



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** _____

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

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

| | |
|--|------------------------|
| TO: <u>ACCOUNTS OFFICE</u> MY <u>BILLING ADDRESS</u> HAS CHANGED TO: | |
| Contact name: | |
| The relationship of this person to me is: | |
| Address: | |
| | |
| Telephone number: | Mobile number: |
| Fax number: | E-mail address: |
| I agree that this information can be passed to 3 rd 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**