

NAME CHANGE AT JOHN JAY COLLEGE

Legal name change procedure

To change the name that is displayed/reflected on official academic record, diploma, or transcript, students are required to complete the Change of Personal Information form ([Click here to access](#)), gather legal documentations such as marriage license, court order, divorce decree, etc... and submit to Jay Express via-email at JAYEXPRESS@JJAY.CUNY.EDU.

The student will then receive a referral from Jay Express to be able to:

- DOIT: Change student name on email address and Blackboard.
- Public Safety: Change the name on student's ID card.

(Offices contact information can be found at the end of this document)

Preferred name change procedure

Students now have access to change their "preferred names" online using CUNYFirst, which then automatically updates their names in class rosters.

A Student must first update their preferred name on CUNYfirst. Once updated, the student must inform Jay Express via-email at JAYEXPRESS@JJAY.CUNY.EDU and obtain a referral form. The referral form will be used to schedule an appointment with the following departments:

- DOIT: To change student name on email address and Blackboard.
- Public Safety: To change the name on student's ID card.

PLEASE NOTE: Students should inform their Professor of the preferred name update, as the class roster may take time to automatically update.

(Click on office titles to be directed to their webpage).

JAY EXPRESS

L.69.00 New Building
Call Center: 212-663-7867
Email: JAYEXPRESS@JJAY.CUNY.EDU

OFFICE OF PUBLIC SAFETY

L2.61 New Building
Phone: (212) 237-8524
Email: PUBLICSAFETY@JJAY.CUNY.EDU

DoIT HELPDESK

L2.73.00 New Building
Phone: 212-237-8200
Email: HELPDESK@JJAY.CUNY.EDU