



Change of Personal Information Form

Office of the Registrar

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 the Registrar's Office, S315. Originals will be returned immediately to the student.

8-digit CUNYfirst ID or 9-digit Social Security Number: _____

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** _____