

# PERSONAL DATA CHANGE REQUEST FORM

This completed form **MUST** be uploaded along with a valid **PHOTO ID** to the [Registrar's secure portal](#).  
Printed out forms **WILL NOT** be accepted in person or through email.

Please check all that apply: ☐ Current Student ☐ Prior Student ☐ F1 Student

PLEASE ONLY CHECK AREA TO BE UPDATED

CUNYFirst ID# \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

Email: \_\_\_\_\_

☐ ADDRESS/TELEPHONE # CHANGE: Home Mailing Billing Permanent  
Check all that apply:

House #/Street Apt. #

City State Zip Code  
Telephone: Home Work Cell

If this change of address is from another State to New York State, a student must submit official proof of change of residence. To qualify for in-state tuition, a student must submit a CUNY Residency Form with appropriate documentation. If this change of address is from NY State to another state, the student's tuition charges will be updated to reflect an out-of-state resident tuition. If you are an International student on a visa, your permanent residence must remain your home country.

☐ SOCIAL SECURITY NUMBER:

**MUST** provide state/government issued Photo I.D. and a copy of your original social security card.

Incorrect Social Security Number \_\_\_\_\_

Enter new Social Security Number \_\_\_\_\_

☐ NAME CHANGE/CORRECTION: **MUST** provide state/government issued Photo I.D. and one of the following

1. A copy of your original naturalization papers (Certificate and Court Order)
2. A copy of your certified copy of a court order authorizing the change of name
3. A copy of your original marriage certificate or divorce decree
4. A copy of your original birth certificate

Complete **FORMER** Name (Please print)

Complete **NEW** Name (Please print)

Student's Signature

Date

☐ UPDATE DATE OF BIRTH: **MUST** provide a copy of official birth certificate or copy of passport.

Incorrect date on CUNYfirst record: \_\_\_\_\_

Correct date: \_\_\_\_\_

Staff Initial(intake): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Staff Initial: \_\_\_\_\_

Date Processed: \_\_\_\_\_

☐ Photo ID Checked