

CHANGE OF PERSONAL INFORMATION

PART I: COMPLETE THE FOLLOWING INFORMATION

CUNYfirst EMPL ID#:

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Student's Name:

Last

First

Middle Name or Initial

Email Address:

Telephone#

New #:

PART II: CHECK THE BOX THAT APPLIES

☐ Change of Address

All students requesting "**Change of Address**" MUST refer to the Residency Information available in the Registrar's Office or Website for a complete description on the terms and conditions of this change.

Student's New Address:

Street Address

Apartment #

City

State

Zip Code

☐ Change of Name

All students requesting "**Change of Name**" MUST provide legal documentation along with this form.

- Birth Certificate, Marriage or Divorce Certificate
- Immigration Papers (*Certificate of Naturalization, Permanent Resident Card, etc.*)
- Court Documents or State Issued Identification

Student's New Name:

Last

First

Middle Name or Initial

☐ Change of Social Security Number

All students requesting a "**Change of Social Security Number**" MUST present a signed Social Security Card along with this form. This application must be submitted in person or via CUNYFirst Student Document Upload.

Student's New Social Security#/National ID:

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PART III: SUBMIT ALL REQUIRED LEGAL DOCUMENTS ALONG WITH THIS FORM

I understand that all documents submitted become the legal property of the college and may not be returned and/or copied.

Student's Signature:

Date:

FOR OFFICIAL OFFICE USE ONLY – REGISTRAR'S OFFICE

Received by:

Date:

Registrar Representative's Signature

Processed by:

Date:

Registrar Representative's Signature