



## Reporting Pseudo SSN's to NSLDS Technical Update PK-2006-01

March 25, 2006

*This information is intended for the person in your organization who is responsible for working with NSLDS. If that person is not you, please forward this update to the appropriate person.*

### Reporting Pseudo Social Security Numbers (SSN) to NSLDS

To be eligible for Title IV Funds a borrower must have a valid Social Security Number (HEA Sec. 484 (a)(4)). Occasionally data providers find that a borrower's information may conflict with a previous student's loan or grant information on NSLDS. When this conflict occurs the data providers should reconcile the identifier conflict between the two records by assigning each student's Title IV Funds to the correct valid SSN. In cases where a data provider cannot locate a borrower's correct SSN, the data provider may create and report a pseudo SSN to NSLDS. Please note that a pseudo SSN should never replace a valid SSN and that each pseudo SSN must be unique. If at any point you discover the correct SSN, you must use the identifier change process to correct the pseudo SSN on NSLDS. A pseudo SSN is a temporary placeholder for a valid SSN.

Please follow the guidelines listed below when reporting a pseudo SSN. Remember, once assigned, a pseudo SSN may not be reused, even if all loans are moved from that pseudo to the real SSN.

### Creating/Updating a Pseudo SSN via the Data Submittal Process

#### Creating a Pseudo SSN for a New Record

To create a pseudo SSN for a loan that has not been reported to NSLDS, a Perkins Data Provider should use the following format:

- The first digit of the SSN should be a '9',
- followed by the second, third, fourth, and fifth positions as the second, third, fourth, and fifth digits of the OPE code,
- followed by a unique combination of four numeric values.

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[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)  
1-800-4-FED-AID

The Student's Social Security Number Indicator field must be populated with a 'P' for pseudo.

Each dummy SSN generated must be unique for each student whose data is in the school's file in order to distinguish one student's records with a dummy SSN from another. The partial use of the OPE code will help ED to distinguish between the dummy SSN from another.

### **Changing an existing SSN to a Pseudo SSN**

Before changing an existing SSN to a pseudo SSN for a student on NSLDS, the data provider must first determine whether the pseudo SSN should be attached to all loans on the borrower's record, or if one or more loan(s) need to be moved from the student's record to a pseudo SSN.

**If all of a borrower's loans (entire student record) should reflect the pseudo SSN**, the data provider should create a pseudo SSN in the New Social Security Number field. The following format should be used:

- The first digit of the SSN should be a '9',
- followed by the second, third, fourth, and fifth positions as the second, third, fourth, and fifth digits of the OPE code,
- followed by a unique combination of four numeric values.

The Student's Social Security Number Indicator should be changed to 'P'.

This will update **all** of the borrower's loans to the created pseudo SSN. If another data provider attempts to update one or more loans using the original student's identifiers, the update will be stored under the pseudo SSN.

**If one or more loan(s) need to be moved from the student's record to a pseudo SSN**, the data provider should create a pseudo SSN in the New Social Security Number field. The following format should be used:

- The first digit of the SSN should be a '9',
- followed by the second, third, fourth, and fifth positions as the second, third, fourth, and fifth digits of the OPE code,
- followed by a unique combination of four numeric values.

The Student's Social Security Number Indicator must be changed to 'P'.

To move one or more loan(s) to a pseudo SSN, instead of updating a student's entire record to a pseudo SSN, requires either the New Student's First Name or Date of Birth be different from what is currently stored in NSLDS. Contact the NSLDS Customer Service Center, if you need assistance with this process.

This will move the targeted loan to a pseudo SSN. If this loan is subsequently transferred, the receiving organization must continue to use the pseudo SSN, unless it has the valid SSN for the borrower.

*Reminder: You must continue to report the identifier changes to NSLDS until NSLDS accepts the changes.*

A pseudo SSN is a temporary placeholder for a valid SSN. Whenever a data provider locates a student's correct SSN, they must retire the pseudo SSN through the identifier change process, merge all records, and then report the valid SSN to NSLDS.

Refer to the Perkins DPI for additional reporting instructions. DPI change pages are attached.

*If you have any questions, please contact the NSLDS Customer Service Center at (800) 999-8219 or e-mail [NSLDS@pearson.com](mailto:NSLDS@pearson.com).*