



Office of the University Registrar
 150 Franklin Building, 3451 Walnut Street
 Philadelphia, PA 19104-6270
 215-898-6636

<p><u>Office Use Only:</u></p> <p>Date received: _____</p> <p>Date processed: _____</p> <p>Processed by: _____ / _____</p>
--

REQUEST FOR SOCIAL SECURITY NUMBER CHANGE

Students can update the Social Security Number on their academic record for the following reasons: correcting or updating SSN for student employment or financial aid processing.

All requests must be accompanied by the student’s PennCard and as well as one of the following forms of documentation:

- A Social Security Card or other Social Security Administration documentation validating the SSN
- A copy of a state or federal tax document
- An employment record containing the SSN
- A military document containing the SSN (such as a military ID card)
- A driver’s license, permit or ID card containing the SSN (must be government issued)
- Tribal ID card containing the SSN
- Medical Benefits card containing the SSN
- Any acceptable document submitted as proof of legal presence/identity or residence address containing the SSN
- Approved FAFSA form

Please complete information below. We can accept photos of documents taken with a cell phone as long as the images are legible. Images and scanned documents can be sent via the Online Document Submissions Form (<https://www.sfs.upenn.edu/forms/OnlineDocSubmitForm.php>).

1. Penn ID (the middle 8 digits on your PennCard):

--	--	--	--	--	--	--	--

2. PID and SSN Card (if applicable)

--	--

Signature

Date

Please note: An SSN change is only made Monday through Thursday.