



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar
300 Jay Street, Brooklyn, NY 11201
Telephone (718) 260-5800

PERSONAL DATA CHANGE REQUEST FORM

Please upload the completed form and supporting documentation to [Registrar Portal](#)

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

CUNYfirst ID Number: _____ Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Phone: _____ Signature: _____

In the absence of a written signature: providing your campus email when uploading the completed form to [Registrar Portal](#) will suffice.

Please choose from the following:

ADDRESS CHANGE

House Number/Street _____ City _____ State _____ Zip Code _____

***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.

NAME CHANGE/CORRECTION

Please attach **two (2)** types of documentation one from each Category:

- **Category One:** Federal or state-issued photo ID (matching new name).
- **Category Two:** For name Change: Birth certificate, marriage certificate, divorce decree, or court order
- **Category Three:** For name Correction: Passport or any one (1) of the documents in Category Two

New Last Name _____ New First Name _____ New Middle/Initial _____

DATE OF BIRTH CHANGE

Please attach the following documentation: official birth certificate and a state or federally issued Photo ID.

New Date Of Birth: ____ / ____ / ____

SOCIAL SECURITY NUMBER CHANGE

Please attach the following: SS card and a Photo I.D.

New Social Security Number: _____

PERSONAL EMAIL CHANGE

New Telephone Number: _____

New Email Address: _____

COMMENTS: _____

OFFICIAL USE ONLY Processed by: _____ Date: _____

