SOCIAL SECURITY NUMBER (SSN) CHANGE FORM

For employees who need to correct an incorrect SSN, this form should be completed by the appropriate representative in the employee’s home department and submitted to the Campus Human Resources Office. For student employees, the form should be submitted to the Student Employment Office.

For employees who need to change from a TCN to an SSN, this form should be completed by the appropriate representative in the employee’s home department and submitted to the Campus Human Resources Office. Student employees should submit the form to the Student Employment Office. A copy of this form and photo copied documentation should be submitted to the appropriate International Office. The home department should also retain a copy of this form and documentation.

Contact Information
Name of Representative Submitting Request: 
Department of Representative Submitting Request: 
Contact Email: Request Date: 
Contact Phone Number: 

SSN Change Information
Name of employee requiring change: UIN of employee requiring change:
Existing Temporary Control Number (TCN) or Incorrect SSN:
New or Correct SSN:
Reason for Change:
☐ Change from TCN to SSN
☐ SSN was incorrect
Required Documentation: (Please photocopy documentation and attach to this form.)
1. SSN Card issued by the Social Security Administration
2. Government Issued Photo ID

Authorizing Signature
Signature of home department representative who is authorizing this change:
Department: Date:

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<tr>
<th>University of Illinois at Chicago</th>
<th>University of Illinois at Springfield</th>
<th>University of Illinois at Urbana-Champaign</th>
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<tbody>
<tr>
<td>Human Resources, 401 HRB 715 S. Wood, MC-897 Chicago, IL 60612 Phone 312-413-3490 Fax 312-996-1803</td>
<td>Human Resources, HRB 20 PO Box 19243 Springfield, IL 62794-9243 Phone 217-206-7020 Fax 217-206-7145</td>
<td>(Civil Service Employees) Personnel Services Office 52 E. Gregory, MC-562 Champaign, IL 61820 Phone 217-333-3101 Fax 217-244-7330</td>
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<tr>
<td>Student Employment, 2200 SSB 1200 W. Harrison, MC-335 Chicago, IL 60612 Phone 312-996-3130 Fax 312-413-7944</td>
<td>Student Financial Assistance, SAB 60 PO Box 19243 Springfield, IL 62794-9243 Phone 217-206-6724 Fax 217-206-7376</td>
<td>(Academic Employees) Academic Human Resources 807 S. Wright St. Suite 420, MC-310 Champaign, IL 61820 Phone 217-244-2400 Fax 217-333-4019</td>
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4/21/04