



Office of the Bursar

Division of Finance and Administration
145 College Road Suffern New York 10901-3699 (845) 574-4254

Change of Information Form

Please complete all items and attach required documentation as explained below.
Forms cannot be processed without required documentation.
Photo ID (preferably State Issued ID (License, Permit, or ID Card), is required for all changes.)

PLEASE PRINT CLEARLY

OLD INFORMATION

Name: _____
Address: _____ Apt.: _____
City: _____
State: _____ Zip: _____
Telephone #: _____
Social Security #: _____
Effective Change Date: _____

NEW INFORMATION

Name: _____
Address: _____ Apt.: _____
City: _____
State: _____ Zip: _____
Telephone #: _____
Social Security #: _____
Signature: _____

REQUIRED DOCUMENTATION

Name Change:

Copy of marriage certificate, divorce decree, or other document permitting name change.

Address Change:

Same County: Only a Photo ID is required.*

Different County or State: Proof of residency is required.*

***PO BOX:** A student who requests a change of address to a PO Box must provide Proof of residency to be eligible for resident tuition rate. **
A PO Box CANNOT be used as proof of residency.

****Resident Tuition Rate:**

To qualify for resident tuition rates students must
Be a US citizen or have permanent resident card for one year
Have Proof of Rockland County residency for at least 6 months and
Have N.Y. State residency for at least one year prior to the start of the semester.

Acceptable Dated Documentation:

Driver's license, bank statement, utility bill, State income tax return.
Dependent students can use copies of their parent's income tax return as proof.

SSN Change:

Social Security Card and photo ID.

OFFICE USE ONLY

Bursar: _____ Date: _____ Residency Code: _____ Certificate: _____

Registrar: _____ Date: _____ Financial Aid: _____ Date: _____