



LaGuardia Community College - Office of the Registrar

Personal Data Change Request

(Name, Date of Birth, Address, Telephone and Social Security Number Changes)

Community College

Please check all that apply:

I am a Current Student Prior Student Alumni

IMPORTANT: Original official documentation must accompany this request. Submit this form to the Registrar's Office, room C-107, Or email to cmarte@lagcc.cuny.edu with subject "CHANGE OF DATA"

PLEASE PRINT CLEARLY

CUNYfirst EMPL ID#

Last Name

First Name

NAME CHANGE/CORRECTION: CUNY requires **LEGAL** documentation for any change in name. Attach 2 types of appropriate documentation. One type of documentation must be either a marriage certificate, passport, birth certificate, social security card, divorce decree or a court order, the second must be a photo ID.

Complete **New** Last Name

First Name

Middle Name/Initial

Complete **Former** Last Name

First Name

Middle Name/Initial

DATE OF BIRTH CORRECTION: Attach a copy of your Birth Certificate and Social Security Card.

Old DOB:

New DOB:

MM/DD/YYYY

MM/DD/YYYY

CUNfirst ID # CHANGE:

Old Social Security #:

New Social Security #:

ADDRESS AND/OR TELEPHONE NUMBER CHANGE: Please check all that apply*

Home Mailing Billing Permanent Telephone Number

House Number/Street

Apt No

City

State

Zip Code

Country

Phone No

*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 charge 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. The student must also notify the International Student Services Office (room B-117) concerning any changes.

Student's Signature:

Date:

Signature from Pick-up:

Date:

Registrar's Office use only

Processed by:

Date:

Original – Registrar's Office

Yellow copy – Student

ADDRESS: 31-10 Thomson Avenue
Long Island City, NY 11101

PHONE: 718-482-7200
WEB: www.laguardia.edu

