JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Registrar

CHANGE OF SS#, NAME, DATE OF BIRTH APPLICATION

Please note the following:

- All change of social security number (ID number) requires a signed **original** Social Security Card. A copy will be made by college officials.
- Student must submit **original** proof of birth date to change incorrect date of birth. A copy will be made by college officials.
- All name changes must be accompanied by the **original** supporting documentation (i.e. marriage license, court order, divorce decree, birth certificate). A copy will be made by college officials.
- All documents submitted becomes legal property of the college and may not be surrendered back and/or copied.

Change of Address and Telephone number must be completed on CUNYfirst.

Completed By Student

Please check the box(es) to indicate which of the following you are changing:

Check box(es) below	**Information in College Record**	**Change to New/Correct Information**
□ **Social Security # (document needed)**	_____-_____-_____ Social Security # (Student ID #)	_____-_____-_____ Social Security # (Student ID #)
□ **Name (document needed)**	_____ Last Name _____ _____ First Name Initial	_____ Last Name _____ _____ First Name Initial
□ **Incorrect Date of Birth (document needed)**	_____ _____ Month Day _____ Year	_____ _____ Month Day _____ Year

If you receive financial aid, the above information will be changed for the College's financial aid database. If you qualify for financial aid disbursements, your financial aid disbursements may be delayed depending on the time the above information is processed.

Student Name: _____

Current Student ID#: _____

Student Signature (required): _____ Date: _____

For Office Use Only

Fall _____ Winter _____ Spring _____ Summer _____

Rec'd By: _____ SIMS Input Date: _____

White – Registrar Yellow – Financial Aid Pink – Student 12/13/2017