

Diploma Name Procedures

Graduating students now have the option to request that a chosen name appear on the diploma. A chosen name is defined as the student's first and/or middle name only.

Students can update their diploma first and/or middle names in **MyFresnoState**. This change applies only to the diploma and does not affect the legal name used in official records or transcripts.

To update records and transcripts, students must submit a Student Information Update Form to Admissions and Registrars.

Frequently Asked Questions

1. What is a diploma name?

A diploma name is used for printing the diploma. Students have the option of using a chosen name – defined as the student's first and/or middle name only.

2. Does the chosen name include the last name?

No. Students must submit a Student Information Update Form to Admissions and Registrars to change their last name.

3. How do I add a Diploma Name?

Visit your Student Center and follow these instructions:

1. Log in to **MyFresnoState**
2. Select **Student Self Service**
3. Click **Student Center**
4. Choose the **My Personal Information** section and click on **Names**
5. Click on **Add a New Name**
6. Choose **Diploma** for the **Name Type** field
7. Update your First and/or Middle Name
8. Click **Save**

4. What if I need to delete/remove the Diploma Name?

Contact the Undergraduate Degree Evaluations Office at ude115@mail.fresnostate.edu.

5. Are there any restrictions for the Diploma Name?

To honor the significance of this milestone, we kindly review chosen names to ensure they are appropriate for printing on diplomas.

6. Will my diploma name be used for everything at the University?

No. Your chosen name will be used only for diploma printing purposes.