



Office of the Registrar

# Change of Personal Information Form

Borough of Manhattan Community College  
The City University of New York  
www.bmcc.cuny.edu  
199 Chambers Street, S315  
New York, NY 10007-1097  
tel. 212 220-1290  
fax. 212 220-1254

**Instructions:**

1. Fill out the form clearly and completely.
2. Submit completed form along with original documentation to Panther Station, S225. Originals will be returned immediately to the student.

**8-digit CUNYfirst ID:** \_\_\_\_\_

Name presently on Record: \_\_\_\_\_  
**Last Name** **First Name**

**Please choose one:** I am a  Current Student  Former Student/Alumni *(If you are a student employee, change your name with Human Resources)*

**Please choose from the following:**

**Correction/Change of Name:**

\_\_\_\_\_  
Last Name First Name Middle Initial/Name

**You must provide two types of documentation from the following: Marriage Certificate, Divorce Decree, Social Security Card, Birth Certificate, Court Order, U.S. Passport, Permanent Resident Card or Naturalization paper; the second type must be Photo ID.**

**Change of Address to:** \_\_\_\_\_

*To qualify for in-city tuition, a student must also submit a completed residency request form with the appropriate documentation. If this change of address is from the five boroughs of NYC to other counties of NY State or to another state, your tuition charges will be updated to reflect your out of state status. For changes to other counties of NY State that are outside the five boroughs of NYC, you must have a B-81 on file with the Bursar's Office to receive in-city tuition. If you are an International Student on a Visa, your permanent address must remain your home country.*

**Change Date of Birth to:** \_\_\_\_\_

**You must provide original Birth Certificate, Driver's License, State ID, or U.S. Passport.**

**Change Social Security or College Assigned Number to:** \_\_\_\_\_

Please indicate reason for the change:  Issued Social Security Card  Correction  
**You must provide original signed Social Security Card and a Photo ID.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_