



Please check all that apply:

- Current Student
- Prior Student
- Alumni
- Employee

PERSONAL DATA CHANGE REQUEST FORM

(Address, Telephone No., Name, Social Security No. Changes)

IMPORTANT: Please print clearly. For Address Changes, Name Change and/or Social Security Number changes, you must complete all information requested. Submit this form along with supporting documentation to the address above.

<p>REQUIRED INFORMATION: All information must be noted as it appears on the records of the College.</p> <p>Today's Date: _____</p> <p>CUNYfirst ID Number: _____ or Social Security Number: _____</p> <p>Last Name: _____ First Name: _____ Middle Initial: _____</p> <p>Signature: _____</p>			
<p>ADDRESS AND/OR TELEPHONE NO. CHANGE</p> <p>Please circle all that Apply*: Home / Mailing / Billing / Permanent</p> <p>_____ (____) _____</p> <p>House Number/Street Area Code Telephone No.</p> <p>_____</p> <p>City State Zip Country</p> <p>*Further Instructions</p> <p>If this change of address is from another state to New York State a student must submit official proof of their change of residence. To qualify for in-state tuition a student must also submit a completed residency request form with the appropriate documentation. If this change of address is from NY State to another state your tuition charges will be updated to reflect your out-of-state status. If you are a foreign student, on a visa, your permanent residence must remain your home country. The student must also notify the College International Student Coordinator located on campus concerning any changes.</p>			
<p>NAME CHANGE/ CORRECTION</p> <p>CUNY requires LEGAL documentation for any change in name.</p> <p>Please attach two (2) types of appropriate documentation; <u>one</u> type of documentation must be either a marriage certificate, passport, birth certificate, social security card, divorce decree or a court order, the <u>second</u> must be a Photo ID. Employees must notify Social Security of any legal name change.</p> <p>_____</p> <p>Complete <u>New</u> Name (Last) (First) (Middle Initial)</p> <p>_____</p> <p>Complete <u>Former</u> Name (Last) (First) (Middle Initial)</p>			
<p>SOCIAL SECURITY NUMBER CHANGE</p> <p>Please attach a copy of your Social Security card and a Photo I.D.</p> <p>Enter new Social Security Number: _____</p>			