



How to Update a Social Security Number

For Students

Last edit date: 8/19/2025

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

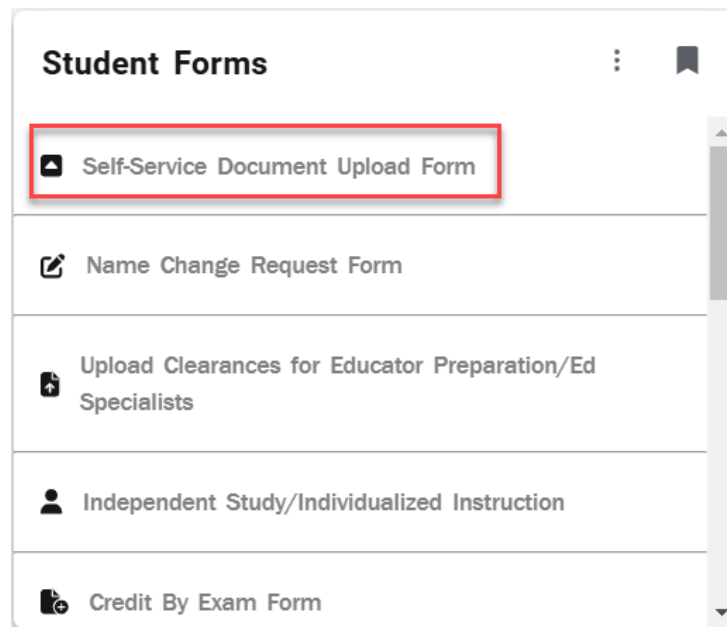
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Update Your Social Security Number

NAVIGATION

- Log into RamPortal – ramportal.wcupa.edu
- Locate the **Student Forms** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).
- 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
WEST CHESTER
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.