



## SOCIAL SECURITY NUMBER CORRECTION

This form is to be used to change Social Security Number when incorrect in our Student Information System.

- Any employee of the University must make a Social Security Number correction through Human Resources (ADM 306).
- Current student employees must make a Social Security Number correction through Financial Aid (ADM 212).
- Other Students, please complete form below and submit to the Registrar's Office (ADM 202).

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ PID: \_\_\_\_\_  
(PLEASE PRINT)

Previous Social Security Number (Incorrect): |\_|\_|\_| - |\_|\_| - |\_|\_|\_|\_|\_|

Correct Social Security Number: |\_|\_|\_| - |\_|\_| - |\_|\_|\_|\_|\_|

Daytime Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** You must have your correct Social Security Card in order to make a correction.

If mailing or faxing the completed form, please include a legible copy of your correct Social Security Card.

Please return completed form with the required documentation to:

Registrar's Office  
2200 Bonforte Blvd.  
Pueblo, CO 81001  
Phone: (719)-549-2261  
Fax: 719-549-2419.

For Office Use Only	
AIS updated by: _____	Date: _____
EMAS updated by: _____	Date: _____