



|                   |                                       |                       |
|-------------------|---------------------------------------|-----------------------|
|                   |                                       |                       |
|                   | <b>Student ID Number<br/>(EmplID)</b> | <b>Today's Date</b>   |
|                   |                                       |                       |
| <b>First Name</b> | <b>Last Name (Surname)</b>            | <b>John Jay Email</b> |

## CHANGE OF PERMANENT ADDRESS

This form is to be used **only** to change your **Permanent** address.

- You may change your Mailing, Billing and Other addresses by logging on to CUNYfirst Self-Service.
- You may change your phone numbers by logging on to CUNYfirst Self-Service.
- Students moving *from* New York State *to* an out of state address will be charged the non-resident tuition rate effective the next immediate semester/session. Tuition liability must be cleared with the College.
- Students moving *into* New York State do not automatically qualify student for in-state tuition or eligibility for in-state financial aid. Consult with the residency officer in the Registrar's Office for details.
- If you receive financial aid, your new permanent address will be used to update the College's financial aid database and your current and future eligibility for certain financial aid may be affected.
- If you qualify for financial aid disbursements, your financial aid disbursements may be delayed depending on the time the information below is processed.

**Submit via email to [registrar@jjay.cuny.edu](mailto:registrar@jjay.cuny.edu) You will be notified by email when the change is processed. Change will be processed within 2 weeks of receipt.**

*Please print clearly*

|                            |              |                    |
|----------------------------|--------------|--------------------|
|                            |              |                    |
| <b>Street Address</b>      |              | <b>Apartment #</b> |
|                            |              |                    |
| <b>City</b>                | <b>State</b> | <b>ZIP Code</b>    |
|                            |              |                    |
| <b>Student's Signature</b> |              |                    |

**FOR OFFICE USE ONLY**

|                                 |  |
|---------------------------------|--|
| <b>Residency Updated</b>        |  |
| <input type="checkbox"/> Fall   | <input type="checkbox"/> Winter/Spring     |
| <input type="checkbox"/> Summer | <input type="checkbox"/> NoResidencyChange |
| <b>CUNYfirst update by:</b>     | <b>Date Entered into CUNYfirst:</b>        |