

SOCIAL SECURITY NUMBER CHANGE/CORRECTION

In order to change/correct your social security number, the following documents must be provided:

1. A copy of the social security card.
2. A photo id such as a driver's license, student or state id or passport.

Student UID Number _____

Student Name _____
 (Please Print) Last First Middle

INCORRECT SSN _____ - _____ - _____

CORRECT SSN* _____ - _____ - _____

CURRENTLY ENROLLED AT ISU YES _____ NO _____

WHO NOTIFIED YOU OF THE NEED FOR CHANGE/CORRECTION?

Admissions Office Human Resources/Payroll
 Clinical Experiences/College of Education Registrar's Office
 Financial Aid Office Other _____

DATE _____

STUDENT SIGNATURE

You will be notified when the change/correction has been processed. Please continue to use the old social security number until you receive notification of the change. The number will be updated on University records within two business days. Other departments on campus will be notified of the change.

You may submit this form along with copies of the above documentation the following ways:

In-Person: 107 Moulton Hall (Office hours are Monday-Friday, 8am-4:30pm)
 By Email: registrar@IllinoisState.edu
 By Fax: (309) 438-8652 Registrar Service Center
 By Mail: Illinois State University, Registrar Service Center, Campus Box 2202, Normal, IL 61790

*The social security number is requested as the best and most effective way to uniquely identify you for the purpose of accurately processing and maintaining your educational records. This number is used as the student identification number and is restricted to internal University use for any reports required by the Federal or State Government, and for the following: matching admission applications with ACT or GRE scores, matching admission status with housing agreements or financial aid, maintenance of your academic record, all academic advising providing loan verification, obtaining transcripts before and after graduation. For additional information or limited access of the social security number, please notify the Office of the University Registrar, Campus Box 2202, Normal, IL 61790-2202 or (309) 438-2188.