

NATIONAL STUDENT CLEARINGHOUSE®



DegreeVerifySM Programming & Testing Guide

June 21, 2018

Table of Contents

Introduction.....	2
Which Student Populations Should Be Reported?.....	3
How Should Degrees Conferred Simultaneously Be Reported?.....	3
How Should Records Without Birth Dates Be Reported?	3
How Should Students Without Social Security Numbers Be Reported?	3
How Should DegreeVerify Reports Be Submitted?	4
When Should DegreeVerify Reports Be Sent?.....	4
Do I Still Need to Report Graduated Statuses on My Enrollment files?.....	4
Questions?	4

Exhibits

EXHIBIT I: Data Record Layouts & Report Formats	5
EXHIBIT II: Definitions & Instructions for Entering Degree Data Elements	14
EXHIBIT III: Secure FTP Instructions.....	16
EXHIBIT IV: Creating Degree Verification Data Files Using Excel.....	18

Introduction

This guide explains how to extract and report certificate, degree and other educational achievements data for the Clearinghouse's DegreeVerify service. We encourage you to provide as much information as possible so that DegreeVerify can accurately reflect your students' academic accomplishments to prospective employers.

Please follow these steps in developing and testing your programming:

- Read this guide and all exhibits thoroughly.
- Before you begin programming, contact your Clearinghouse Implementation Coordinator to address any issues or questions.
- Review the DegreeVerify process and data elements with staff members at your institution to promote awareness and ensure all necessary data is captured accurately.
- After your program is written and you have verified the accuracy of the data in the file, submit your initial DegreeVerify file to the Clearinghouse.
- Upon receipt of your file, the Clearinghouse will perform a variety of edit checks and contact you with the results and/or questions. If your code requires modification, you will need to submit a new file.
- Once all questions and discrepancies are resolved, your degree verification data will be loaded into our database. We will conduct a start-up call to review how your office staff should use the Clearinghouse Web site. At the conclusion of the call, your institution will be officially "live" with DegreeVerify!

Which Student Populations Should Be Reported?

Your institution's initial DegreeVerify file is an historic report of all the degrees and certificates conferred by your institution that are available in an electronic format. Degrees or certificates conferred to international students should be INCLUDED. If the data is maintained in multiple legacy systems, you can submit multiple reports. Subsequent reports reflect your most recent degree recipients. You may find it helpful to use a posting date or similar mechanism in your database to ensure late conferrals are captured in your reports.

How Should Degrees Conferred Simultaneously Be Reported?

If a student receives, for example, a Bachelor of Arts and a Bachelor of Science degree at the same time, you should report them as separate detail records in your file.

- Note: If your school is a G from DegreeVerify (aka G from DV) participant and sent multiple degree records for the same student in the same DegreeVerify file, the Graduated status will not be generated, even if separate program detail records exist in the DegreeVerify file. *We recommend that you also submit Graduated statuses for these students via the Enrollment Reporting process to ensure the Graduated statuses are sent to NSLDS in a timely fashion. See our help tool at <https://studentclearinghouse.info/onestop/wp-content/uploads/G-From-Degree-How-To-Report.pdf> for more information.*

How Should Records Without Birth Dates Be Reported?

Leave the "Date of Birth" field blank, allowing the appropriate number of filler spaces (see Exhibit I).

What If the Student Does Not Have a First Name?

If a student does not have a first name, you should populate the first name field with "NFN," which stands for "No First Name."

How Should Students Without Social Security Numbers Be Reported?

Enter "NO SSN" in the field followed by trailing spaces. Alphabetical characters must be present in the first name field of students without Social Security numbers. If a student does not have a first name, please enter "NFN."

How Should DegreeVerify Reports Be Submitted?

Schools must create a secure FTP account with the Clearinghouse in order to submit enrollment or degree files via the Internet. If you already have a secure FTP account, you can use it to submit your DegreeVerify file (see Exhibit III for secure FTP instructions). For more information, visit www.studentclearinghouse.org/secure_ftp_access.php.

When Should DegreeVerify Reports Be Sent?

During the implementation process, your Clearinghouse Implementation Coordinator will work with you to establish a reporting schedule that correlates to your institution's conferral periods. We suggest that you submit a degree file after each conferral period, once the majority of degrees and certificates have been posted. An additional degree file can be sent for the term as soon as all degrees and certificates are posted.

Do I Still Need to Report Graduated Statuses on My Enrollment files?

The Clearinghouse offers a 'G from DegreeVerify' service that will generate the 'G' graduated status for your students in our enrollment database in certain instances; however, NSC does encourage schools to report the 'G' graduated statuses in enrollment files or via our individual student lookup process as well. (For additional information please see: <https://compliancecentral.org/blog/>.)*

**Please note: According to 150 percent federal reporting requirements, in order to generate the Graduated status at the program level, you must include the graduated record's program-level NCES CIP code and Credential/Degree Level in your DegreeVerify transmission.*

Questions?

If you have a question or need assistance, contact your Clearinghouse Implementation Coordinator at implementation@studentclearinghouse.org.

EXHIBIT I: Data Record Layouts & Report Formats

The following are the transmission and data record layout requirements for submitting files to the Clearinghouse for your institution's DegreeVerify service.

Transmitting Files

You will use your Clearinghouse secure FTP account to transmit your DegreeVerify reports. Key features of the secure FTP system are:

- Employs an easy-to-use Web browser interface so users can quickly and securely send and receive files.
- Stores files using the U.S. federal encryption standard, FIPS 140-2 validated AES encryption.
- Eliminates the need to encrypt or compress data files or enter complicated FTP line commands prior to file transmission.
- Allows users with automated environments to use no- or low-cost secure FTP clients to exchange files over encrypted FTPS and SSH connections.

General Requirements

- Your data file should contain:
 1. One header record
 2. Individual student detail records
 3. One trailer record
- File Name = School Code and Branch Code with a two letter file extension (12345600.DV).
- All dates must be valid and formatted as YYYYMMDD (full year, month, day).
- We prefer but do not require that student records be presented in Social Security number order.
- In the type column of the data record layouts, "N" is used to indicate numeric values and "AN" is used to indicate alphanumeric values.
- Name suffixes (e.g., Jr, Sr, III) have an assigned field. If your system includes them as part of the last name, you should parse the suffix from the last name and move it into the suffix field.
- Fields containing no value (aka, "fillers") should be filled with spaces, as indicated in the comments column of the data record layout table.
- Your file should be formatted according to the data element layout in a flat file using trailing spaces/filler to create fixed length records of 3840 bytes each.

Questions?

If you have a question or need assistance, contact your Clearinghouse Implementation Coordinator at implementation@studentclearinghouse.org.

Header Record Layout

Total Header Record Length is 3840 Bytes

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
A	Record Type	3	1	3	R	AN	Value is "DH1"
B	School Code	6	4	9	R	N	Dept. of Education "FICE" code (OPE ID)
C	Branch Code	2	10	11	R	N	School branch code suffix or 00, if none
D	Official School Name	80	12	91	R	AN	Institution's official name
E	Filler	15	92	106	R	AN	Space fill
F	Standard Report Flag	1	107	107	R	AN	Value is "D" (Degree verification transmission)
G	Transmission Date	8	108	115	R	N	Date transmission was reported by school (YYYYMMDD)
H	Degree Period	80	116	195	R	AN	Time period for which degree population is being reported (e.g., History 1980-1998, Spring 2000, Summer 2002, etc.). <i>*Note: This is for informational purposes only. Individual degree award dates are indicated in each detail record.</i>
I	Filler	3645	196	3840	R	AN	Space fill

The type codes in this document are "N" numeric and "AN" alpha numeric.

The "Req'd" column in the layouts displays the required codes in this document, which are "R" required, "C" conditional, and "O" optional. Conditional means that in certain circumstances, the field is required. The file layout or indicated exhibits provide additional information.

Detail Record Layout

Each Detail Record must be 3840 Bytes in Length

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
A	Record Type	3	1	3	R	AN	Value for each detail record is "DD1"
B	Student SSN	9	4	12	R	AN	Numbers only, no hyphens. If no SSN is available, fill with "NO SSN" followed by trailing spaces. NOTE: Records without an SSN are not eligible for the G from DV service.
C	First Name	40	13	52	R	AN	Student's first name. Alphabetical characters must be present in the first name field. If a student does not have a first name, enter "NFN."
D	Middle Name	40	53	92	O	AN	Student's middle name or, if full name is not available, middle initial. If no value, space fill.
E	Last Name	40	93	132	R	AN	Student's last name
F	Name Suffix	5	133	137	O	AN	e.g., III, JR, SR, etc. Space fill, if not applicable.
G	Previous Last Name	40	138	177	O	AN	Student's previous last name. Space fill, if not applicable.
H	Previous First Name	40	178	217	O	AN	Student's previous first name. Space fill, if not applicable.
I	Date of Birth	8	218	225	R	N	Date student was born entered as YYYYMMDD. If unknown, space fill.
J	College Student ID	20	226	245	O	AN	Institutionally-supplied student ID number. If no value, space fill. Do not include special characters in this field (e.g., @, #, *, etc.).

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
K	Filler	59	246	304	R	AN	Space fill
L	Degree Level Indicator	1	305	305	R	AN	The type of degree earned by the student. Valid values are: "A"=Associate "B"=Bachelor "M"=Master "D"=Doctorate "P"=Professional "C"=Certificate (undergraduate) "T"=Post baccalaureate certificate "R"=Credential Space fill, if not applicable.
M	Degree, Certificate, or Credential Title	80	306	385	R	AN	e.g., BA, BS, M. Ed., MS, Bachelor of Arts, Associate's; Bachelor of Science, Certificate, etc. (see also Exhibit II)
N	School/College/Division Awarding Degree	50	386	435	O	AN	The name of the school, college or division awarding the degree (e.g., School of Engineering, School of Business Management, etc.). Space fill if not applicable
O	Joint Institution/College/School/Division Name	60	436	495	O	AN	If degree is jointly awarded, name of joint school, college, division, or institution. Space fill, if not applicable.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
P	Date Degree, Credential, or Certificate Awarded	8	496	503	R	N	YYYYMMDD. If day is unknown, enter "00" for DD.
Q	Filler	80	504	583	R	AN	Space fill
R	Major Course of Study 1	80	584	663	R	AN	e.g., History. Fill with "NOT APPLICABLE," if appropriate. (See also Exhibit II.)
S	Major Course of Study 2	80	664	743	O	AN	e.g., Political Science. Space fill, if not applicable.
T	Major Course of Study 3	80	744	823	O	AN	e.g., Communications. Space fill, if not applicable.
U	Major Course of Study 4	80	824	903	O	AN	e.g., Sociology. Space fill, if not applicable.
V	Filler	160	904	1063	R	AN	Space fill
W	Minor Course of Study 1	80	1064	1143	O	AN	e.g., Computer Science. Space fill, if not applicable. (See also Exhibit II.)
X	Minor Course of Study 2	80	1144	1223	O	AN	e.g., Philosophy. Space fill, if not applicable.
Y	Minor Course of Study 3	80	1224	1303	O	AN	e.g., Mathematics. Space fill, if not applicable.
Z	Minor Course of Study 4	80	1304	1383	O	AN	e.g., Linguistics. Space fill, if not applicable.
AA	Filler	160	1384	1543	R	AN	Space fill
AB	Major Option 1	80	1544	1623	O	AN	e.g., Criminal Justice Option. (See also Exhibit II.)

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
AC	Major Option 2	80	1624	1703	O	AN	e.g., Western European Option. Space fill, if not applicable.
AD	Filler	160	1704	1863	R	AN	Space fill
AE	Major Concentration 1	80	1864	1943	O	AN	e.g., Public Communications Concentration. Space fill, if not applicable. (See also Exhibit II.)
AF	Major Concentration 2	80	1944	2023	O	AN	e.g., Russian Culture Concentration. Space fill, if not applicable.
AG	Major Concentration 3	80	2024	2103	O	AN	e.g., French Concentration. Space fill, if not applicable.
AH	Filler	280	2104	2383	R	AN	Space fill
AI	NCES CIP Code for Major 1	6	2384	2389	C	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ("."). Space fill, if not applicable. (See also Exhibit II.)
AJ	NCES CIP Code for Major 2	6	2390	2395	C	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ("."). Space fill, if not applicable.
AK	NCES CIP Code for Major 3	6	2396	2401	C	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ("."). Space fill, if not applicable.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
AL	NCES CIP Code for Major 4	6	2402	2407	c	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ("."). Space fill, if not applicable.
AM	Filler	20	2408	2427	R	AN	Space fill
AN	NCES CIP Code for Minor 1	6	2428	2433	O	N	Appropriate NCES CIP code for minor, if available. Do not enter decimal points ("."). Space fill, if not applicable.
AO	NCES CIP Code for Minor 2	6	2434	2439	O	N	Appropriate NCES CIP code for minor, if available. Do not enter decimal points ("."). Space fill, if not applicable.
AP	NCES CIP Code for Minor 3	6	2440	2445	O	N	Appropriate NCES CIP code for minor, if available. Do not enter decimal points ("."). Space fill, if not applicable.
AQ	NCES CIP Code for Minor 4	6	2446	2451	O	N	Appropriate NCES CIP code for minor, if available. Do not enter decimal points ("."). Space fill, if not applicable.
AR	Filler	120	2452	2571	R	N	Space fill
AS	Academic Honors	50	2572	2621	O	AN	e.g., Cum Laude, Summa Cum Laude, Magna Cum Laude, etc. Space fill, if not applicable.
AT	Filler	196	2622	2817	R	AN	Space fill
AU	Honors Program	50	2818	2867	O	AN	Title of honors program. Space fill, if not applicable.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
AV	Filler	100	2868	2967	R	AN	Space fill
AW	Other Honors	150	2968	3117	O	AN	Name of other honors (e.g., Phi Beta Kappa, etc.) Space fill, if not applicable. (See also Exhibit II.)
AX	Attendance From Date	8	3118	3125	O	N	YYYYMMDD. If day is unknown, enter "00" for DD. Space fill, if not applicable. (See also Exhibit II.)
AY	Attendance To Date	8	3126	3133	O	N	YYYYMMDD. If day is unknown, enter "00" for DD. Space fill, if not applicable.
AZ	FERPA Block	1	3134	3134	R	AN	"Y" or "N" (see also Exhibit II)
BA	School Financial Block	1	3135	3135	O	AN	"Y" or "N"; Space fill, if not applicable. (See also Exhibit II.)
BB	Filler	100	3136	3235	R	AN	Space fill
BC	Name of Institution Granting Degree	50	3236	3285	O	AN	Name of institution granting degree, if it is different than the school named in the header record (to reflect historical institution name changes). Space fill, if not applicable. (See also Exhibit II.)
BD	Reverse Transfer Flag	1	3286	3286	O	AN	"Y" or "N"; Space fill, if not applicable. (See also Exhibit II.)

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
BE	Certificate Type	1	3287	3287	O	AN	Undergraduate Certificate Type Valid values are: 1 = Less than 1 academic year 2 = At least 1 but less than 2 academic years 3 = At least 2 but less than 4 academic years Space fill, if not applicable. (See also Exhibit II.)
BF	Filler	553	3288	3840	R	AN	Space fill

Trailer Record Layout

Total Trailer Record Length is 3840 Bytes.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments
A	Record Type	3	1	3	R	AN	Value is "DT1"
B	Total Record Count	10	4	13	R	N	Total count equals the number of student detail records plus two (the header and trailer records are included in the total)
C	Filler	3827	14	3840	R	AN	Space fill

EXHIBIT II: Definitions & Instructions for Entering Degree Data Elements

- **Degree, Certificate or Credential Title (Required Data Element):** The name of the degree, certificate or credential conferred by your institution. Generally accepted abbreviations (e.g., BA) or the full degree title (e.g., Bachelor of Arts) can be used. If a certificate or credential has been awarded, indicate certificate or credential and use the “Major Course of Study 1” field to indicate the subject area.

- **Degree Level Indicator (Required Data Element):** The categorization of the degree being awarded by the institution.
 - **“A” Associate’s**

 - **“B” Bachelor’s**

 - **“C” Certificate (Undergraduate).** Includes students enrolled in certificate-granting programs. Industry certifications and professional licensures should NOT be reported under this value (they should be reported under the value “R” Credential)
 - If Degree Level Indicator is “C,” please include Certificate Type in optional field 3287

 - **“T” Post baccalaureate certificate**

 - **“R” Credential.** Examples include industry certifications and professional licensures. These differ from educational certificates that come with college credit.

 - **“M” Master’s (Graduate)**

 - **“D” Doctoral (Graduate).** A Ph.D. or other doctor’s degree that requires advanced work beyond the master’s level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.

 - **“P” Professional (Graduate).** A doctor’s degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

- **Major Courses of Study 1 to 4 (Required Data Element):** The official names of any and all major courses of study associated with the student’s degree. At least one Major Course of Study is required. If your institution does not have majors, enter “NOT APPLICABLE” in “Major Course of Study 1” to indicate to employers that the absence of a value is not an error, then space fill the “Major Courses of Study 2 to 4” fields.

- **Minor Courses of Study 1 to 4:** The official names of any and all minor courses of study associated with the student's degree title, if applicable.
- **Major Options 1 and 2:** The official names of any and all major options associated with the student's degree title, if applicable. At many institutions, options indicate the focus of the major according to specific areas of study required by the major department (e.g., engineering majors may be required to select either a mechanical engineering or structural engineering option).
- **Major Concentrations 1 to 3:** The official names of any and all major concentrations associated with the student's degree title, if applicable. At many institutions, concentrations indicate the subject area the student focused on within the major itself (e.g., a math major may have an applied math concentration even though this area of concentration is not required to pursue a math major).
- **NCES CIP Codes for Majors/Minors (required for generating program-level graduating statuses from DegreeVerify transmissions):** The National Center for Education Statistics Classification of Instructional Programs (NCES CIP) codes associated with any major or minor courses of study, if available. Space fill these fields, if the codes are unavailable.
- **Other Honors:** The name of other honors, such as Phi Beta Kappa, that the student received and that would be beneficial to include with the degree confirmation. You can include as many entries in the "Other Honors" field that its 150-character space will allow.
- **Attendance From and To Dates:** The period of time that the student attended your institution in order to receive a degree, if available. These fields require eight-digit dates in the YYYYMMDD format. If the exact dates are not available, enter the four-digit year, two-digit month, and "00" for the two-digit day (e.g., report May 2000 as 20000500).
- **FERPA Block (Required Data Element):** If the student requested a block on his/her directory information, enter a "Y" in this field. If no block was requested, enter an "N."
- **School Financial Block:** If your institution does not verify degree information due to outstanding student financial obligations, enter a "Y" in this field. Otherwise, enter an "N" or a space.
- **Name of Institution Granting Degree:** As a result of institutional name changes or mergers, the current name of your institution may be different than the name on the student's degree. If so, enter the name of the institution as it appeared on the student's degree in this field.
- **Reverse Transfer Flag:** If your school is granting "Reverse Transfer" degrees, please indicate if the degree or certificate being reported should be attributed to **any** Reverse Transfer program. If yes, enter a "Y" in this field. Otherwise, enter an "N" or a space.
- **Undergraduate Certificate Type** – if the Degree Level indicator in space 305 is something other than "C," space fill. If 305 is "C" for Certificate, the valid values for Certificate Type are:
 - 1 = Less than one academic year
 - 2 = At least one, but less than two academic years
 - 3 = At least two, but less than four academic years

EXHIBIT III: Secure FTP Instructions

Establishing a Secure FTP Account

The National Student Clearinghouse supports secure FTP to safely and securely collect, store, manage, and distribute sensitive information between your organization and the Clearinghouse.

You must establish a Clearinghouse secure FTP account at least two business days before you expect to send your first file. To open an account, please submit the online secure FTP Access Form located on our Web site at www.studentclearinghouse.org/secure_ftp_access.php. Make sure you click the “Colleges & Universities Secure FTP Access Form” link. Within two business days, we will contact your designated secure FTP contact with your password and answer any technical questions.

Compressing Your File

You may want to compress your file to minimize secure FTP transmission time. The Clearinghouse will uncompress your file using PKZIP version 2.02T. If you plan to use a different compression utility, contact secureftp@studentclearinghouse.org to determine its compatibility.

Transmitting Your Files via secure FTP

Secure FTP supports the following methods of securely exchanging files with the Clearinghouse:

- Web browser interface
- FTP over SSH (SFTP)
- FTP over SSL (FTPS)

The Web browser interface is a quick, easy method of manually transmitting files. For the Web browser interface, follow the instructions below or refer to Secure FTP Help on the Clearinghouse Help Center at <http://help.studentclearinghouse.org>.

1. From a web browser, go to <https://ftps.nslc.org> (you may want to bookmark this site)
2. Enter your Clearinghouse username and password.
 - Username is NOT case sensitive; password IS case sensitive.
 - Your account will be suspended if you attempt to log in too many times with an incorrect password.
 - If you are logging in for the first time, you may be prompted to change your password. The password rules are:
 - i. Minimum length is six characters
 - ii. Must contain at least one alphabetical and one numerical character
 - iii. Must not resemble your user name
3. Once you are logged in, select “Upload a File Now” and follow the prompts.

For automated environments, please refer to Secure FTP Help on the Clearinghouse Help Center at <http://help.studentclearinghouse.org>.

Secure FTP File Receipt Confirmation

The Clearinghouse will send a file receipt confirmation to the email address you entered on the online secure FTP Access Form. If you do not receive a confirmation email within 24 hours of transmission, contact us.

Questions?

If you have any questions, or need assistance with secure FTP, contact Clearinghouse technical support at secureftp@studentclearinghouse.org.

EXHIBIT IV: Creating Degree Verification Data Files Using Excel

IMPORTANT:

- Do not enter commas in any cell
- Do not exceed the maximum column and width noted in Field Length of Record Layout
- Columns marked with an asterisk (*) are required data elements.

STEP 1: Format Columns A-BC

- Open a new Excel spreadsheet and highlight columns A through BC (columns will appear shaded)
- Select “Cells” from the “Format” menu
- On the “Number” tab of the “Format Cells” window, select “Text” and click “OK”

STEP 2: Enter HEADER Row for Columns A-I Beginning in Row 1

All columns are required. You **MUST** select “Text” in order to retain the leading zeroes in your school and branch codes, which are required in request files.

- **Column A** = **DH1** (for record type)*
- **Column B** = Your **6-digit school code** (e.g., 001234)*
- **Column C** = **2-digit branch code** (if you don’t know it, enter 00)*
- **Column D** = **School Name***
- **Column E** = **Blank**
- **Column F** = Standard Report Flag, enter ‘D’*
- **Column G** = **Transmission date** in YYYYMMDD format (e.g., 20051230)*
- **Column H** = **Time period** for which degree population is reported (this is for informational purposes only, e.g. Spring 2005)*
- **Column I** = **Blank**

STEP 3: Enter DETAIL Rows for Columns A-BF Beginning in Row 2

Each Student’s individual information should be entered in its own row.

- **Column A** = **DD1** (for record type)*
- **Column B** = **Social Security Number** without dashes (if none, enter NO SSN)*
- **Column C** = **First Name***
- **Column D** = **Middle Name** (If full name not available, use middle initial. Do NOT enter a period after the middle initial.)
- **Column E** = **Last Name***
- **Column F** = **Name Suffix** (e.g., III, Jr, Sr), if applicable or leave blank
- **Column G** = **Previous Last Name**, if applicable or leave blank
- **Column H** = **Previous First Name**, if applicable or leave blank
- **Column I** = **Date of Birth** (YYYYMMDD)*
- **Column J** = **College Student ID** Limited to 20 characters. Leave remaining 59 spaces blank, as filler.

- **Column K** = Blank
- **Column L** = Degree Level Indicator*
- **Column M** = Degree Certificate or Credential Title (e.g., BA, BS, Bachelor of Arts)*
- **Column N** = School, College or Division Awarding Degree (e.g., School of Engineering)
- **Column O** = Joint Institution/College/Division Name
- **Column P** = Date Degree Awarded (YYYYMMDD; enter "00" for DD if day not known)*
- **Column Q** = Blank
- **Column R** = Major Course of Study 1*
- **Column S** = Major Course of Study 2, if applicable or leave blank
- **Column T** = Major Course of Study 3, if applicable or leave blank
- **Column U** = Major Course of Study 4, if applicable or leave blank
- **Column V** = Blank
- **Column W** = Minor Course of Study 1 (e.g., History), if applicable or leave blank*
- **Column X** = Minor Course of Study 2, if applicable or leave blank
- **Column Y** = Minor Course of Study 3, if applicable or leave blank
- **Column Z** = Minor Course of Study 4, if applicable or leave blank
- **Column AA** = Blank
- **Column AB** = Major Option 1, if applicable or leave blank
- **Column AC** = Major Option 2, if applicable or leave blank
- **Column AD** = Blank
- **Column AE** = Major Concentration 1, if applicable or leave blank
- **Column AF** = Major Concentration 2, if applicable or leave blank
- **Column AG** = Major Concentration 3, if applicable or leave blank
- **Column AH** = Blank
- **Column AI** = NCES CIP Code for Major 1
- **Column AJ** = NCES CIP Code for Major 2, if applicable or leave blank
- **Column AK** = NCES CIP Code for Major 3, if applicable or leave blank
- **Column AL** = NCES CIP Code for Major 4, if applicable or leave blank
- **Column AM** = Blank
- **Column AN** = NCES CIP Code for Minor 1, if applicable or leave blank
- **Column AO** = NCES CIP Code for Minor 2, if applicable or leave blank
- **Column AP** = NCES CIP Code for Minor 3, if applicable or leave blank
- **Column AQ** = NCES CIP Code for Minor 4, if applicable or leave blank
- **Column AR** = Blank
- **Column AS** = Academic Honors (e.g., Cum Laude), if applicable or leave blank
- **Column AT** = Blank
- **Column AU** = Honors Program Title, if applicable or leave blank
- **Column AV** = Blank
- **Column AW** = Name of Other Honors (e.g., Phi Beta Kappa), if applicable or leave blank
- **Column AX** = Attendance from YYYYMMDD, enter "00" for DD if day not known
- **Column AY** = Attendance to YYYYMMDD, enter "00" for DD if day not known
- **Column AZ** = FERPA Block (Y or N)*
- **Column BA** = School Financial Block (Y, N, or leave blank)

- **Column BB** = Blank
- **Column BC** = **Institution Granting Degree**, if different than school in header record
- **Column BD** = **Reverse Transfer Flag (Y, N, or leave blank)**
- **Column BE** = **Certificate Type if applicable 1, 2, or 3 or leave blank**
- **Column BF** = Blank

STEP 4: Enter Trailer Row Information for Columns A-B in Last Row

- **Column A** = **DT1** (for record type)*
- **Column B** = Total number of rows in the spreadsheet, including the Header and Trailer rows*
- Leave columns C through BF blank

STEP 5: Save Your File in Text Tab Delimited Format

- **Saving as any other format can cause technical difficulties and delay your file's set up and processing**
- Do NOT use these characters in your file name: ! @ # \$ % ^ & * () +