

Application to Change Personal Information

Student Information Currently on your record, not the change you are requesting

Student ID _____

Last name _____

First name _____

Update your preferred first name, address, phone number, and Social Security number in the [Student Service HUB](#). Your preferred first name will appear on class and grade rosters as well as in the [my.nyit.edu](#) portal. Your official name will appear on your transcript and diploma. To change the name that appears on your transcript and diploma, follow the directions for an official name change.

Complete only the section that applies to the change you are requesting. To protect the accuracy of your records, you must supply documentation to support the change. Please note that if you graduated, changes to official name or date of birth will be made only with a court order. We may ask for additional documentation to support the change. Options to submit the form:

- 1) Bring this form and your original supporting documents to the Office of the Registrar, view [office hours](#). We will make copies of the original documents for our records.
- 2) Mail the form and copies of your supporting documents to one of the addresses below. **The copies must be certified by the agency that issued them. We cannot accept notarized copies of documents.**

Change of Official Name

Documentation: One of the following: 1) amended or corrected birth certificate; 2) marriage document or divorce decree; 3) certificate of naturalization showing a new name; 4) court order for a name change; 5) valid (current) passport.

New/corrected last name _____

New/corrected middle name _____

New/corrected first name _____

New/corrected suffix (Jr., Sr., II, III) _____

Change of Date of Birth

Documentation: One of the following: 1) birth certificate; 2) valid (current) passport; 3) U.S. driver's license; 4) state-issued non-driver's identification card.

Date of birth currently on your record _____

New/corrected date of birth _____

Change of Gender

Documentation: No documentation is required.

Gender currently on your record _____

New/corrected gender _____

Change of Taxpayer Identification Number (TIN)

Documentation: Complete form W-9S "Request for Student's or Borrower's Taxpayer Identification Number and Certification" located at [www.irs.gov](#).

TIN currently on your record _____

New/corrected TIN _____

I request that New York Institute of Technology changes information on my official records as indicated in this application and I acknowledge that the change is being requested to correct inaccurate information or because the change has been legally changed and is supported with the documents I have furnished with this application.

Signature _____

Date _____

Long Island (Old Westbury, NY) New York Institute of Technology
New York Institute of Technology
Office of the Registrar
Northern Boulevard
Old Westbury, NY 11568-8000

New York City (Manhattan) New York Institute of Technology
New York Institute of Technology
Office of the Registrar
16 W. 61st Street
New York, NY 10023-7692

Office Use Only

I have reviewed the original document

Signature _____