CUNY SCHOOL OF LABOR AND URBAN STUDIES

# Personal Data Change Request Form

(Address, Telephone No., Name, Social Security No. Changes)

Please check all that apply:

I am a: Current Student Prior Student Alumni Employee

Please Print Clearly. For address changes, name change, and/or Social Security Number changes, you must complete all information requested. Submit this form along with supporting documentation to the address above.

## REQUIRED INFORMATION: All Information must be noted as it appears on the records of the College.

Today's Date:

CUNYFirst ID Number: Social Security Number:

Last Name: First Name: Middle Initial

Signature:

## ADDRESS AND/OR TELEPHONE NO. CHANGE

Please check all that apply: Home Mailing Billing Permanent

House Number/Street Telephone Number

City/State Zip Code Country

*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 New York State to another state your tuition charges 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 College International Student Coordinator located on campus concerning any changes.

## NAME CHANGE/CORRECTION

CUNY requires LEGAL documentation for any change in name.

Please attach two (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 course order. The second must be a Photo ID. Employees must notify Social Security of any legal name change.

Complete NEW Name: (Last) (First) (Middle Initial)

Complete FORMER Name: (Last) (First) (Middle Initial)

## SOCIAL SECURITY NUMBER CHANGE

Please attach a copy of your Social Security card and a Photo I.D.

Enter new Social Security Number:

# Preferred Name Request Form

Current Legal Name
(Please Print): _____

Graduation Year (Expected): _____

CUNYfirst ID: _____

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I request that the following name be recorded as my Preferred Name in the Student System:
PreferredName*:

_____
First Middle

***Please note that only first and/or middle names may be requested. Please select names that you would be comfortable using in the classroom and other CUNY settings.**

While CUNY recognizes the importance that a change of name might have to students during their time with the University, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. No documentation is required to have a preferred name recorded. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript. To change the name that is displayed/reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request Form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form.

Please initial here _____to indicate you have read and understand the paragraph above.

_____

*Signature* *Date*