



170 East 70 Street
 New York, NY 10021
Office of the Registrar
 Tel
 212 472-1500
 Fax
 212 472-3800

www.nysid.edu

NAME/ADDRESS CHANGE FORM

NYSID ID no. _____

► Name Change

Must be submitted in person to the Office of the Registrar with the following: Official Photo Identification (Drivers License, New York State ID card, or passport) and a Certified Copy of ONE of the following:

- Probate Court Decree ordering a name change
- Superior Court Order dissolving a marriage and explicitly ordering restoration of the name of a party
- District Court Order associated with an immigrant becoming a U.S. Citizen
- Marriage License

Former Name _____
 Last Name First Name (M I)

NEW Name _____
 Last Name First Name (M I)

Student Signature _____ Date _____

► Address Change

Changes to mailing address, e-mail address and phone number can also be made by logging into the student portal and clicking on Personal Info. International students must also contact the International Student Advisor to report an address change within 10 days of the move.

 Last Name First Name (M I)

 NEW Address/Apt. No. City State Zip

 E-mail Address Home Telephone Daytime Telephone

Student Signature _____ Date _____

OFFICE USE ONLY

Recorded by _____ Date _____