

Application to Change Personal Information

Student Information

Student ID _____

First name
currently on your record _____

Last name
currently on your record _____

Update your preferred first name 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 Student Service HUB. Your official name will continue to appear on your transcript and diploma. If you need to change the name that appears on your transcript or diploma, use this form.

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 have already graduated, changes to official name or date of birth can be made only with a court order. We may ask for additional documentation to support the change.

Options to submit the form:

- 1) Bring the form and your original documents to the Office of the Registrar, view our [office hours](#). We will make copies of the original documents for our records.
- 2) Email the form and scanned copies of the documents to registrar@nyit.edu. We will schedule a Zoom meeting with you to view the original documents.
- 3) Mail the form and certified copies of your 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 first name _____

New/corrected middle name _____

New/corrected last 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 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, New York
New York Institute of Technology
Office of the Registrar
Northern Boulevard
Old Westbury, NY 11568-8000

Vancouver, Canada
New York Institute of Technology
Office of the Registrar
Suite 310, 2925 Virtual Way
Vancouver, B.C. Canada V5M 4X5

Office Use Only

I have reviewed the original document

Signature _____