

Diploma Name FAQs

- What is a Diploma Name?
 - A Diploma Name is the name a student wants to appear on their diploma that can be different from their legal name. Only changes to the first/middle name, or to the initial, are allowed.
- What changes can be made to the Diploma Name?
 - Unless otherwise directed, the student's name listed on a diploma or certificate will match the legal name on the academic record. The following are exceptions:
 - Option of first name or initial
 - Options of diminutive or alternate form for the first name
 - Option of a first name that conforms with the graduate's genuine expression of gender identity
 - Omission of the first name when the middle name is used as a salutary name
 - Option of middle name or initial
 - Inclusion of proper capitalization, accentuation, or special characters of name
 - Inclusion of name suffixes such as II, III, Jr, or Sr. (Note: No prefix or suffix relating to a title or credential, such as Dr., Rev., Mrs. etc, is allowed)
- Is the Diploma Name the same as a Preferred Name?
 - No. If you have selected a Preferred Name in CUNYfirst that is different from your legal name, it will not automatically appear on your diploma. You can update your Diploma Name separately without selecting a Preferred Name.
- Do I need to choose a Diploma Name?
 - No. If no Diploma Name is entered, the name on your diploma will be your legal name from your CUNY records
- Do I need to provide any documentation before I select a Diploma Name?
 - No, you may update your Diploma Name in CUNYfirst without providing documentation.
- Does the election of a Diploma Name affect my Legal Name?
 - No, choosing a Diploma Name does not change your Legal Name. Legal Name changes are separate and require supporting documentation.
- What name will appear on my transcript if I select a Diploma Name?

- o Your transcript is a legal document and will always display your Legal Name.
- How can I update my Diploma Name?
 - o You can update your Diploma Name in two ways:
 - Sign into Student View in CUNYfirst, select “Profile”, add a Name, and use the drop-down menu to mark it as your Diploma Name
 - From your Graduation Application, select “Diploma/Degree Name Option,” then select or add a name and use the drop-down menu to mark it as your Diploma Name
- Can I set my Diploma Name to anything I want?
 - o Only first and middle names may be updated for a Diploma Name; last names may not be changed. Your Diploma Name will also be screened for inappropriate language.
- Can anyone update my Diploma Name?
 - o No. Only you as the student with access to your CUNYfirst account can update your Diploma Name.
- How many times can I change my Diploma Name?
 - o You may change your Diploma Name as often as you’d like until your graduation application has a status of ‘Approved’. Contact your college Registrar’s Office to discuss changes to your Diploma Name after you have submitted your graduation application.
- What name remains on my academic record once I graduate or withdraw?
 - o The Legal Name in use at the time of graduation, withdrawal, or separation from the college is the permanent name displayed on academic records.
- If I choose a Diploma Name, where else will it appear on my records?
 - o A Diploma Name will only appear on your diploma and will not appear anywhere else on your record.
- What name will be used at graduation?
 - o Colleges may establish a deadline by which a Diploma Name must be entered to appear in commencement publications. If selected by the local deadline, the Diploma Name on your CUNYfirst record will appear in the commencement booklet, otherwise the legal name will appear.
- Can graduates who completed their degree prior to Spring 2025 change their Diploma Name?
 - o No. Students will not be allowed to request a Diploma Name if they graduated prior to Spring 2025. You may request an updated diploma upon presentation of documentation to support a change in your Legal Name.

- Are there circumstances under which I would want to avoid use of a Diploma Name?
 - Students who intend to live, work or study outside the United States may want to exercise caution in use of a Diploma Name, as the diploma is often used as the official document in other countries
 - Students in professional programs with licensure may wish to avoid use of a Diploma Name that differs from the Legal Name.
- Can I get an Apostille (certification of a document's accuracy) for a degree or certificate with a Diploma Name displayed?
 - No. Diploma apostille can only be provided when using your Legal Name.
- How do I confirm my current Diploma Name?
 - You may log into the Student Center in CUNYFirst to update or view your name selections. Additional questions may be directed to your college's Registrar's office.
- How do I change my Legal Name?
 - Please see the University memo [Student and Employee Requests for Name and/or Gender Change](#) for procedures and documentation required for a legal name change.
- Will I be able to have my degree verified if my Diploma Name is different from my Legal Name?
 - Degree verification will always use your Legal Name, and will not be affected by use of a Diploma Name.

