

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