



Registrar

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

All documents submitted becomes legal property of the college and may not be surrendered back and/or copied. Change of Address (Mailing, Billing only), Telephone numbers can be done by the student through their student center.

- All changes 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.

Completed by Student (Print)

Name (First & Last) _____ CUNYfirst EMPLID# _____

Email Address: _____ Telephone: _____

Mark off all boxes that apply - *Supporting documents required for all changes*

Request to change	Information on College Record	Change to New/ Correct information
<input type="checkbox"/> Change of Name	First Name: _____ Last Name: _____ Middle Initial: _____	First Name: _____ Last Name: _____ Middle Initial: _____
<input type="checkbox"/> Change of Social Security Number	SSN: _____ - _____ - _____	SSN: _____ - _____ - _____
<input type="checkbox"/> Change of Date of Birth	Date of Birth: _____ <small>(MM/DD/YYYY)</small>	Date of Birth: _____ <small>(MM/DD/YYYY)</small>

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's Signature (**required**): _____ Date: _____

For Office Use Only:

Received by:	Date received:
Processed by:	Date Processed: