

# FERRIS STATE UNIVERSITY

## Social Security Number Change Request

*Please read carefully. This request will not be processed if required information is not provided.*

**A copy of the Social Security Card that reflects the correct Social Security Number must accompany all Social Security Number change requests.** This verification is required to assure proper processing of the student's information regarding ACT scores, student employment records, federal financial aid, and other federally authorized clearinghouses.

**Requests may be submitted in the following manner:**

- a. **In person-** at the Timme Student Service Center
- b. **By fax-** (231) 591-2242
- c. **By mail-** Office of Admissions and Records, 1201 S. State St, CSS-201, Big Rapids MI 49307

If the correct Social Security Number was submitted with your original application please contact the Office of Admissions and Records at **1-800-4FERRIS** to have this issue clarified.

**International Students** (any student with an assigned Student I.D. number (i.e.00021....) and a Visa type of F1, F2 or J1, J2 *indicated on SIS screen 007*) should be directed to the Office of International Affairs, BIS 303

**NOTE: All student employees** processing a Social Security Number change must contact the **Student Employment Office** at ext 2012.

*Please Type or Print Information Requested Below*

Student's Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First Middle

Change Social Security Number:

From: \_\_\_\_\_

To: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Processed \_\_\_\_\_  
Office use only