

This form will be used as an agreement between Carnegie Mellon and Student to Change Student ID Number(s).

Enrollment Services - The HUB
Lower Level, Warner Hall
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone (412) 268-8186
Fax (412) 268-8084
E-mail thehub@andrew.cmu.edu
URL <http://www.cmu.edu/hub>

Student Information

Student Name _____
Last First MI

Current Student ID Number _____ New Student ID Number _____
ESG Use Only

Date of Birth _____

Reason for Change _____

With certain exceptions, Carnegie Mellon officials will not disclose personally identifiable information from a student's education records without the student's prior written consent. "Directory Information" will be disclosed without the student's prior written consent unless the student has notified Enrollment Services in person, in writing within the first 15 class days of the semester in a given academic year to restrict release of that information. When student requests to have any or all directory information restricted, a private flag is set on the student record. No information should be released regarding that student's record, including their student ID number. In virtually all cases, the University uses the student Social Security Number (SSN) as the student ID number. Federal regulations require us to report the SSN for every student receiving any type of federal financial aid.

Upon request by a student, Enrollment Services will assign a new, randomly assigned student ID number. The new number will be used on all of the computerized information that Carnegie Mellon retains, including student information, financial aid, housing, dining service computer system and any report generated from those systems which utilize ID number, i.e., enrollment verifications.

Carnegie Mellon will not release the former ID number to any outside agencies, but will make a note of what the former ID number was on your academic record for internal use only. By requesting a replacement ID number, a student agrees that: The student will use the new ID number in all future transactions with Carnegie Mellon University that require an ID number.

Certain problems may arise if we receive information requests from outside agencies which contain only your former ID number. Carnegie Mellon will not be held responsible for any problems that may arise due to a change in ID numbers. The student will be notified via email once the change of ID numbers has occurred. The student will be instructed to come to The HUB to have their photo taken for the new card.

Signatures

Student _____ Date _____

ESG Representative _____ Date _____

Enrollment Services Use Only

The HUB _____

D _____

Access _____

Records _____