



MSC-3DA, PO Box 30001
 3400 South Espina Street
 Las Cruces, New Mexico 88003-8001
 575-527-7710, 800-903-7503, Fax: 575-527-7763
 TTY 575-527-7647, <http://dacc.nmsu.edu>

Request To Use Alternative ID Number

(instead of Social Security Number)

NMSU/DACC Social Security Number Policy:

Social security numbers are collected from prospective and current students for administrative coordination and record identification purposes only. Although procedures have been established for assignment of an alternative number, students who wish to be employed on campus or to receive financial aid are required by law to provide their social security number for administrative use. Further, the university is mandated by federal tax regulations to provide tuition and fee payment information to the student and the Internal Revenue Service so that applicable educational tax credits may be computed. The Social Security Number will be necessary to submit this tax reporting. In the event that the university does not have the social security number for a student, a reasonable effort will be made to obtain this information. The social security number is a confidential record and is maintained as such by the university in accordance with the Family Educational Rights and Privacy Act.

I have read the Social Security Number policy for New Mexico State University/Doña Ana Community College and hereby request that my NMSU ID be used instead of my SSN. I understand that this could affect current and future processing of: financial aid, transfer coursework and other student related transactions. By signing below, I must provide my assigned NMSU ID number for all student related transactions with NMSU/DACC.

Last Name (Please print) _____

First Name (Please print) _____

Date of Birth _____ (mm/dd/yyyy)

Signature

Date

Following section to be completed by NMSU/DACC Personnel:

NMSU ID Number: _____

Date Issued: _____