

This form will be used as an agreement between you and Carnegie Mellon.  
You will be notified via e-mail once the change has been made.

Please return this form to The HUB.

### Student ID Number/SSN Change

#### STUDENT INFORMATION

Student Andrew ID: \_\_\_\_\_ or Student ID Card #: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last/Family First and/or Preferred MI

Date of Birth (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Student ID Number/SSN: \_\_\_\_\_ New Student ID Number/SSN: \_\_\_\_\_

- Reason for Change (select one):
- Incorrect number on record (must provide official documentation)
  - Change to non-SSN student ID number
  - Change to SSN (must provide official documentation)
  - Reporting SSN for internal use ONLY if your Student ID number will not be changed

#### Official Documentation Requirements

To correct an incorrect Social Security Number or change your Student ID number to your SSN, you must present your Social Security Number card. The HUB staff will make a copy, staple it to this form, and return your card to you.

#### Internal SSN Reporting

Although you are not required to use your Social Security Number as your Student ID number, federal regulations require us to report SSN for every student receiving any type of federal financial aid, and SSN is also required for payroll purposes. Therefore, you may use this form to report or correct your Social Security Number for our use in these limited instances. Your non-SSN Student ID number will remain the same if you choose to do so.

By requesting a replacement ID number, you agree to use your new student ID number in all future transactions with Carnegie Mellon University that require a student ID number. Carnegie Mellon will not be held responsible for any problems that may arise due to a change in ID numbers.

For more information regarding your right to privacy, visit [http://www.cmu.edu/hub/forms/CMU\\_Ferpa\\_Parent\\_Form.pdf](http://www.cmu.edu/hub/forms/CMU_Ferpa_Parent_Form.pdf).

#### SIGNATURE

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Associate Registrar: \_\_\_\_\_  
Initials Date

Records: \_\_\_\_\_  
Initials Date