



# Office of the University Registrar

## Policies & Procedures

### Policy Update for CUNY Assigned Student ID Numbers

DATE: September 29, 2014

TO: College Registrars and Directors of Admissions

FROM: Annamarie Bianco, University Registrar

**RE: Policy Update for CUNY Assigned Student ID Numbers Effective Immediately**

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This memorandum of revised guidelines for CUNY Assigned Student ID Numbers is being issued to provide you with an update to the guidelines and schema currently in use by all colleges and UAPC. Recently the Social Security Administration began issuing Social Security numbers with the ranges currently used for CUNY assigned student ID numbers. This has caused numerous conflicts of data in our student information systems. As a result CUNY will no longer issue student ID Numbers beginning with **8**. All newly assigned student ID numbers will begin with 666 in the 1<sup>st</sup> – 3<sup>rd</sup> positions. Please note that in addition to this new series an assigned CUNY ID number cannot have **00 in the 4th and 5th positions and cannot have 0000 in 6-9 positions**. The guidelines reflect the updated assignment scheme and include information on acceptable values.

#### **Assigning Student ID/CUNYfirst External ID number:**

All assigned CUNY ID numbers are nine digits. The range of numbers that is utilized by each campus begins with the number 666. The next two digits are the college code numbers as detailed in the table attached. **An assigned CUNY ID number cannot have 00 in the 4th and 5th positions, and cannot have 0000 in 6-9 positions**. Therefore, numbers like 666001234, 666120000, or 666000000 are unacceptable.

As an example, City College - being University College Code 01 - will assign all numbers beginning with 66601 and would have the range of IDs between **666010001 and 666019999**. The same holds true for all other Colleges. Baruch 666020001 through 666029999; Hunter 666030001 through 666039999, and UAPC 666600001 through 666909999; etc. The table attached lists all the codes in use for all the Colleges/programs.

If there are any questions about this policy or the implementation information in this memorandum please contact me at our@cuny.edu.

Cc: Senior University Dean for the Executive Office and Enrollment  
University Dean for Institutional Research and Assessment  
University Dean for Enrollment Management  
University Controller  
University Director of Financial Aid Management  
University Bursar  
University Director of Admission  
University Director of the Application Processing Center  
Enrollment Management Council  
Campus Directors of Student Financial Aid  
Campus Bursars

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The table below lists all the codes in use for all the Colleges/programs. If your college has not done so already utilizing this numbering scheme for all campus programs should begin immediately.

01	THE CITY COLLEGE
02	THE BERNARD M. BARUCH COLLEGE
03	HUNTER COLLEGE
04	HERBERT H. LEHMAN COLLEGE
05	BROOKLYN COLLEGE
06	QUEENS COLLEGE
07	THE COLLEGE OF STATEN ISLAND
08	BRONX COMMUNITY COLLEGE
09	QUEENSBOROUGH COMMUNITY COLLEGE
11	KINGSBOROUGH COMMUNITY COLLEGE
12	BOROUGH OF MANHATTAN COMMUNITY COLLEGE
13	NEW YORK CITY COLLEGE OF TECHNOLOGY
14	EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE
15	YORK COLLEGE
16	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
18	FIORIELLO H. LAGUARDIA COMMUNITY COLLEGE
19	MEDGAR EVERS COLLEGE
20 and 21	THE GRADUATE SCHOOL, CUNYBA program and MACAULAY HONORS COLLEGE
22	LAW SCHOOL - THE CITY UNIVERSITY OF NEW YORK
23	SCHOOL OF PROFESSIONAL STUDIES
25	SCHOOL OF JOURNALISM
26	GUTTMAN COMMUNITY COLLEGE
27	SCHOOL OF PUBLIC HEALTH
30-40	Central Office/ OUR
60-90	UAPC/Online Application
91-99	RESERVED