Download Certification File Layout – used to identify who is available for the school to certify for the term

- The format for the file is "Comma Separated Values" (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

Field Name	Type	Field Description
Academic Year	Numeric	Award Year (all records in the file contain the same value) *Uses ending year - if the acyear is 2014-2015 this field will contain 2015*
Payment Term	Alphanumeric	Term being certified (all records in file contain the same value) Valid values include: "Fall" "Winter" "Spring" "Summer"
School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
Aid Program	Alphanumeric	Aid Program being awarded (all records in file contain the same value) Valid values include: "MCS" "MTG"
SSN	Numeric	Student's Social Security Number
Last Name	Alphanumeric	Student's Last Name
First Name	Alphanumeric	Student's First Name
Middle Initial	Alphanumeric	Student's Middle Initial
Enrollment Status	Alphanumeric	Student's Enrollment Status for the term Valid values include: "FT" - Full-time
Award Amount	Numeric	Student's Award Amount for the term – will contain decimal
Grade Level	Numeric	Student's Grade Level Valid values include: "0" – 1st Year, Never Attended "1" – 1st Year, Attended Before "2" – 2nd Year, Sophomore "3" – 3rd Year, Junior "4" – 4th Year, Senior "5" – 5th Year, Other Undergraduate "6" – Graduate/Professional "7" – Continuing Graduate/Professional
Check Count Remaining	Numeric	Student's remaining check count – will contain decimal
Federal EFC	Numeric	Student's Estimated Family Contribution (EFC)