Bloomsburg University
Bloomsburg, Pennsylvania
Office of the Registrar

REQUEST TO CHANGE STUDENT ID NUMBER

(Social Security Number)

INSTRUCTIONS:

A student who wishes to change his or her student ID number must complete this form and attach a photocopy of his or her social security card containing the new or correct social security number. The Registrar's staff will photocopy social security cards for attachment to this form if requested.

Print Name: _____ _____
Last **First**

Please indicate:

❒ **Undergraduate student** ❒ **Graduate student**

Current (Old) Student ID Number: |__ |__ |__ |-|__ |__ |-|__ |__ |__ |__ |

Correct (New) Student ID Number: |__ |__ |__ |-|__ |__ |-|__ |__ |__ |__ |

Student
Signature: _____ _____
Date

The Registrar will make the actual change of student ID number on the University's official records as soon as appropriate. Once the change has been made the Registrar will notify administrative offices. The student will be sent a letter confirming the change of his or her student ID number. **The student will need to notify each instructor of the chance of ID number.**