



### Student Information

Name						
Local Address						
City		State		Zip Code		
Contact Phone		Contact E-Mail				
<b>Are you currently or have you ever been employed by Virginia Tech (i.e. wage, work-study, salaried)?</b>						
Name change or correction, if you are currently or have ever been employed by Virginia Tech, you must <b>provide</b> your <b>corrected Social Security card</b> before the name change can be processed. If this is not provided, the name change will not be processed.						
					<input type="checkbox"/> Yes	
					<input type="checkbox"/> No	
Student Signature					Date	

### Student Record Information

Student ID Number (or last 4 digits of Social Security Number)					
Date of Birth		Terms of Attendance at Virginia Tech			
Program of Study (Major)		Degrees Earned			

### Requested Change in Social Security Number

From		To	
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**If making this request by mail, this form and your signature MUST be NOTARIZED or if you are presenting this form in person, you will need to present it to the Office of the University Registrar with a **valid photo ID**.**

### Notary Statement

City/County of					State of	
The foregoing instrument was acknowledged before me on the			day of		20	
Notary Public						
My commission expires on						
<b>SEAL</b>						

### Administrative Use Only

Approved and Processed by					Date	
<b>Notified:</b>	<input type="checkbox"/> Payroll	<input type="checkbox"/> Graduation Dept.				