



PERSONAL DATA CHANGE REQUEST FORM

Please check all that apply:

I am a Current Student Prior Student Alumni Employee

IMPORTANT: Please print clearly. For Address Changes, Name Changes and/or other Personal Information Changes, you must complete all information requested.

Submit this form along with supporting documentation:

(1) For Employee - Human Resources Department located South Hall Room 112

(2) For Student - Registrar's Office located Colstan Hall Room 513

REQUIRED INFORMATION: All information must be noted as it appears on the records of the College

CUNYfirst EMPLID: _____
Last Name: _____ First Name: _____ Middle Initial: _____
Signature: _____ Date: _____

CONTACT INFORMATION CHANGE

Please Check All that Apply*: Home Mailing Billing Permanent

Street Name Apt/Room Number Telephone Number

City State Zip Code County

E-mail (Bronx Community College will use the official college e-mail for all formal notifications but welcome additional e-mail addresses)

*** 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 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 court 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

INTERNAL USE

Date Received _____
Processed by _____
Date Processed _____