



Admissions Office Request for Social Security Number

All students with a Social Security hold on their account must complete this form. It must be signed and submitted by the student in person; it cannot be faxed or emailed. The Admissions Office is located in SSC L156.

Manchester Community College requests your Social Security Number in order to facilitate your application for financial aid, to establish your eligibility for federal income tax benefits related to education expenses, to provide some services, to enable the college to uniquely identify your records and to comply with federal law requiring the college to demonstrate that it has requested your Social Security Number for tax reporting purposes. The college is dedicated to ensuring the confidentiality of students' records and application materials.

However, if you are applying for financial aid or you seek the benefits of a federal income tax deduction and/or credit related to your education expenses, you are required by the federal government (Internal Revenue Code and its implementing regulations) to provide your Social Security Number. In addition, some college services, such as use of the National Student Clearinghouse pertaining to transcript requests and other services, require the use of your Social Security Number.

Providing your Social Security Number is voluntary. A decision not to provide a Social Security Number will not affect your admission to the College.

Note: International students, including Canadian citizens, should leave "Social Security Number" blank. An applicant identification will be assigned to you.

Student First Name	MI	Last Name	Banner ID Number

I choose the following by placing my initials in the appropriate space to the left.

 _____ I will provide my Social Security Number.	Social Security Number
 _____ I decline to provide a Social Security Number.	
 _____ I do not have a Social Security Number to provide.	

By signing this document I acknowledge that I have read and understand the above information.

Student Signature	Date

The Federal Privacy Act (5. U.S.C. 552a(e)(3)) provides that each agency that maintains a system of records shall inform each individual whom it asks to supply information on the form which it uses to collect the information or on a separate form that can be retained by the individual, (A) the authority granted by statute or by Executive Order which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary; (B) the principal purpose or purposes for which the information is intended to be used; (C) the routine uses which may be made of the information; and (D) the effects the person, if any, of not providing all or any part of the requested information.

FOR OFFICE USE ONLY

Date Received _____/_____/_____

Reviewed By _____

November 2019/PR