

This form is not to be used for a student whose Student ID Number is the same as his/her Social Security Number. This form is NOT to be given to any individual other than the student and does NOT constitute a verification of enrollment.

### Student ID Number Request

If you have forgotten your Student ID Number and require it (e.g. for Andrew password resets), **and your Student ID number is not your Social Security Number**, fill out this form and return it to the University Registrar's Office by mail or fax. We will return it to you by fax, so please be sure to use a secure fax number. Please allow up to 3 days for processing.

**IMPORTANT:** You can also retrieve your Student ID Number by showing proper identification at your academic department or The HUB. **If you have access to either of these locations, you should do so instead of using this form.**

#### STUDENT INFORMATION

Andrew UserID\*: \_\_\_\_\_ or ID Card #: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last/Family First and/or Preferred MI mm/dd/yyyy

Permanent Address: \_\_\_\_\_  
Street Address City State Zip Code Country (if not US)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
**REQUIRED**

Personal E-Mail: \_\_\_\_\_

College: \_\_\_\_\_ Program: \_\_\_\_\_

Incoming Semester: \_\_\_\_\_

\*Your Andrew UserID is the first part of your @andrew.cmu.edu e-mail address. If you do not know your Andrew UserID, please go to <http://directory.andrew.cmu.edu/> and enter your name in the search box.

#### SIGNATURE

I authorize the University Registrar's Office to send this completed form to the fax number listed above.

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

#### STUDENT ID NUMBER (URO USE ONLY)

Student ID Number: \_\_\_\_\_ URO Staff Member (initial/date): \_\_\_\_\_