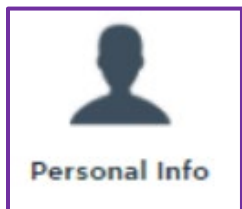
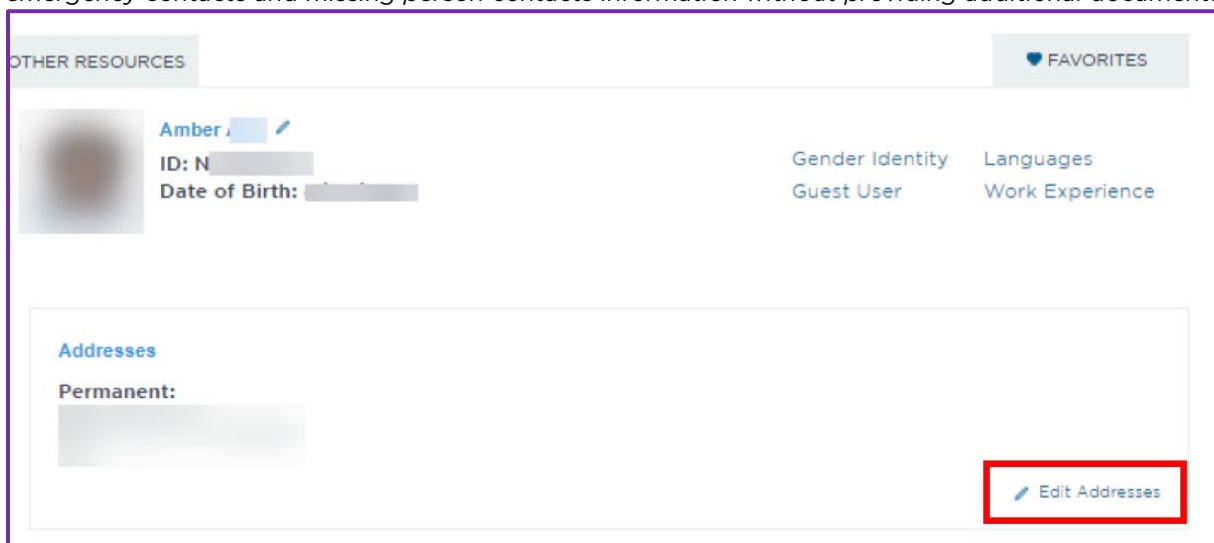


# #StudentLinkDIY: How To Update Personal Information

1. Log onto [Albert](#) and click on the “Sign in to Albert” tab.
2. Click on the “Personal Info” tab on the left.



3. Next to the appropriate section, click on the “Edit” button.  
*\*\*Students can update: preferred name, gender identity, addresses, phone numbers, personal email addresses, emergency contacts and missing person contacts information without providing additional documentation.\*\**



4. To update: primary name, legal sex, social security number and/or citizenship, additional documentation is required and it can be processed in-person at a [StudentLink Center](#). Please complete the [Change of Student Information form](#) and bring original copies of documentation to your visit. Students may also email form and supporting documentation to [registrar@nyu.edu](mailto:registrar@nyu.edu) (if applicable). *Any email submission sent from a non-NYU email address must be notarized.*

Personal Information:	Documentation Require for Updates:
Primary Name change	Court order, birth certificate, divorce document, marriage certificate or passport
Legal Sex change	Pre or post-operative documentation from qualified health care provider, letter of support from qualified health professional, birth certificate or court order legalizing the change, valid social security card, driver’s license or passport reflecting legal sex
Social Security Number	Original social security card or copy of social security card.
Naturalized Citizenship	Original Proof of Naturalization certificate or U.S passport.