



# Change of Information Form

Rhode Island College Records Office

Date of Request

**Name Currently Shown on Your RIC Records**

First  Middle  Last  Suffix

Student ID#  Date of Birth (mmddyyyy)

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](mailto:records@ric.edu) or mailed to Rhode Island College, Records 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**

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.