

# PROCEDURE FOR **DIPLOMA NAME CHANGE** DUE TO MARRIAGE IN SPRING OF FOURTH YEAR

If you will be married prior to graduation and want your diploma issued in your new married name, you must complete all steps of the process detailed below:

1. Submit a written petition and Name Change form, attached to your graduation application, requesting that your diploma be issued in your new name. Include the date of your wedding and exactly how you want your married name to appear on the diploma (first, middle [can include your middle initial or name and/or maiden name] and last name\*\*). Be sure to **sign, date and submit the name change petition with your graduation application by the application deadline.**

**\*\*PLEASE NOTE:** Your new name will be used for all graduation activities (the printed graduation program, the graduation Line of March, seating, and announcement of your name on stage).

However, official documents from Registration & Records (such as licensure forms or enrollment certifications) will continue to be issued in your current name of record until legal documentation of the name change has been received by our office. 🗳️\*

2. A diploma cannot be issued in your married name until we have **legal documentation** – we need to view your **original marriage certificate sealed by the state or local government office that registers your marriage.**
3. We suggest that you submit a request for an official marriage certificate when you apply for your marriage license. This may help to speed up the processing of your marriage certificate, which is usually sent 4-6 weeks after the wedding.
4. If certification of marriage is received in our office **by the Friday prior to graduation,** we will issue the diploma in your married name at the graduation ceremony.
5. If your marriage certificate has not yet been received by graduation, a diploma must be issued in your maiden name at graduation. You will need to submit the marriage certificate **within 30 days of graduation** so that the new diploma can be issued in your married name. You will also be required to return your original diploma before the new one can be released to you.
6. Once our office has the legal documentation of your name change, your academic file, student database record and transcript will be changed to reflect your married name (i.e. your **official name of record** at Stritch School of Medicine will change to your new name).

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🗳️\***It is your responsibility to ensure that your residency and licensure records match the name on your diploma so that you can write orders in July.** Registration & Records completes licensure forms and certifications in the name that is on record at the time you submit the form to us. If the change in your official name of record occurs after forms such as these have been submitted, notify the relevant agency and your residency coordinator.