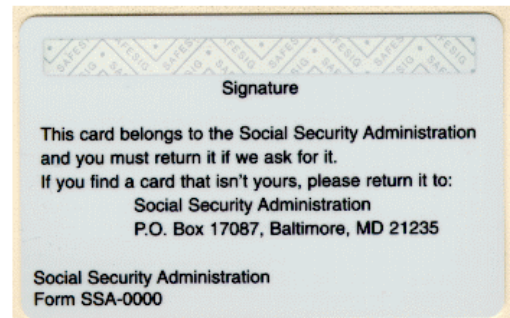


Instructions on How to Correct a SSN That Was Entered Incorrectly

If you need to **correct** your SSN, name, or date of birth, because one or more of the items do not match, please follow the instructions below. Note: You cannot correct your SSN via WaveNet if it already exists in WaveNet.

1.
 - a. To correct an incorrectly entered name or SSN:
You must submit a copy of your **signed** Social Security card (SSC) (front and back) via hard copy or through our secure, encrypted fax at 310-506-4746.
 - b. To correct an incorrectly entered birthdate: Submit a copy of your birth certificate to the Office of Financial Assistance via hard copy or through our secure, encrypted fax at 310.506.4746.
2. Once your documents are submitted, updated, and processed, you may qualify for federal and/or institutional need-based funding. If you qualify, you will be notified after the initial awards are processed, but no later than by mid-April.
3. Please forward the applicable documents as soon as possible, but no later than **March 31, 2015**. Once we receive your information, we will review your preliminary award for any potential qualifying federal or institutional need-based aid.
4. Please note: Your file has already been reviewed for academic/merit aid.



5. After you successfully send your completed forms to our secure fax at 310.506.4746 please email us at finaid2@pepperdine.edu so that we may process your FAFSA. To expedite processing of your email please type in the Subject line: 2015-2016 Correction-Last name, First name, student CWID.

Sincerely,

Office of Financial Assistance
Seaver College | Pepperdine University