



Change of Information Form

Rhode Island College Registrar's Office

Date of Request

Name Currently Shown on Your RIC Records

First Middle Last Suffix

Student ID# Date of Birth (mmdyyy)

RIC Email Address Telephone

Current Status : Undergraduate Student Graduate Student Alumni

Change of Name

PRIMARY NAME

Primary name is a student's legal name (i.e., birth, marriage, divorce, court order, etc.). The primary name will appear on transcripts. Official documentation is required for a change in primary name. Documentation may be scanned and emailed to records@ric.edu or mailed to Rhode Island College, Registrar's Office, 600 Mt. Pleasant Ave, Providence, RI 02908.

NEW PRIMARY NAME

Prefix (Mr., Mrs., etc.) First Middle Last

Suffix

PREFERRED NAME

A student may request the use of a preferred name (not yet a legal change) for a variety of circumstances including a difficult name pronunciation, student who uses middle name instead of first name, domestic issue, student in transition, etc. A preferred name will appear on class and grade rosters, RIC Campus ID, RIC email, student health records and diploma. The preferred name will not appear on official transcripts. Official documentation is not required for a change in preferred name.

NEW PREFERRED NAME

Prefix (Mr., Mrs., etc.) First Middle Last

Suffix

Change of Home Address (current students can do this through MyRIC)

Effective Date For Change

Address

City State Zip Code

AUTHENTICATION/ELECTRONIC SUBMISSION

I certify that I am _____ and that the information is true and correct. I authorize Rhode Island College to update the above information.