



NAME ON DIPLOMA FORM INSTRUCTIONS



IMPORTANT INFORMATION:

1. **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 the 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). If a period should not be inserted after an initial 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.

11/2016



NAME ON DIPLOMA FORM - JUNE Graduands ONLY



IMPORTANT: DEADLINE at the bottom of the page. Please submit the form before the deadline date and follow all instructions carefully.

Section
1

This form should be completed ONLY IF your name requires:

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.

Section
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 **WILL NOT BE PROCESSED.** 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: _____

Return to: Office of Convocation by mail, email, fax, or in person.



**DEADLINE FOR ALL CHANGES:
March 23rd**