

Personal Data Change Request Form

Office of Admissions | AC-1B07

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

Please check all that apply:

I am a Transfer Student Freshman Student.

Required Information: All information must be noted as it appears on the records of the college.

Today's Date: _____

CUNYFirst ID #: _____ or Social Security #: _____

Last Name: _____ First Name: _____ Middle Initial: ____

Signature: _____

Address &/OR Telephone No. Change

Please select all that apply*: Home Mailing Billing Permanent

House Number/Street City State Zip Code Country

Area Code Telephone Number

***Further Instructions:** If this change of address is from another state to New York a student must 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.

Name Change/Correction

CUNY requires LEGAL documentation for any change in name.

Attach (2) types of appropriate documentation; one type must be either a marriage certificate, passport, birth certificate, social security card, divorce decree or a court order, the 2nd must be a Photo ID. Employees must notify Social Security of any legal name change.

Complete **New**

Last Name: _____ **First Name:** _____ **Middle Initial:** ____

Complete **Former**

Last Name: _____ **First Name:** _____ **Middle Initial:** ____

Social Security Number Change

Please attach a copy of your Social Security Card and Photo I.D.

Enter **new** Social Security Number: _____

You **must** upload your form to the Admission's "**Documents Upload**" link. Once processed, you will see the change on in CUNYFirst. **We are not accepting physical copies.**