

Diplomas:

Name & Address:

- **Name Verification:** Students are responsible for ensuring that their names are listed correctly in UDSIS prior to graduation. The diploma will be printed using the Primary name listed in your UDSIS Personal Information under **Personal Details**, unless you specify a different Diploma Name.
- **Updating Your Diploma Name:**
 1. Go to your **Personal Information** tile.
 2. On the **Personal Details** screen, click the + sign to add a name with the type: **Diploma**.
 3. Do not specify a Prefix; it will not be used.
 4. Click **Save**.

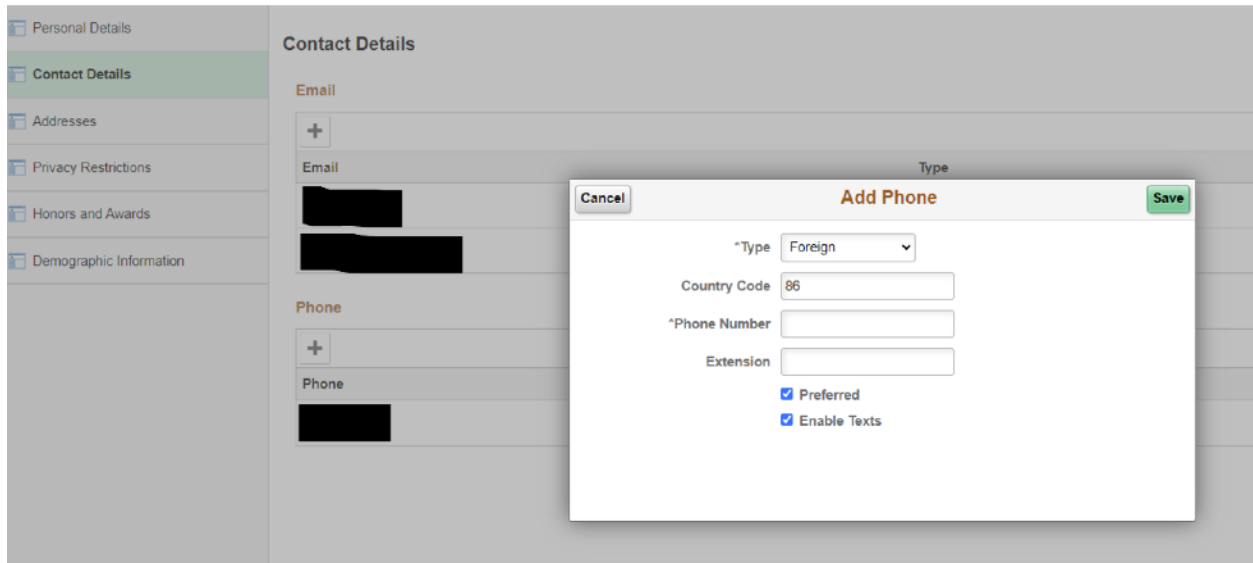
After adding a diploma name, its display will convert to a "Firstname Lastname" format, but your diploma will appear as you entered it.

If you have legally changed your name but haven't updated your Primary Name in UDSIS, please do so using the [Change of Name Request Form](#).

- **Updating Your Diploma Address:**
 5. Go to your **Personal Information** tile.
 6. On the **Addresses** screen, click the **Add Diploma Address** button to add an address for diploma mailing.
 7. Click **Save**.

Personal Phone Numbers:

- Students are required to provide a phone number on the UD Quick Bio form when they start at UD. Since the form does not allow for 11-digit numbers, students can adjust their phone numbers by logging into their student record at www.udel.edu/udsis-student/.
 1. Click on the **Personal Information** box.
 2. Then go to **Contact Details** to adjust or add additional phone numbers.



If you have any questions or need further assistance, please swufe-jei@udel.edu for support.