DOCUMENTATION OF STUDENT SSN

Scope

The following policy applies to all UNMC students, the Office of Academic Records, the Office of Financial Aid, and the Student Accounts Office.

Policy Statement

The purpose of this policy is to document the procedure for updating student Social Security Numbers (SSNs) in the student information system.

Students are able, but not required, to provide their SSN upon application to UNMC. Once accepted to UNMC, a student's SSN may be required for certain purposes, such as financial aid, generation of 1098T statements and submission of enrollment to the National Student Clearinghouse. Individual Tax Identification Number (ITIN) can also be used for 1098T statements.

After acceptance to UNMC, a student's SSN may be added or updated by the Office of Academic Records or the Financial Aid Office following:

1. Receipt of information from SAP or payroll records for students who are also employees,
2. Receipt of information from federally verified FAFSA data obtained from Financial Aid staff, or
3. Verification of SSN in the event of a data conflict with our National Student Clearinghouse enrollment reporting.

Staff in the Office of Academic Records and Office of Financial Aid will be the only individuals with security to add or update SSNs in the student information system.

Staff in the Student Accounts Office will be responsible for reminding US Citizens who do not have an SSN in the student information system of the need to provide this information to properly process 1098T statements.

Effective Date: February 24, 2022
Revised Date: 4/24/2023
Policy Process Applied: Standard
Policy Review Cycle: Three Years
Responsible University Administrator(s): Dr. Philip Covington, Associate Vice Chancellor of Student Success
Responsible University Office(s):

- Office of Academic Records
- Financial Aid Office
- Student Accounts Office

Policy Contact: Brooke Huntsmann (bhuntsmann@unmc.edu), UNMC Registrar