

**Student Information Change Form**

**Current Name and Personal Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

RAM ID or Last 4 of SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**1) Change of Mailing Address**

You may submit a change of address request to [regoffice@farmingdale.edu](mailto:regoffice@farmingdale.edu)

Street Address

City State Zip Code Country (If other than USA)

Telephone Number

**2) Legal Name Change**

This request cannot be emailed. Please write your name below as it should now appear on your records. Requires two -forms of documentation: Marriage Cert, Divorce Decree or Court Order including both names, and at least one document must be U.S. Passport or State Issued Drivers' License

Only legally documented name changes are eligible for username changes. ☐ I wish to update my username. ☐ I do not wish to update my user name.

New Name: \_\_\_\_\_ Former Name: \_\_\_\_\_

**3) Request to Add a Preferred Name**

SUNY Farmingdale recognizes the needs of students who wish to be identified by a name or gender identity that differs from their legal status. We are also committed to protecting student privacy in order to ensure that students are treated in a manner consistent with their identity.

[Click here to review the Policy and submit your request.](#)

**4) Date of Birth Correction**

This request cannot be emailed. Requires one form of documentation: Birth Certificate, State Issued Drivers' License or Passport.

Date of Birth: \_\_\_\_\_

**5) Change of Social Security Number**

This request cannot be emailed. Requires documentation: Social Security Card

New SSN: \_\_\_\_\_ Former SSN: \_\_\_\_\_

**6) Gender Identity**

To be completed if requesting a change

Check one:

Gender Identity: F\_\_\_\_\_, M\_\_\_\_\_, X\_\_\_\_\_

**7) Change of Preferred Pronouns**

Chosen pronouns are used to respect the way people identify and to avoid making assumptions about people's identities. A chosen pronoun is the pronoun that an individual would like others to use when talking to or about that individual. Some people prefer others to use a gender-neutral or gender-inclusive pronoun when talking to or about them. A student does not have to report a chosen pronoun.

Desired Pronouns: Example: she/her/hers or he/him/ his \_\_\_\_\_

**Signature of Student**

Documents like Birth Certificates, Passports, Social Security Card, Drivers' or Non-Drivers' License should not be emailed. To change information that requires the use of these documents you must come in person Mon-Fri, 8:30-4:00. Documentation must be valid original documents or certified copies. By signing below, you understand without providing the proper documentation the requested change cannot be processed and you confirm the above requested change of information is accurate. Please allow 3-4 business days for processing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_