



Office of the Registrar - Division of Student Affairs

Personal Data Change Request

(Name, Date of Birth, Address, Telephone and Social Security Number Changes)

Community College

Please check all that apply:

I am a [] Current Student [] Prior Student [] Alumni

IMPORTANT: Original official documentation must accompany this request. Submit this form to the Registrar's Office, room C-107.

PLEASE PRINT CLEARLY

CUNYfirst EMPL ID# grid

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Last Name First Name

NAME CHANGE/CORRECTION: CUNY requires LEGAL documentation for any change in name. Attach 2 types of appropriate documentation. One type of documentation must be either a marriage certificate, passport, birth certificate, social security card, divorce decree or a court order, the second must be a photo ID.

Complete New Last Name First Name Middle Name/Initial

Complete Former Last Name First Name Middle Name/Initial

DATE OF BIRTH CORRECTION: Attach a copy of your Birth Certificate and Social Security Card.

Old DOB: / / New DOB: / /

SOCIAL SECURITY NUMBER CHANGE: Attach a copy of your Social Security card and Photo ID.

Old Social Security #: - - New Social Security #: - -

ADDRESS AND/OR TELEPHONE NUMBER CHANGE: Please check all that apply*

[] Home [] Mailing [] Billing [] Permanent [] Telephone Number

House Number/Street Apt No City State Zip Code

Country Phone No () -

*Further instructions

If this change of address is from another state to New York State a student must submit official proof of their change of residence. To qualify for in-state tuition a student must also submit a completed residency request form with the appropriate documentation. If this change of address is from NY State to another state your tuition charge will be updated to reflect your out-of-state status. If you are a foreign student, on a visa, your permanent residence must remain your home country. The student must also notify the International Student Services Office (room B-117) concerning any changes.

Student's Signature: Date: / /

Signature from Pick-up: Date: / /

Office use only

Processed by: Date: / /

Original - Registrar's Office

Yellow copy - Student

ADDRESS: 31-10 Thomson Avenue Long Island City, NY 11101

PHONE: 718-482-7200 WEB: www.laguardia.edu



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