

Personal Data Change Request



Please complete the following information and provide any required documentation for changes. If you are providing legal or identity documentation, please deliver this form in person, or use the U.S. Mail. Photo identification must have a clearly reproduced picture to be considered valid when provided. Please allow 3-4 business days for processing. Only complete the areas below that you are seeking to change.

Current Name and Contact Information

We only use this information to contact you with questions and to verify your record. (Required)

First Name: _____ Last Name: _____ Middle Initial: _____

Cortland ID: _____ Email Address: _____ Phone: _____

Date of Birth*: _____ First Attendance Date*: _____ Last Attendance Date*: _____ or Current Student

* Only used to locate records. Not required when a Cortland ID is provided.

1) Address Change

Residence Hall changes are made via Residential Life. Local Address changes for current students are made through myRedDragon. Legal documentation is not required for address changes.

Street Address _____

City _____ State _____ Zip Code _____ Country (If other than USA) _____

Telephone Number _____

Address Type: Permanent Parent/Guardian Diploma *

* Diploma address changes are only for students who have [applied to graduate](#).

2) Legal (Of Record) Name/Gender Change

For your protection, SUNY Cortland requires documentation for any LEGAL name or gender changes.

New Preferred Name: _____ Former Name: _____

Legal Gender Change Male Female

Requesting Email Address/Username Change? Yes No

3) Preferred Name Change

SUNY Cortland 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. Please read the attached instructions for guidance.

New Preferred Name: _____ Former Name: _____

Requesting Email Address/Username Change? Yes No

Documentation Required for LEGAL (Of Record) Name and Gender Changes

To legally change your name or gender, you must provide two forms of identification. Both forms of ID must provide your new name and/or gender. At least one form must be an official or court-approved form of ID such as a U.S. Passport (or card), state or territory-issued driver's license, Sheriff/NYS Identification Card, court order, Divorce/Marriage Certificate, or U.S. Military ID. For gender changes, at least one form of ID must be your state-issued driver's license/non-driver ID or U.S. Passport.

Office Use: Documentation Provided (Check All That Apply)

Court Order Divorce Documents Birth Certificate Marriage Certificate Naturalization Documents Passport SSN/Card

Driver's License US State-issued ID card (Non-Driver ID) Other Legal Documentation: _____

Documentation Reviewed and Processed By: _____ Date: _____

Signature of Student

A signature is required for ALL changes.

Signed: _____ Date: _____