

## DIPLOMA NAME

In case you want to change from your initial to your middle name on your diploma, please follow these instructions:

To add your legal middle name on diploma, please go to <http://www.registrar.txstate.edu/our-services/personal-info-update.html> to obtain Personal Information Update Form and instructions.

**\*\*NOTE:** Any student that is also a current employee at the university must submit a copy of their Social Security Card with full name indicated. This is a requirement of Human Resources and no exceptions are allowed.

Any change in name will be reflected on the following:

- Class Rosters
- Official Transcripts
- Student Information Profile
- Diploma

The deadline for changing Spring 2012 graduates' middle names is **May 7, 2012.**

Name on Commencement Program and Diploma may be different for changes made after **April 2, 2012 at 5:00 p.m.**