



**RICHMOND**  
 THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
 IN LONDON

# Address Update Form

---

Richmond needs current & accurate information in order to be able to communicate important information including: grades; invoices; newsletters and announcements. **Students are expected to notify the University whenever any aspect of their contact information changes.** Please complete the form below and hand it in to the appropriate office.

**Name:** \_\_\_\_\_ **I.D Number** \_\_\_\_\_

<b>TO: <u>STUDENT AFFAIRS OFFICE</u>      MY <u>OWN LIVING ADDRESS</u> HAS CHANGED TO:</b>	
<b>Telephone number:</b>	<b>Mobile number:</b>
<b>Personal e-mail address:</b>	

<b>TO: <u>REGISTRAR'S OFFICE</u>      MY <u>PERMANENT ADDRESS</u> HAS CHANGED TO:</b>	
<b>Contact name:</b>	
<b>Address:</b>	
<b>This is also my Parents' address</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>Telephone number:</b>	<b>Mobile number:</b>
<b>Fax number:</b>	<b>E-mail address:</b>

<b>TO: <u>ACCOUNTS OFFICE</u>      MY <u>BILLING ADDRESS</u> HAS CHANGED TO:</b>	
<b>Contact name:</b>	
<b>The relationship of this person to me is:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	<b>Mobile number:</b>
<b>Fax number:</b>	<b>E-mail address:</b>
I agree that this information can be passed to 3 <sup>rd</sup> parties for collection of outstanding invoices:    Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For staff use: please initial and date any changes and return to the Registrar's Office for filing.**

**Student Affairs**                      **Accounts**                      **Alumni Office**                      **Registrar**