



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

Using your campus email, please send completed form and supported documents to Registrar@citytech.cuny.edu.

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: submission from your campus email to Registrar@citytech.cuny.edu 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 type of documentation must be a state or federally issued Photo ID, the second must either a marriage certificate/divorce decree/court order for name changes or birth certificate/passport for name corrections.

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: _____

TELEPHONE CHANGE

New Telephone Number: _____

EMAIL CHANGE

New Email Address: _____
Preferred?

OFFICIAL USE ONLY Processed by: _____ Date: _____