



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

**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 (2) Documents: Marriage Certificate, Divorce Decree, Signed Social Security Card, Birth Certificate, Court Order, U.S. Passport, Permanent Resident Card, State ID, or Naturalization paper; one (1) must be Photo ID.**

**Change of Address to:** \_\_\_\_\_  
*Street Address (Including Apartment # if applicable)*

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
City State Zip Code

*Please note a change of address does not automatically adjust your residency status. A separate completed residency application with required documentation must be submitted and approved for any adjustments. Please note that if you change your address to one outside the 5 boroughs of New York City you may have an adjustment of residency.*

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

**You must provide One (1) Document: Birth Certificate, State ID/Driver's License, or Passport.**

**Correct/Update Social Security Number to:** \_\_\_\_\_

Please indicate reason for the change:  Issued Social Security Card  Correction

**You must provide TWO (2) Documents: (1) Signed Social Security Card and (2) State ID or Passport**

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