



# Change/Correction of Address, DOB, Gender, or Student Number

**Office of the Registrar**  
Jefferson 100  
65-30 Kissena Blvd.  
Flushing, NY 11367  
718-997-4400  
recordsmanagement@qc.cuny.edu

**Instructions:** Complete the top part of this form to include the date, your full name, and contact information. Complete the applicable sections below and then **sign and date the bottom of the form**. **If documentation is required for your change/correction, you must submit original documents at the time this form is submitted to be attached to your request.** *Students must provide a photo ID at the time this form is submitted for verification of identity.*

**This completed form and original documentation must be submitted in person to the One Stop Service Center (DH 128). Incomplete forms will not be processed.**

**Student ID** \_\_\_\_\_ **Full Name** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Change/Correction of Address**  
**Documentation Required: None**

Check all addressees that need to be updated:

Number and Street \_\_\_\_\_  
Apartment \_\_\_\_\_  
City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

- Home
- Mailing
- Billing
- Permanent

**Correction of Date of Birth**

**Documentation Required:** Original Birth Certificate and/or Copy of valid City, State, or Federal ID.

Indicate your correct date of birth below:

\_\_\_ / \_\_\_ / \_\_\_\_\_  
MM DD YYYY

**Change/Correction of Gender**  
**Documentation Required: None**

Choose one:

- Female
- Male
- Unknown

Note: These are the only options currently in CUNYfirst.

**Change/Correction of Student Number (SSN or TIN Update Only)**

**Documentation Required:** Original Social Security Card (only if changing/correcting SSN); if updating TIN, IRS letter that indicates TIN is optional.

**Old Student #** \_\_\_\_\_ **New Student #** \_\_\_\_\_

Check here if you are adding a TIN to your record:

**If this area is not signed and dated, your request will not be processed.**

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

**Date** \_\_\_\_\_