

This document is intended to help Data Providers readily scan the information needed to send reverse transfer files in pipe delimited format.

FILE SECTION 1 - HEADER RECORD

The Header Record is a single row in the file: **RTCD1|123456|00|20140924|FileName**

Field 1	Field 2	Field 3	Field 4	Field 5
Required	Required	Required	Required	Required
RTCD1	OPEID	Branch Code	Date	File Name

The Header record will always start with RTCD1.

FILE SECTION 2 - BODY RECORD

The Body Record is generally multiple records/rows in the file.

Example:

RTD1|7100003|123456789||John|S|Smith|Sr|19850814|12345 Somewhere Dr. | |Someplace|VA|77396|US|703 999 9999|Someone@hometown.edu|Y|60|||999999|CHEM|1405|IntroChemistry|Fall2014|20140825|20141214|B|2014 1214|3|Regular Enrollment|y|Math|025|3.5|3.7|888888|12131415|||

Systems are required to submit their Host OPEID (see yellow highlight above).

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12
Required	Required	Optional	Optional	Required	Optional	Required	Optional	Required	Optional	Optional	Optional
Row Identifier (RTD1)	Host Student ID	SSN	ITIN	First Name	Middle Name	Last Name	Suffix	DateofBirth	Street Line1	Street Line2	City
Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23	Field 24
Optional	Optional	Optional	Optional	Optional	Optional	Required	Optional	Optional	Required	Required	Required
State	ZipCode	Country	Student Phone	Student Email	Host Core Competency Completed	Total Combined Earned Transferred Credits	Purpose Course Exchange	Industry Endorsement	Host OPEID	Course Name	Course Number
Field 25	Field 26	Field 27	Field 28	Field 29	Field 30	Field 31	Field 32	Field 33	Field 34	Field 35	Field 36
Required	Required	Required	Required	Required	Optional	Required	Optional	Optional	Optional	Required	Optional
Course Description	Course Semester Session	Course Begin Date	Course End Date	Grade	Grade Effective Date	Number Credits	Credit Description	Core Course	Core Course Type	Grade Scale	Semester Session GPA
Field 37	Field 38	Field 39	Field 40	Field 41	Field 42	Field 43	Field 44				
Optional	Required	Optional	Optional	Filler Field 1	Filler Field 2	Filler Field 3	Filler Field 4				
Overall GPA	DGI OPEID	DGI Student ID	Industry Provided Curriculum								

The Body record will always start with RTD1 for every student record in the file.

If you have no data for an optional field or the filler fields, you must insert a pipe to replace the null content.

Many of the optional fields in the file are critical to the Degree Granting Institution in processing the students for evaluation and notification of the degree. We encourage you to submit optional fields to support your partner institutions.

FILE SECTION 3 - TRAILER RECORD

The Trailer Record is a single row in the file: **RTT1|99**

Field 1	Field 2
Required	Required
RTT1	Record Count

The Trailer record will always start with RTT1.

Record count must include/count the header and trailer records.

FILE NAMING CONVENTION:

To properly identify incoming file formats for Reverse Transfer, each file submitted must have a unique file name. Data providers must adhere to the following file naming convention when submitting flat files:

OPEID_UniqueFileName.txt

TRANSMITTING REVERSE TRANSFER DATA

Data Providers transmit reverse transfer pipe-delimited files to the Clearinghouse via secure FTP. The Clearinghouse Implementation team will assist you in setting up an account as needed.

RESOURCES

Access the most recent **Reverse Transfer Implementation Guide** here:

<https://studentclearinghouse.info/onestop/wp-content/uploads/ReverseTransferImplementationGuide.pdf>

To access **FTP Support** click here: <http://secureftp.helpdocsonline.com/home>

Need more support? Email the **Reverse Transfer Support Team**: RTSupport@studentclearinghouse.org