CHANGE OF PERSONAL INFORMATION

Policy Id:
Reg.004 – Change of Personal Information

Contact:
Office of Registrar

Last Modified:
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CHANGE OF ADDRESS AND TELEPHONE NUMBER

Policy
Students who no longer reside in the address provided to the College should complete a Change of Address and Telephone Application to ensure uninterrupted mailings from the College. Students who change from an out of New York State address to a New York State address do not automatically benefit from the in-state resident tuition rate. However, students who change from a State of New York address to out of State of New York address will automatically be charged the non-resident tuition rate in the following semester. Change of address does not constitute change of residency for in-state tuition purposes; it is a separate procedure and governed by different guidelines. Students may be eligible for in-state tuition if they meet one of the following conditions:

- Attended an approved New York high school for two or more years, graduated, and applied to attend CUNY within five years of receiving the New York State diploma.
- Attended an approved New York State Program for General Equivalency Diploma (GED) exam preparation, received the GED issued within New York State, and applied to attend CUNY within five years of receiving the New York State GED.
- Enrolled in CUNY in the Fall 2011 semester or quarter and were authorized by CUNY to pay tuition at the resident rate. Thus, a student who attended CUNY in the Fall 2001 semester and paid the resident rate does not have to satisfy either condition 1 or 2 above.

Students should update any change of telephone number to the College so that the College can contact students during extenuating circumstances. Updating the telephone number on file does not update the contact information for the CUNY Alert, a system in which alerts emergencies or weather related closings on your campus via cell or home phone and email.

Procedure
Change of address and/or telephone number can be completed online via Jay Stop or in-person at Jay Express Services Counter. Students may go online to Jay Stop and change their address and/or telephone number. The process generally takes 2 business days to update. You will also receive an email confirmation in your assigned student John Jay email account. For in-person transaction, the student must come to the Jay Express Services Counter to complete the Change of Address and Telephone Application. The transaction will be completed immediately.

CHANGE OF NAME

Policy
Where names have been changed by court order or other official documents, all transcripts of records and official statements by the college with respect to students or graduates of the schools shall incorporate only the official name as changed by said court order, unless otherwise specifically requested in writing. Name change requests must be accompanied with eligible original document. The College does not accept photocopy or unofficial documents for this process. Name change will be done according to the format in which the original document states.

Eligible documentation includes:
- Divorce decree
- Valid United States Driver’s license
- Marriage certificate
- Court order
Procedure
Students can complete the Change of Documented Personal Information Application at the Jay Express Services Counter. Students must bring with them the original eligible documentation. A copy of the documentation will be made at the Jay Express Services Counter and the original will be returned to the student.

Students are also encouraged to print and complete the Change of Documented Personal Information Application on the Jay Stop so as to speed up the in-person transaction. There is no telephone, mail, or fax transaction. This transaction must be completed in-person.

CHANGE OF SOCIAL SECURITY NUMBER
Policy
If students’ social security number has been changed or needs correction due to data entry error, students must show proof of an original document indicating the correct social security number.

Eligible documentation includes:
- Valid United States Driver’s license
- Signed Social Security card

Procedure
Students can complete the Change of Documented Personal Information Application at the Jay Express Services Counter and bring with them the original eligible documentation. A copy of the documentation will be made at the Jay Express Services Counter and the original will be returned to the student. Students are also encouraged to print and complete the Change of Documented Personal Information Application on the Jay Stop so as to speed up the in-person transaction. There is no telephone, mail, or fax transaction. This transaction must be completed in-person.

INCORRECT DATE OF BIRTH
Policy
If students’ date of birth is incorrect based on data entry error, students must show proof of an original document indicating the correct date of birth.

Eligible documentation includes:
- Valid United States Driver’s license
- Valid Passport
- Valid Green card
- Birth Certificate
- Official court document

Procedure
Student must complete the Change of Documented Personal Information Application at the Jay Express Services Counter and bring with them the original eligible documentation. A copy of the documentation will be made at the Jay Express Services Counter, and the original will be returned to the student. Students are also encouraged to print and complete the Change of Documented Personal Information Application on the Jay Stop so as to speed up the in-person transaction. There is no telephone, mail, or fax transaction. This transaction must be completed in-person.
CHANGE OF PERSONAL INFORMATION FOR POST-ENROLLMENT STATUS
Alumni and previously attended students may change or correct their personal information (name, address, telephone number, social security number, and date of birth) must follow the policies and procedures above. However, alumni and previously attended students may not use the Jay Stop website to complete the Change of Address and Telephone feature.