



INTERNATIONAL STUDENT SSN CARD REGISTRATION

Please PRINT clearly - Student First Name

Student Last Name

Student ID

Date of Birth (mm/dd/yyyy)

Student Signature

Date

Registrar Signature

Date

1. Take this form, along with your social security card and a photo ID, to the Office of the Registrar at 322 Student Union. After completing the necessary paperwork, the Registrar's representative will sign and date this form.
2. Your new SSN will be updated in Student Self-Service by the next business day. This procedure will replace your previously issued student number with your social security number; however, your Student ID number will remain the same.
3. Take the completed form, with Registrar signature, to your employer's office for payroll processing.

For employers: Please verify that the student's SSN is in Student Self-Service before sending the EA for processing (next business day). This procedure prevents the creation of multiple Student ID numbers for the same student.