

Office of Admissions

PERSONAL DATA CHANGE REQUEST FORM

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

Important: You must complete all information and submit appropriate supporting documentation. Required Information: This information must be noted as it currently appears on the records of the College. CUNY FIRST ID # Social Security No. (Last 4 Digits) First Name __ Middle Initial Last Name _____ Email ___ Day Phone # Address and Telephone Number Change Check preferred telephone number. Mobile (Cell) Work Phone # ___ Address ____ State_____ Zip____ Further Instructions: Please note that this change of address is to update your personal address on your CUNYfirst record. To update your address for tuition purposes you must submit a completed residency request form and submit the appropriate documentation. For more information visit: https://www.qcc.cuny.edu/bursar/residency.html Name and Date of Birth Corrections CUNY requires legal documentation for any updates to Name or Date of Birth. Please attach two (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 (e.g. driver's license). Incorrect DOB: Correct DOB: Complete New Name: Last Name First Name Complete **Former** Name (As it currently appears in records of the College): Last Name __ First Name _ Middle Initial Social Security Number change Please attach a copy of your Social Security Card and a photo ID. Enter new Social Security number:

Submit this form and the appropriate documentation via your CUNYFirst account - Campus Solutions > Self Service > Document Upload or in person to:

Office of Admissions Queensborough Community College 222-05 56th Ave Room A-210 Bayside, NY 11364

Phone: 718-281-5000

Email: Admissions@qcc.cuny.edu

Please note we cannot accept personal information submitted via the general admissions inbox