



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

March 15, 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 Guarantee Agency (GA) should use the following format:

- The first digit of the SSN should be a '9',
- followed by the three digit GA code,
- followed by a unique combination of five numeric values.

830 First St. N.E., Washington, DC 20202
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.

Changing an existing SSN to a Pseudo SSN

Before changing an existing SSN to a pseudo SSN for a student on NSLDS, a GA 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 GA 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 three digit GA code,
- followed by a unique combination of five 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 agency 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 GA 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 three digit GA code,
- followed by a unique combination of five 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 agency 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.

Updating a Pseudo SSN On-line (Limited to individuals with NSLDS on-line update capability)

To update a borrower's SSN to a PSUEDO SSN when all loans (entire student record) are to be changed, log into the NSLDS Web site at www.nslidsfap.ed.gov and follow the directions below:

- 1) Input the Student's Current SSN
- 2) Click the Loan History link (located under the Financial Aid Tab)
- 3) Click the Loan Detail button (for one loan that needs to be updated)
- 4) Click the Update Loan button
- 5) Click the Update Identifiers button
- 6) Change the Pseudo SSN Indicator to "P"
- 7) Change the SSN using the following parameters:
 - The first digit of the SSN should be a '9'
 - Followed by the three digit GA code
 - Followed by a unique combination of five numeric values
- 8) Click the Continue button
- 9) Click the Submit and Lock or the Submit without Lock button

To update an existing SSN to a Pseudo SSN for a specific loan only, log into the NSLDS Web site at www.nslidsfap.ed.gov and follow the directions below:

- 1) Input the Student's Current SSN
- 2) Click the Loan History link (located under the Financial Aid Tab)
- 3) Click the Loan Detail button (for the loan that needs to be moved)
- 4) Click the Update Loan button
- 5) Click the Update Identifiers button
- 6) Update First Name or Date of Birth
- 7) Change the Pseudo SSN Indicator to "P"
- 8) Change the SSN using the following parameters:
 - The first digit of the SSN should be a '9'
 - Followed by the three digit GA code
 - Followed by a unique combination of five numeric values
- 9) Click the Continue button
- 10) Click the Submit and Lock or Submit without Lock button

Contact the NSLDS Customer Service Center, if you need assistance with this process.

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 GA 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.