

Request for a University Identification Number (UIN)

Active employees of the University of Illinois System and authorized employees of Wolcott, Wood and Taylor, Inc. may request UINs; **only they may complete and submit this form**. Information must be typed or printed legibly. Incomplete forms may be returned. Forms sent from personal email accounts will be returned unprocessed.

UIN requests are not accepted for anyone who will be a university employee; use Human Resources FE (HRFE) to obtain UINs for employees.

1. Provide contact and affiliation information about yourself.

Employee sponsor's name

Sponsor's work email

Sponsor's work phone

Sponsor's employing unit (not your job title)

Unit's parent organization

☐ System
 ☐ UI Health
 ☐ Chicago (non-UIH)
 ☐ Springfield
 ☐ Urbana-Champaign
 ☐ Wolcott, Wood, and Taylor

Why is a UIN needed? Check all that apply

☐ NetID(s) needed
 ☐ ID card(s) needed

2. Provide identifying information about the persons who need UINs.

All fields are required and essential to search existing UIN records for possible matches. SSN data is used only to *search* for existing, matching UINs and is not added to the UIN database. Omissions and errors can cause delays.

Legal first name	Legal middle name <i>N/A if none</i>	Legal last name	Former last name <i>N/A if none</i>	Birthdate <i>YYYYmmdd</i>	Legal sex	SSN last four <i>N/A if none</i>	Did they ever APPLY to be an agency-paid employee* OR to attend UIC, UIS, or UIUC? **
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes
					<input type="radio"/> Male <input type="radio"/> Female		<input type="radio"/> No <input type="radio"/> Yes

UINs are *unique and permanent* across the entire University of Illinois System—all of its universities, regional campuses, satellite locations, and other offices. **"Agency-paid employee"* refers to persons who work for a System entity whose paycheck is issued by an outside firm or non-System entity. ***Everyone who applies* to attend a System university or program receives a UIN—regardless of their admission, acceptance, or attendance status.

Additional data about real or potential former affiliations

3. Certify that **all** fields are complete and correct, and email the signed form.

Sponsor's signature and date *mm-dd-yyyy*

Email your signed, dated, form to icardhelp@uillinois.edu. Allow two business days for processing.