



**SUNY Orange
Bursar
Change of Information Form**

Current Information on File

Updated Information

Name: _____

Requested Name Change: _____

Student ID #A _____

Social Security #: _____

Correct Social Security #: _____

Former Residence Address:

New Residence Address:

Mailing Address: (If different from residence address)

Effective Date of Change: _____

Telephone #'s

Home: _____ Cell: _____ Work: _____

Signature: _____ Date: _____

Change Requirements

Name change requires a copy of marriage certificate, divorce decree, or other legal document permitting name change. * A driver's license cannot be used for a name change.

Social Security number change requires Social Security Card.

Legal address change within the same county requires postmarked document with new address on it. Mailing address change requires postmarked document with new address on it.

Address change to Orange County from other county requires document with date of change such as utility bill, cable bill, telephone bill, etc (Rental agreement alone cannot be used for legal address change). Address change to New York State residence from an out of state address requires New York State Income Taxes (Parent's State and Federal if dependent), New York State Driver's License and one other document proving New York State for one full year.

Office use only

Name: _____ Address - PR: _____ Telephone: _____ SS#: _____

Add PO Box : _____

County: _____ to _____ Citizenship: _____ to _____ Residence: _____ to _____ Reassess Fees: _____

Bursar: _____ Date: _____ Registrar: _____ Date: _____ (12/09)