



# REQUEST FOR CHANGE OF BIO-DEMOGRAPHIC DATA

ENROLLMENT SERVICES OFFICES

- LIU POST WWW.LIU.EDU/POST/ENROLLMENT SERVICES
- LIU BROOKLYN WWW.LIU.EDU/BROOKLYN/ENROLLMENT SERVICES
- CAMPUS:  BROOKLYN  POST  HUDSON  BRENTWOOD  RIVERHEAD

**INSTRUCTIONS: PRINT ALL INFORMATION CLEARLY**

**Step 1:** Complete boxes 1 and 2. **Step 2:** **COMPLETE ONLY THOSE ITEMS BEING CHANGED OR UPDATED** **Step 3:** Sign and date form

- To correct/add your Social Security Number, you must present an original social security card at the Enrollment Services Office.
- For Change of Name, Date of Birth or Gender, you must either present original documents at the Enrollment Services Office (e.g. birth certificate, a marriage license, divorce decree, court order) and social security card in the new name or a notarized copy of the original, with the notary stating the original document was viewed/copied. Transcript documents cannot be updated with a new name (in all cases) after a degree has been conferred.

<b>1. NAME:</b> (AS IT CURRENTLY APPEARS N SCHOOL RECORDS)			<b>2. STUDENT ID NUMBER:</b>		
_____	_____	_____	(IF YOU DO NOT KNOW OR HAVE AN ID #, ENTER SS#)		
<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>			
<b>NEW NAME:</b>			<b>ADD/CORRECT SOCIAL SECURITY NUMBER:</b>		
_____	_____	_____	_____		
<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>			
<b>CITIZENSHIP UPDATE:</b>			<b>CORRECT DATE OF BIRTH:</b>		
<b>STUDENT'S INITIALS:</b> _____ <b>MUST PROVIDE ORIGINAL OR NOTARIZED COPY OF ONE BELOW:</b>			____/____/____		
__ US Birth Certificate; __ US Passport; __ Naturalization Certificate; __ Permanent Resident Card			<b>MONTH DAY YEAR</b>		
<b>OTHER CHANGE:</b> (e.g. PHONE #; ALTERNATE EMAIL; ETC.) SPECIFY ITEM(S) TO BE CHANGED			<b>ETHNICITY UPDATE:</b>		
_____			_____		
<b>ADDRESS CHANGE:</b>					
_____	_____	_____	_____	_____	_____
<b>NUMBER</b>	<b>STREET</b>	<b>APT</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>STUDENT SIGNATURE: (REQUIRED FOR ALL)</b>					
I understand that additional documents may be required in order to change my information.					
SIGNATURE: _____			DATE: _____		

**FOR OFFICE USE ONLY** CAMPUS:  BROOKLYN  POST  HUDSON  BRENTWOOD  RIVERHEAD CAREER/ADMIT TERM: \_\_\_\_/\_\_\_\_/\_\_\_\_ GRADUATED: \_\_\_\_\_

DATA CHANGED/UPDATED:  ADDRESS  DOB  GENDER  NAME  SS #  OTHER : \_\_\_\_\_

FORMER NAME ADDED \_\_\_\_/\_\_\_\_/\_\_\_\_  CITIZENSHIP UPDATED FROM: \_\_\_\_\_ To: \_\_\_\_\_

**AUTHORITY FOR CHANGE:**  Birth Certificate  Court Order  Marriage Certificate  Divorce Decree  Social Security Card  Passport  
 Naturalization Certificate  Data Entry Error  Admissions Application Correct  Other \_\_\_\_\_

Sent To: HR - \_\_\_\_/\_\_\_\_/\_\_\_\_ Legal - \_\_\_\_/\_\_\_\_/\_\_\_\_ CSI - \_\_\_\_/\_\_\_\_/\_\_\_\_ Other - \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTES: \_\_\_\_\_ PROCESSED BY/ DATE \_\_\_\_\_