



GRADUATE CHANGE OF BIOGRAPHICAL DATA FORM

- All requested changes must be accompanied by **TWO (2)** forms of support documentation
 - Legal documents (i.e., marriage license, court order, divorce decree, birth certificate)
 - Usage documents: A picture i.d. (i.e. New York State Driver’s License, passport, or visa/green card).
- A change of ID# requires a **signed** social security card.
- A change of date of birth requires a birth certificate or passport.

ID Change:

Information as it appears on PRESENT Lehman records	CHANGE TO: (fill in appropriate information)
_____	_____
Assigned ID # or Social Security Number	Assigned ID # or Social Security Number

Date of Birth Change:

Information as it appears on PRESENT Lehman records	CHANGE TO: (fill in appropriate information)
_____	_____
Month/Day/Year	Month/Day/Year

Name Change:

Information as it appears on PRESENT Lehman records	CHANGE TO: (fill in appropriate information)
_____	_____
Last Name	Last Name
_____	_____
First Name	First Name
_____	_____
Middle Name	Middle Name

Date: _____ Student Signature: _____

This form will not be processed without the student’s signature * Only original documents will be accepted

Do not write below this line

For Official Use Only			
EMPL ID: _____			
Legal Documents			
<input type="checkbox"/> Marriage License	<input type="checkbox"/> Divorce Decree	<input type="checkbox"/> Court Order	<input type="checkbox"/> Birth Certificate
Usage Documents			
<input type="checkbox"/> NYS Driver License	<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Passport	<input type="checkbox"/> VISA/Green Card
Date: _____		Staff Signature: _____	

