



For employees who need to correct an incorrect SSN or submit a name change request, this form should be completed and an appointment scheduled with a Hospital Human Resources Representative. Appointments can be scheduled by sending an email to uihr@uic.edu. For undergraduate 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 with a Hospital Human Resources Representative. Undergraduate student employees should submit the form to the Student Employment Office. A copy of this form and photo copied documentation (i.e. SSN card), should be submitted to the appropriate International Office. The home department should also retain a copy of this form.

SSN & Name Change Information		
Employee Name:		Employee UIN:
Existing Temporary Control Number (TCN) or Incorrect SSN*:		
New or Correct SSN*:		
Reason for Change:	Previous Name:	Last:
<input type="checkbox"/> Name Change		First:
<input type="checkbox"/> SSN was incorrect/changed	Name changed to:	Middle:
<input type="checkbox"/> Change from TCN to SSN		Last:
		First:
		Middle:
Required Documentation:		
<ol style="list-style-type: none"> 1. Social Security Card issued by the Social Security Administration 2. Government Issued Photo ID 3. Updated professional license 		
Employee Authorizing Signature		
Employee Signature:		
Employee Department:		Date:
Contact Information of UIH HR Representative Submitting Request		
Name:		
Email:		Phone Number:
Signature:		Request Date:

UI Hospital Human Resources	Westside Research Office Building (WROB) 1747 West Roosevelt Road, 3 rd Floor (MC 807) Chicago, IL 60608 uihr@uic.edu Fax: 312-996-1803
UIC Student Employment	Student Employment - 2200 SSB 1200 W. Harrison, MC-335 Chicago, IL 60612 Phone: 312-996-3130 Fax: 312-413-7944

*Federal tax regulations require us to request an SSN from every employee to whom compensation is paid. Employee SSNs are maintained and used by the University for payroll and benefits purposes, to verify employment history, and are reported to Federal and state agencies on forms required by law or for benefits purposes. The University will not disclose an employee's SSN without the consent of the employee to anyone outside the University except as mandated by law or as required for benefit purposes. Failure to provide an SSN may result in the withdrawal of an offer of employment and/or the denial of benefits. The University of Illinois is working to minimize the use of Social Security numbers within its business processes. For a full description of the University of Illinois' Social Security number policy, please visit <http://www.ssn.uillinois.edu>.