



# How to Update a Social Security Number

For Students

*Last edit date: 12/6/2024*

This document provides instructions for students to update their Social Security number via the RamPortal system.

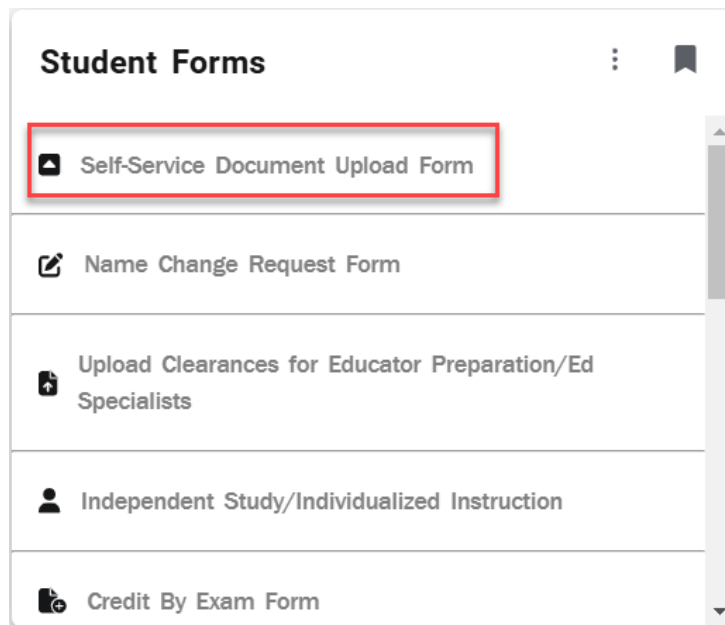
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## NAVIGATION

- Log into RamPortal – [ramportal.wcupa.edu](https://ramportal.wcupa.edu)
  - The [RamPortal Home Page Navigation](#) provides basic navigation instructions.
- Locate the **Student Forms** card.
- Click on the **Self-Service Document Upload Form** link.



## UPDATE YOUR SOCIAL SECURITY NUMBER

- Next, from the “Please Select the office for which you are uploading a document” dropdown, choose “BURSAR: UPDATE SOCIAL SECURITY NUMBER”.

**WCU**  
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UNIVERSITY

### Student Self Service Document Upload Form

**Student Information**

RamNet ID\*      First Name      Last Name      Email

**Document Upload**

Please select the office for which you are uploading a document: \*

BURSAR: UPDATE SOCIAL SECURITY NUMBER

COLLEGE OF HEALTH SCIENCES

FINANCIAL AID

GRADUATE SCHOOL

REGISTRAR

- 
- Type your Social Security number in xxx-xx-xxxx format, then again in the Confirm Social Security number box.

**Document Upload**

Please select the office for which you are uploading a document: \*

BURSAR: UPDATE SOCIAL SECURITY NUMBER

**Please Note:**  
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### Update Social Security Number

Social Security Number\*

Confirm Social Security Number\*

Please provide in the following format: xxx-xx-xxxx

**Upload**

- Then, click “Upload”.
- You will then receive confirmation that the form has been saved.