



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 CUNYfirst 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.
- **Submit form, along with supporting documentation to Jay Express Services or via email to: [jayexpress@jjay.cuny.edu](mailto:jayexpress@jjay.cuny.edu)**

### Completed by Student (Print)

First Name	Last Name	MI	EMPL ID (CUNYfirst ID#)
Email	@jjay.cuny.edu		Date of Birth

Check all boxes that apply - ***Supporting documents required for all changes.*** \*

Request to change	Current Information on College Record	Change to New/ Correct information
<input type="checkbox"/> Change Name	First Name: _____ Last Name: _____ Mid. Initial/Name: _____	First Name: _____ Last Name: _____ Mid. Initial/Name: _____
<input type="checkbox"/> Change Social Security Number	SSN: _____ - _____ - _____	SSN: _____ - _____ - _____
<input type="checkbox"/> Change Date of Birth	Date of Birth: _____ (MM/DD/YYYY)	Date of Birth: _____ (MM/DD/YYYY)
<input type="checkbox"/> Change of Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Non-Binary	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Non-Binary

**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:

Rec'd By: \_\_\_\_\_ CUNYFirst Input Date: \_\_\_\_\_