

From: Marks, Cheri
Sent: Tuesday, January 21, 2014 11:05 AM
To: UMHS - MU Med School 2014
Subject: Your Diploma

Commencement is right around the corner! To ensure the correct name will be printed on your diploma, please verify your name in your Student Center in myZou. Please see the policy below regarding changing/updating your name.

Policy Related to Changing Names for Students at the University of Missouri (Effective March 2009). Current students and alumni of the University of Missouri may change their names in the student records system for University of Missouri use during or after attendance according to the following:

1. *For Graduate and Professional students, a name change may be processed either in person, at the Graduate School, 210 Jesse Hall, or through the mail provided the necessary documentation is submitted. The mailing address is: Graduate School, 210 Jesse Hall, University of Missouri, Columbia, MO 65211.*
2. *The student must submit a court-order, marriage license or divorce decree verifying the change of name. The document needs to include both names.*
3. *Students may abbreviate a middle name(s) without documentation. However, documentation is required if a student is adding or deleting a middle name or changing an initial to a name.*

Name changes must be complete **BEFORE February 13, 2014**. We MUST order diplomas early so you may receive them at the graduation ceremony in May.

If you're expecting a name change after February 13, you can re-order your diploma with your new name by completing this form: <http://registrar.missouri.edu/forms/duplicate-diploma-order-form.pdf>

Size of Diploma: you will receive a diploma measuring 13 ¾ x 16 ¾. All diplomas are printed as portrait style.

Any questions regarding your diploma can be directed to diploma@missouri.edu

Cheri Marks

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