

PERSONAL DATA CHANGE REQUEST FORM

Use this form to update your personal data (Name, Address, Telephone Number, SSN) as it appears on CUNYfirst. CUNY requires LEGAL documentation for any change in name or SSN. Please follow the instructions specified for each section below in order to provide the correct documentation. All requests should be submitted from a school email account and emailed to SOMRegistrar@med.cuny.edu. Incomplete forms will not be processed.

REQUIRED FOR ALL REQUESTS: CURRENT STUDENT INFORMATION

Last Name	First Name	Middle Name/Initial	Suffix
EMPLID		Email	

NAME UPDATE REQUESTS

Please attach two 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.

Last Name	First Name	Middle Name/Initial	Suffix
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ADDRESS UPDATE REQUESTS

Address and telephone number change requests do not require additional paperwork. Please note that if your address is changed from an out-of-state address to an in-state, it does not automatically qualify you for the in-state tuition rate. You must submit a Residency Application with required documents to change your tuition rate to in-state. Changing your address to an out-of-state address will change your tuition rate for the next semester.

Check All That Apply:	Billing	Home	Mailing	Permanent
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Street Address	Apt/Floor
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City	State	Zip Code	Phone Number
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SSN UPDATE REQUESTS

Please submit a signed Social Security Card

New SSN

SIGNATURE CONFIRMATION

By signing below, I affirm that the information provided on this form is true and accurate. I certify that I am responsible for changes made to my official record and consequences that it may have.

Student Signature	Date
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