



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

SUMMER / FALL / SPRING 2010-2011

Graduation Information Form

For Registrar, Student Affairs, Alumni Relations
Richmond, The American International University in London
TEL: 0207 368 8404
FAX: 0207 368 8435

Please complete each section of this form back and front so that the Registrar may post your diploma, Student Affairs may prepare your graduation ceremony and Alumni Relations may create your web profile. Please complete **all sides** of the form, **sign it** & submit it to the Registrar's Office in Richmond (or via the blue box outside Asa Briggs 207).

Name _____ I.D Number: _____
FAMILY NAME / FIRST NAME (S)

NOTE: Your name will appear on the diploma exactly as it appears on the University database. If the name in your passport is different, we will change the University database to match your passport. Please bring your passport to the Registrar's Office.

PERSONAL DETAILS:	DATE OF BIRTH: (Day/Month/Year): / /
NATIONALITY:	DEGREE: BA BS MA (Circle one)
MONTH COMPLETING DEGREE WORK:	June ___ July ___ December ___ May ___

ADDRESS TO RECEIVE DIPLOMA: Your OU diploma will be mailed to this address in September 2011.	PERMANENT ADDRESS: Where Richmond will send important mailings.
City Postal Code	City Postal Code
COUNTRY:	COUNTRY:
TELEPHONE:	TELEPHONE:
MOBILE:	MOBILE:
E-MAIL ADDRESS: <u>not</u> your Richmond e-mail address	I would like to volunteer for Richmond as Alumni or Class Representative Yes ___ No ___, local Alumni group Yes ___ No ___ (Details on web.)

STUDENT EMPLOYMENT: Please note that if you hold a student employment contract issued by Richmond, your employment will terminate under that contract upon your ceasing to be a registered student at the University, and you will be invited to meet the Director of Human Resources to discuss the matter when the Registrar's Office receives this form.

DATA PROTECTION: The above information will be held in the University database under the provisions of the UK Data Protection Act 1998 for the purposes of promoting closer links between Richmond and its former students. This data is used for, mailings, developing local alumni chapters & activities, publications, promoting services to alumni, university fund raising, the Alumni Directory & profiles of alumni for publications. All information in the University database is treated as requested below.

RICHMOND HAS MY PERMISSION TO PRINT MY NAME, ADDRESS, E-MAIL, BUSINESS DETAILS IN PUBLICATIONS (e.g. NEWSLETTER & ALUMNI DIRECTORY): Yes No

SIGNATURE _____ **DATE** _____ **Please turn over, more on back ►►►**

OFFICE USE ONLY			
REGISTRAR SIGNATURE _____	DATE RECEIVED _____	DIPLOMA SENT _____	
STUDENT AFFAIRS _____	DATE RECEIVED _____		
ALUMNI RELATIONS _____	PROFILE CREATED _____	NOTIFICATION _____	

RICHMOND ACTIVITIES RECORD

Please list as many of the activities that you participated in during your time at Richmond.
Use the chart below to record your extra-curricular activity. If an activity or society is not mentioned, please add it on the chart.

ACTIVITY	YEARS PARTICIPATED	YOUR ROLE
EXAMPLE: Residence Life	2008-2010	Resident Assistant in Ambassador House
<i>Residence Life</i>		
Student Government Association/Union		
Orientation Leader		
International Night Executive Committee		
Richmond Newspaper-Incite, Richmond Rag, etc.		
CLUBS & SOCIETIES (list below)		
SPORTS (list below)		