

About University Identification Number (UIN) Requests

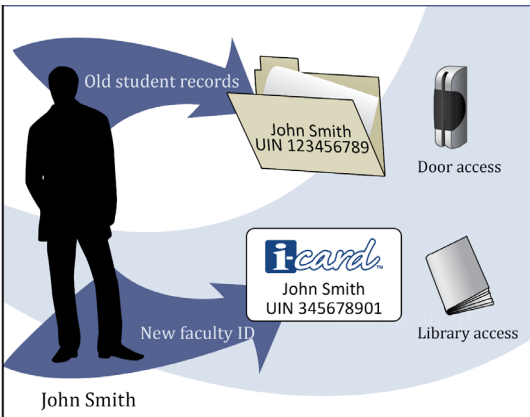
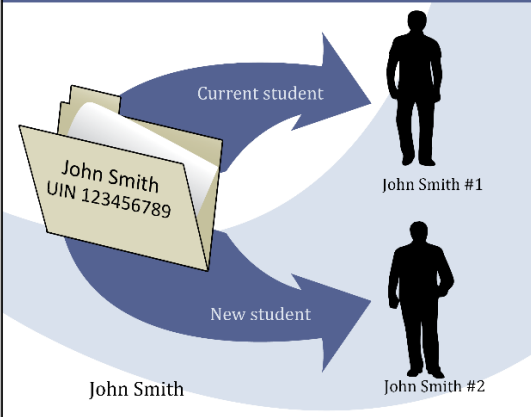
What is a UIN and what does it do?

A University Identification Number (UIN) is a nine-digit number that is used for filing person records. UINs are record numbers used in Banner and other databases across the **entire** University of Illinois System—all universities, all regional campuses, and all other locations.

Why do we research UIN requests?

i-card Programs creates, assigns, and maintains all UIN records. Our database, not Banner, stores every UIN created—over three million of them. That count grows by 2,500 plus UINs each week. Every UIN is **unique and permanent** across the entire system, and a UIN is never, ever recycled.

With so many UIN records on file, many of them have identical names, genders, and birthdates. Therefore, all requests for UINs involve research. We must identify each person with an extremely high level (99.7%) of confidence. We do this to prevent two problematic situations: creating multiple records and tangling records. The following graphic depicts the risk associated with these two types of mis-assigning UINs:

Multiple records	Tangled records
<p>Risk: More than one UIN assigned to a person</p>  <p>Result: Persons may be denied service for which they are eligible. Interrupted services are not only card-based but can affect benefits and privileges such as NetID acquisition, email service, and payroll.</p>	<p>Risk: More than one person assigned to a UIN</p>  <p>Result: One person's records could inadvertently be given to or accessed by another, a FERPA or HIPPA violation. This, too, can affect NetID acquisition, email service, payroll, and other benefits and services for one or both persons.</p>

Why do we ask for identifying and affiliation information?

The more complete and accurate identifying information that you provide, the more quickly our research can be completed. Affiliated persons often exit and re-enter system records several times, through the same or different units or organizations. This is particularly true for student applicants and agency employees, contractors, and consultants.

What information is required?

The more person information you provide, the more unique a UIN record can be, which helps to prevent the risk of future mis-assignments. That's why we ask for:

- **Full legal name.** Anything less or different is insufficient. UINs cannot be created using nicknames or preferred first names. If a person does not **have** a middle (or first, or last) name, type "n/a" in the relevant field and add a note about it to your request.

Please advise your sponsored persons to provide **all** of their requested legal name(s), as applicable.

- **Birthdate.** This is the single most helpful fact for differentiating very similar records.

Please enter dates in the required format: (YYYYmmdd): four-digit year, two-digit month, and two-digit day.

- **Legal gender.** This additional data point helps to differentiate records that have identical names and birthdates. (Record systems do not yet support additional gender options.)
- **Former or maiden name.** The person might already have a UIN record with that other name.
- **Social Security number (full or partial).** The person might have a UIN record under a mis-typed or variant of their first, middle, and last name. Because SSNs are also unique, they help to establish further the “individuality” of a record.

If feasible, check your sponsored person’s government photo ID (such as a driver’s license) and confirm their identifying information.

When a date of birth is given, the potential for creating duplicate records drops. The incidence of two persons having the same first and last name and date of birth are about 94 cases out of the total number of UINs. Having a middle name and date of birth narrows the odds further, to only three cases out of the total number of UINs.

For whom are UINs generated?

UINs are generated automatically for two groups:

- Paid employees are generated automatically in the Human Resources Front End (“HRFE”) system.
- Student **applicants**. It does not matter whether an applicant completes and submits their application; neither does it matter whether they accepted and/or attended. Since 1996, UINs have been generated for all university applicants.

Why does affiliation information matter?

UINs are used by **many** university, campus, and unit programs, not just for the longer-term affiliations of employees and students. **Remember:** UINs are unique and permanent across the entire university system. Providing accurate affiliation history helps to prevent multiple UIN records and tangled UINs.

What affiliations should be checked?

Ask **at least** about the affiliations mentioned on the UIN Request form you use. For long-term reference, keep this sheet handy to help you and your sponsored persons identify possible former affiliations. For example, UINs are requested frequently for:

- unpaid employees
- employment agency workers
- contractors and consultants
- visiting faculty and guest lecturers
- visiting researchers and medical interns
- employee annuitant retirees
- alumni who did not have UINs

From an organizational perspective, these units and programs are the most common sources for affiliate UIN requests:

- Campus Recreation
- Center for Innovation in Teaching and Learning at UIUC
- China Executive Leadership program at UIUC
- College of Medicine at UIC
- Extended Campus at UIC
- Fire Service Institute at UIUC
- Global Education and Training at UIUC
- Graduate Medical Education at UIC
- Illinois Physics and Secondary Schools Partnership Program at UIUC
- Innovate Springfield at UIS
- Intensive English Institute at UIUC
- Noble Street Charter School associated with UIC
- Police Training Institute at UIUC
- Religious Workers’ Association at UIC’s Office of the Dean of Students
- Research Park at Urbana-Champaign
- SHIELD T3, LLC
- UI Health / Hospital units
- University Housing at UIUC
- University Laboratory High School (“Uni High”) associated with UIUC
- University Library at UIUC
- University of Illinois Foundation
- U.S. Asia Executive Development Program at UIC
- Wolcott, Wood, and Taylor

Please question your sponsored persons carefully about former affiliations. It is in your and your affiliates’ best interests to provide accurate answers. It will save time and effort to provide this information with your initial UIN request.