



## Change of Name Form

**Purpose:** Use this form to change your name in RISD's Student Information System.

**Current Students:** Request for name changes must be accompanied by original legal documents or by documents proving that you have adopted this new name for use within the community. International students must use the name on their current passport. RISD allows all students to add a chosen first name, which will be the first name used on campus (specifically for class rosters and program evaluations).

**Alumni or Former Students:** After a student graduates or separates from RISD, the student's academic file is closed. College records are historical documents and are not altered retrospectively. Name changes, except in cases of adoption and legal gender change, are always applied from the time the change is made forward. RISD will accept requests from RISD graduates for a change of name only if a certified copy of a court order is presented.

**Student Information** Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you an International Student?     No     Yes

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I am requesting to change my legal name.

**Reason for Change**  
 (check all that apply)

- Data Error Correction
- Court Order
- Adoption
- Divorce
- Marriage
- Other \_\_\_\_\_

**Required Documentation**  
 (check all that are submitted with request)

- Birth Certificate or State-issued ID or Passport or SSN card
- Court Order
- Court Order
- Court Order
- Marriage Certificate/License
- Appropriate corresponding documentation

Former Name (print clearly): \_\_\_\_\_  
Last First Middle

New Name (print clearly): \_\_\_\_\_  
Last First Middle

**OR**

I am requesting to add a Chosen Name (First-name only).

No documentation is required to add this information to your record. It does not change your legal name.

Chosen Name (First-name): \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Lastname (print) Firstname (print)

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