

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Identification Number

DEFINITION: The student's (or employee's) social security number (SSN), or individual taxpayer identification number (ITIN) when known, is used as student identification number. When actual SSN or ITIN is not known, an institution assigned 9-digit identification must be present (see comments below).

FORMAT: numeric - 9 digits

CODES:

COMMENTS: If assigned number is used, it should always remain unique for student at assigning institution and the same number should be used for all MHEC submissions. The Identification Number Type must be set to "2" in this case.

Identification Number is not reported in CIS.

EDS allows use of employee numbers that are not SSNs as long as the number remains constant for the employee every year.

Some follow-up studies may use a student number that is not SSN based (bachelor's survey at independents).

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service for individuals who do not have, and are not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA). It is a nine-digit number that always begins with the number 9.

RELATED TO: Identification Number Type

GLOSSARY:

SYSTEMS: CIS, DIS, ECS, EDS, EIS, EOTS, FAIS, SRS

SYSNAME: IDN

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