



## SOCIAL SECURITY NUMBER

RRSSN

Loyola University Chicago, Office of Registration and Records  
820 N. Michigan STE 510, Chicago, Illinois 60611  
(ph) 312-915-7221 ~ (fax) 312-915-6452  
[www.luc.edu/regrec](http://www.luc.edu/regrec)

Generally speaking, the Privacy Act of 1974 ( <http://www.justice.gov/opcl/privacyact1974.htm> ) makes the disclosure of a student's Social Security Number ("SSN") to the University voluntary. However, there are federal and state laws that require the University to collect a student's SSN in order to provide the student with certain services, including but not limited to, employment and student financial aid. Loyola University Chicago secures the student's SSN and uses it only as absolutely required. The SSN is never treated as a part of a student's FERPA defined directory information.

To provide the University with your SSN, if not having not done so at the time of admission, please do the following:

- Complete and present this form, the [Social Security Number form](#).
  - Appear in person at the HUB, or at the Office of Registration and Records, 820 North Michigan Ave, Ste. 510, Chicago IL 60611. Present your Social Security Card and your Student ID for copies to be made.
  - Alternatively, the original, not a copy, of the Social Security Number Form may be mailed to the Office of Registration and Records, 820 North Michigan Ave, Ste. 510, Chicago IL 60611. The Form may also be scanned and emailed to [Registrar@luc.edu](mailto:Registrar@luc.edu). Whether mailed or emailed, the attached copies of the Social Security card and Student ID must be clean and clear.
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- If a Social Security Number and/or Social Security Card is needed, go to the Social Security Administration's Web site <http://www.ssa.gov/>
  - For Information on the legal requirements to provide your SSN: [http://ssa-custhelp.ssa.gov/app/answers/detail/a\\_id/78/~/legal-requirements-to-provide-your-social-security-number](http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/78/~/legal-requirements-to-provide-your-social-security-number)

I, \_\_\_\_\_, LU ID #: \_\_\_\_\_,  
(Print name exactly as it appears on your Social Security Card)

phone number \_\_\_\_\_, and e-mail address: \_\_\_\_\_,

certify that my **Social Security Number** is \_\_\_\_\_ and that the  
attached are clean and legible copies of my **Social Security Card** and my **Student ID**.

Student's Signature

\_\_\_\_\_ Date: \_\_\_\_\_