CityU Policy Manual	Effective Date: 7/1/2019
	Policy #: 2100.23
	Policy Title: Student Identification Number
	Prepared By: Provost
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I. **Scope:** This policy applies to all students admitted to the University.

II. **Purpose:** To define the reason for assignment of student identification numbers and the advantages to students.

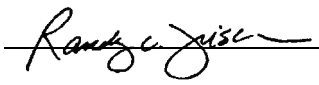
III. **Policy:** By law and for security purposes, University students and applicants are assigned a unique identification number to replace their social security numbers as a means of determining identification at the University. Effective July 1, 2009, only the last four digits of social security numbers appear on most transcripts, to serve as a means of confirming identification against other existing records. Students' social security numbers are treated confidentially and are not used to establish or confirm student identification with external parties.

The University identification numbers are required to:

- View University grades and other records on the website
- Register online
- Gain online library access
- Receive other conveniences as they become available

Students who need assistance obtaining their identification numbers should contact their student advisor.

IV. **Responsibility:** The Provost will review this policy on an annual basis, making revisions as necessary.

Unit Head Signature:

President's Signature: