

**PERSONAL DATA CHANGE REQUEST FORM**  
(Names, Gender, Address, Telephone Number, Social Security Number)

**Instructions:** Fill out all information under "Required Information", then select and fill out only those sections that apply to the desired adjustments. This is a two-sided form, and requirements for each change are listed in each section. Please print clearly.

**REQUIRED INFORMATION (Information in this section must be recorded as it currently appears in College records.)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

EMPLID Number: \_\_\_\_\_ Last Four Digits of Social Security Number: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

I am currently employed by CUNY and/or Brooklyn College:  Yes  No (If you check yes then you cannot use this form, then please reach out to the Human Resources Department to update your information.)

I am a:  currently enrolled student  prior student requesting modifications be made to my student records.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**DOCUMENTED (LEGAL) NAME CHANGE/CORRECTION OF DOCUMENTED NAME (Documentation required)**

Documented Name (formerly referred to as LEGAL) change requires official documentation. Two proofs are required, one proof must be a government issued photo ID with the correct name on it, **AND one** of the following: marriage certificate, passport, birth certificate, social security card, divorce decree, or court order with the correct name reflected as well. Middle names are not displayed in CUNYfirst, and do not appear on official printed documents, but they do appear on diplomas.

NEW/CORRECTED Last Name \_\_\_\_\_ NEW/CORRECTED First Name \_\_\_\_\_ NEW/CORRECTED Middle Name \_\_\_\_\_

FORMER/INCORRECT Last Name \_\_\_\_\_ FORMER/INCORRECT First Name \_\_\_\_\_ FORMER/INCORRECT Middle Name \_\_\_\_\_



**PREFERRED NAME REQUEST (Documentation NOT required)**

While CUNY recognizes the importance a change of name might have to students during their time with the University, a preferred Name is not a Documented (LEGAL) Name. A Preferred Name is generally used to change how others refer to you. For his purpose, students may specify a Preferred Name to be recorded in the student system. Documents and records that may display a Preferred Name include, among other things, course rosters, student identification cards, student email addresses, and other documents used 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 records, diplomas, or transcripts a student must complete the Documented (LEGAL) Name Change / Correction of Documented Name portion above, as well as provide the documentation required in that section. Please indicate your acceptance of these terms by checking the box below. Middle names are not displayed in CUNYfirst, and do not appear on official printed documents. Preferred names under CUNY's policy are limited to first and middle names; students may not select a preferred last name.

I have read and understand the scope of a Preferred Name Request, and request that following name be recorded as my preferred name of choice in the student system.

PREFERRED First Name \_\_\_\_\_ PREFERRED Middle Name \_\_\_\_\_

DOCUMENTED First Name \_\_\_\_\_ DOCUMENTED Middle Name \_\_\_\_\_

**GENDER CODING (Documentation NOT required)**

Students are free to change their gender on prior, present, and future college records at their discretion, and without documentation. Gender Coding, generally collected for statistical purposes only, is optional and is not included on official CUNY documents.

Please reflect the gender coding in my student records to be (please check one): Female (F) Male (M) Gender Nonconforming (G)  
A Gender Not Listed (L) Non Specified (U) Transgender (T) Non-binary (X)

**DATE OF BIRTH CORRECTION (Documentation required)**

An adjustment or correction to the Date of Birth in student records requires official documentation in the form of a government issued photo ID, and the original (or official replacement/duplicate) birth certificate:

Date of birth as it CURRENTLY appears:

Date of birth as it SHOULD appear:

**SOCIAL SECURITY NUMBER CHANGE/CORRECTION (Documentation required)**

An adjustment or correction to the Social Security Number in student records requires official documentation in the form of a government issued photo ID, and the original (or official replacement/duplicate) issued Social Security Card.

Social Security Number as it CURRENTLY appears: \_\_\_\_\_

Social Security Number as it SHOULD appear: \_\_\_\_\_

**ADDRESS CHANGE/CORRECTION (Documentation required)**

Changes to address types home, mailing, billing do not require documentation IF done by the student through their Self-Service in CUNYfirst. If you wish the Registrar's office to update all addresses, you must provide documentation of address, and check off the address to update at the bottom of this section. Accepted forms of documentation are utility bills, other formal postal mail, a State issued Driver's License or Non-Driver's ID, changing your address does not change your Residency status. Foreign students on a visa must maintain the address in their home country as the permanent address of record, and must notify the International Student Office of any requested changes.

My Permanent Address should be recorded as:

|        |        |                  |
|--------|--------|------------------|
| Number | Street | Apartment Number |
| City   | State  | Zip Code         |

The requested permanent address should also be recorded as my Home, Mailing, and Billing address:

**TELEPHONE NUMBER CHANGE/ CORRECTION (Documentation NOT required)**

Changes/ corrections to telephone numbers can also be accomplished at any time in Self-Service in CUNYfirst.

I am requesting a change of telephone number to my (check all that apply):  Home  Main  Mobile  Other

\_\_\_\_\_ Check here if you wish this to be your preferred number

Number