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

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

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 your degree is posted to your transcript at the South Campus Student Services Center. Photo ID required.

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

Submit:

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

Name Policy:

Your diploma name must match your name on record. You are allowed to expand initials or collapse first/middle names to initials, add suffixes and accent marks. You are also allowed to include any name you held at UNM previously. You are not allowed to include a name that has never been on record at UNM. To add a name to your record, you 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>

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