



## PERSONAL DATA CHANGE REQUEST FORM

(Name, Address, Telephone Number, Social Security Number)

Instructions: Fill out all information under "Required Information", then select and fill out only those sections that apply to the desired adjustments. This is a two-sided form, and requirements for each change are listed in each section. **PLEASE PRINT CLEARLY.**

### REQUIRED INFORMATION BELOW

(Information in this section must be recorded as it currently appears in Campus Café)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_

ID Number: \_\_\_\_\_ Last Four Digits of Social Security: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I am a: \_\_\_\_ currently enrolled student \_\_\_\_ prior student requesting modifications be made to my student records.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### DOCUMENTED NAME CHANGE/CORRECTION OF DOCUMENTED NAME

(Documentation required)

Documented Name (formerly referred to as LEGAL) change requires official documentation. Accepted forms of documentation are a photo ID **AND** one of the following: marriage certificate, passport, birth certificate, social security card, divorce decree, or court order. **PRINT CLEARLY**

\_\_\_\_\_  
NEW/CORRECTED LAST

\_\_\_\_\_  
NEW/CORRECTED FIRST NAME

\_\_\_\_\_  
NEW/CORRECTED MIDDLE

\_\_\_\_\_  
FORMER/INCORRECT LAST

\_\_\_\_\_  
FORMER/INCORRECT FIRST

\_\_\_\_\_  
FORMER INCORRECT MIDDLE

**PERMANENT ADDRESS CHANGE/CORRECTION (Documentation required)**

To change the permanent address on student records from another state to New York State official proof of the change of residence is required. Accepted forms of documentation are utility bills, other formal postal mail, a NY State issued Driver's License or a Non-Driver's ID. Any change of address from NY State to another state will affect tuition charges. **PRINT CLEARLY**

\_\_\_\_\_  
**NUMBER**

\_\_\_\_\_  
**STREET**

\_\_\_\_\_  
**APARTMENT NUMBER**

\_\_\_\_\_  
**CITY**

\_\_\_\_\_  
**STATE**

\_\_\_\_\_  
**ZIP CODE**

**DATE OF BIRTH CORRECTION (Documentation required)**

An adjustment or correction to the Date of Birth in student records requires official documentation in the form of a photo ID, and the original (or official replacement/duplicate) birth certificate:

\_\_\_\_\_  
**Date of Birth as it CURRENTLY appears**

\_\_\_\_\_  
**Date of Birth as it SHOULD appear**

**SOCIAL SECURITY NUMBER CHANGE/CORRECTION (Documentation required)**

An adjustment or correction to the Social Security Number in student records requires official documentation in the form of a photo ID, and the originally (or official replacement/duplicate) issued Social Security Card.

**Social Security Number as it CURRENTLY appears:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Social Security Number as it SHOULD appear:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**TELEPHONE NUMBER CHANGE/ CORRECTION (Documentation NOT required)**

Changes/ corrections to telephone numbers can also be accomplished at any time in Campus Café

**New Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_