

Diploma Name Form  
for the Addition of Special Characters

**DO NOT USE THIS FORM FOR CHANGING YOUR NAME ON YOUR PERMANENT RECORDS.  
THIS FORM IS TO ADD SPECIAL CHARACTERS TO THE DIPLOMA NAME ONLY!**

Permanent record changes must be filed with the Registrar’s Office. Please note that you will be asked to provide supporting documentation, such as a birth or marriage certificate. (See the Request for Name and/or Student ID Number Change form at <http://www.montclair.edu/media/montclair.edu/registrar/forms/changeofnameandss.pdf> for a complete listing of appropriate documentation.)

**DO USE THIS FORM FOR**

- Accents or special characters (e.g. Boulé or Nuñez)\*
- Change to spacing (e.g. DeSantos to De Santos)
- Changes to upper/lower case combinations (e.g. Mckenzie to McKenzie)

\*For technical reasons, some characters may not be available. We will make every effort to accommodate your request, but it may not be possible.

**PLEASE NOTE:**

1. Legibly enter one letter or blank per box.
2. Draw distinct special characters with their corresponding letter.
3. Clearly indicate upper/lower case lettering.

First																			
Middle																			
Last																			

Please complete the following information:

Graduation Sem/Yr: \_\_\_\_\_ CWID: \_\_\_\_\_

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

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

**Forms turned prior to the graduation deadline will be applied to both the commencement book and diploma – forms turned in after the deadline will apply to the diploma only and must be received by the last day of classes.**