

**Social Security Number Change Form**

Current and former students may have need to change their social security number. If you need to have your social security number changed, we must change all of your records to reflect the new number. After we do that, your UB financial records will carry only that new number.

1. In order to effect a social security number change, you will need to complete the form at the bottom of this page, **and provide documentation** that shows your new social security number and a photo id (driver's license, enhanced driver's license, passport, or alien registration form).
2. Go to the Student Response Center, 232 Capen. We recommend that you bring your documentation to us and complete the request in person. This change can be made more quickly and any questions we might have can be answered.
- 2a. If it is not possible to go to the Student Response Center, complete this form, and attach a copy of your documentation, and mail to:  
 Academic Processing Services, 232 Capen Hall, University at Buffalo, Buffalo, NY 14260.  
 FAX to: (716) 645-7762

Please send us questions you might have about social security number changes or call our staff at (716) 645-2450.

When you complete this form, **attach a photocopy of your Social Security Card and photo id**. Staff at Academic Processing Services will make the change as soon as possible to all student systems (including Student Accounts and Financial Aid).

**Step 1. (Please Print)**

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
_____	_____	_____
<b>Person Number</b> from UB ID Card	<b>E-mail Address</b>	
_____	_____	_____

**Step 2.**

<b>Incorrect Social Security Number on file (if any)</b>	_____
_____	_____

**Step 3.**

<input checked="" type="checkbox"/>	<b>Correct Social Security Number</b> Attach documentation	_____
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**Step 4.** I authorize this change to my academic records.

<input checked="" type="checkbox"/>	<b>Signature of Student:</b> _____	<b>Date:</b> _____
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**Student Academic Records & Financial Services, 232 Capen Hall, University at Buffalo, Buffalo, NY 14260-1631**  
 (716) 645-2450, Toll free: 866-838-7257, FAX: (716) 645-7762, E-mail: src@buffalo.edu