

# CUNY SCHOOL OF MEDICINE

Office of the Registrar – Harris Hall, Room 102

## PERSONAL DATA CHANGE REQUEST FORM

(Name, Address, Telephone #, SSN # Changes)

- CUNY requires LEGAL documentation for any change in name. 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.
- 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. If you have been declared a New York State Resident and you change your address to an out of state address, you will be charged the Non-Resident tuition rate for the next semester.
- A change of Social Security number requires a signed Social Security Card.
- **Please submit ORIGINAL DOCUMENTATION. This form will not be processed with copies.**

Please select address types to be updated by this request (check all that apply):

Billing     Home     Mailing     Permanent

CUNYfirst EMPL ID#: \_\_\_\_\_

Information as it appears on record at the <b>PRESENT</b> time	<b>CHANGE TO:</b> <i>(fill in appropriate Information)</i>
Last Name _____	Last Name _____
First Name/M.I. _____	First Name/M.I. _____
_____	_____
Number and Street Address	Number and Street Address
City _____	City _____
State/Zip Code _____	State/Zip Code _____
(_____) _____	(_____) _____
Telephone # with Area Code	Telephone # with Area Code
ID # (Social Security #) _____	ID # (Social Security #) _____

**Corrections on Name and Date of Birth:** Documentation must be provided for typographical errors: birth certificate, passport, driver's license/state ID.

Name Correction: \_\_\_\_\_

Date of Birth Correction: \_\_\_\_\_

Gender Correction:     Male     Female

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICIAL USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_