



Change of Personal Information (Name, Date of Birth, SSN)

All changes must be accompanied by photo ID and **original supporting** documentation (i.e., marriage license, court order, divorce decree, birth certificate, SS card). A copy will be made by college officials.

Submit form, along with supporting documentation to Jay Express Services L.70 NB

If submitting via email to: jayexpress@jjay.cuny.edu you must use your assigned student email and/or indicate if you are an alumni, transfer or new student.

Check all that apply: I am a: Current Student Former Student Alumni

EMPLID (CUNYfirst ID) _____ Social Security Number _____ Date of Birth _____

Name: _____
Last First MI

Student's Signature: _____ Date: _____

Request to Change/Update	Current Information on College Record	Change to New/ Correct information
<input type="checkbox"/> Primary or Legal Name	LEGAL documentation required. - Marriage certificate, Signed Passport, Birth Certificate, Signed Social Security card, Divorce Decree or a Court order - Valid photo ID *When updating primary/legal names, it is important to update all financial aid applications if you are a financial aid recipient. Failing to update your FAFSA and/or NYS TAP applications, may result in delays or issues with financial aid payments.	
	First Name: _____ Last Name: _____ Mid. Initial/Name: _____	First Name: _____ Last Name: _____ Mid. Initial/Name: _____
<input type="checkbox"/> SSN (Social Security Number)	LEGAL documentation required. - Signed Social Security card - Valid photo ID	
	SSN: _____ - _____ - _____	SSN: _____ - _____ - _____
<input type="checkbox"/> Date of Birth	LEGAL documentation required. - Birth Certificate - Valid photo ID	
	Date of Birth: _____ (MM/DD/YYYY)	Date of Birth: _____ (MM/DD/YYYY)
<input type="checkbox"/> Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Non-Binary	