Student Services Center
235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940
920-924-3207
1-800-472-4554
TTY/VP: Use Relay/VRS
financialaid@morainepark.edu
Fax (920) 924-3421

Review

Student Record Discrepancy Form

You are receiving this notice because there is an issue with either the Social Security Number (SSN), name or date of birth you provided on the Free Application for Federal Aid (FAFSA) or it does not match Moraine Park records. This will prevent us from offering any financial aid until this is corrected. Please check the box that applies to the correction that was made:

Student's Name_____ Student ID# N _____

☐ If you entered an incorrect Social Security Number, you will need to complete a new FAFSA; you cannot correct your SSN. A new FAFSA can be completed online at studentaid.gov.

☐ If your name or date of birth is incorrect on your FAFSA, you must first update your information on your FSA ID. After the update has been processed, please wait approximately three days before making the corresponding correction on your FAFSA.

☐ If the name you listed on the FAFSA does not match your name with the Social Security Administration (SSA) you will need to contact the SSA to fix the problem. (See page 2 for directions).

☐ If the name and date of birth on your FAFSA is correct, but the name and date of birth we have in our system is incorrect. please click here.

Date the above correction was made:_____

Financial Aid Office
Moraine Park Technical College

Moraine Park Technical College is an equal opportunity and affirmative action College, prohibiting discrimination on the basis of age, race, creed, color, national origin, disability, sex, sexual orientation, gender identity, religion and any other class protected by law, in employment, admissions and/or educational programs and activities. Inquiries may be reported to the Title IX Coordinators at 262-335-5881 or 920-929-2139 TTY/VP: Use Relay/VRS or aclark@morainepark.edu or bmccreary1@morainepark.edu.

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To update your legal name for a Federal Student Aid (.gov) (FSA) ID, you must first update your name with the Social Security Administration (SSA). Once updated with the SSA, log in to studentaid.gov, go to "Settings," and update your name. Finally, submit a correction to your FAFSA form to ensure your information matches.

Steps for Legal Name Change

- **Step 1: Update Social Security Administration (SSA):** You must update your name with the SSA first, as the FSA ID system verifies your information against their records.
- **Step 2: Update FSA ID:** Log in to your account on studentaid.gov. Navigate to "Settings" and select "Personal Information" to update your name.
- **Step 3: Update FAFSA Form:** After the SSA verifies your account (which may take up to 3 days), log in and select "Make a Correction" to update your name on the FAFSA form.
- **Step 4: Notify Institutions:** Inform your school's financial aid office and any loan servicers of the name change to avoid processing delays.

Important Notes

- **Timing:** It is recommended to complete the name change with the SSA before updating the FSA ID to avoid errors.
- **Documentation:** You may need to provide legal documentation (marriage license, divorce decree, court order) to the Social Security Administration and your school.