

# NEW STUDENT INFORMATION

## Policy Statement

The UT San Antonio Health Science Center assigns a unique student identification number (ID) to all students upon admission or initial entry into institutional systems. This number serves as the primary identifier for student records and transactions across the institution.

## Assignment of Student Identification Number

Student identification numbers are **automatically generated by institutional systems** at the time a student record is created. The number is randomly assigned.

Students are not able to select or request a specific identification number.

## Use of Student Identification Number

The student identification number is used to:

- Maintain and link academic, financial, and administrative records
- Support secure access to institutional systems and services
- Ensure accurate identification of student information across platforms

## Social Security Number (SSN)

A student's Social Security number may be requested at the time of admission; however, under the provisions of the Privacy Act of 1974, providing a Social Security number is voluntary at the point of application.

Students who do not initially provide a Social Security number may be required to do so at a later time to comply with federal or state requirements, including those related to financial aid or tax reporting.

The Social Security number is **not used as the student's primary identification number**.

## Immutability of Student Identification Number

Once assigned, the student identification number becomes a permanent part of the student's university record.

Student identification numbers:

- **Cannot be changed, modified, or reassigned**
- Are maintained to preserve data integrity across all student record systems
- Remain associated with the student throughout their relationship with UT San Antonio

## Rationale

Maintaining a consistent, system-generated identification number ensures:

- Data integrity and system reliability
- Prevention of duplicate or conflicting records

- Secure identity verification
- Compliance with institutional and regulatory requirements

## Exceptions

Exceptions to this policy are **not permitted**, as changes to identification numbers would compromise system integrity and university record.

## Procedures

- Identification numbers are assigned automatically upon record creation.
- The Office of the Registrar does not process requests to alter or reassign identification numbers.
- Students with questions regarding their identification number may contact the Office of the Registrar for assistance.