



# PERSONAL DATA CHANGE REQUEST FORM

(Names, Gender, Address, Telephone Number, Social Security Number)

Office of the Registrar  
registrar@brooklyn.cuny.edu  
306 West Quad Center  
718.951.5693

**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

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

Signature: \_\_\_\_\_ Today's Date \_\_\_\_\_



### DOCUMENTED NAME CHANGE/CORRECTION OF DOCUMENTED NAME (Documentation required)

Documented Name (formerly referred to as LEGAL) change requires official documentation. Accepted forms of documentation are a photo iD, **and one** of the following: marriage certificate, passport, birth certificate, social security card, divorce decree, or court order. Middle names are not displayed in CUNYfirst, and do not appear on official printed documents.

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.

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 Last Name                      PREFERRED First Name                      PREFERRED Middle Name

DOCUMENTED Last 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  Male  Opt out

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**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 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: \_\_\_\_\_

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**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 photo ID, and the originally (or official replacement/duplicate) issued Social Security Card.

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

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

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

To change the permanent address on student records from another state to New York State official proof of the change of residence is required. Accepted forms of documentation are utility bills, other formal postal mail, a NY State issued Driver’s License or a NonDriver’s ID. To qualify for in-state tuition a student must also submit a resident request form with appropriate documentation. Any change of address from NY State to another state will affect tuition charges. Once changed, tuition will be updated to reflect the out-of-state 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. **Changes to other address types (home, mailing, billing) do not require documentation, and can be accomplished in Self-Service in CUNYfirst.**

My Permanent Address should be recorded as:

Number	Street	Apartment Number
City	State	Zip Code

The requested permanent address should also be recorded as (check all that apply):  Home  Mailing  Billing

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**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 ali that apply):  Home  Main  Mobile  Other

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