

Download/Upload Certification File Layouts

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

The layout of the Download Certification File is:

- 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

MAX Len	Field Name	Type	Field Description
4	Academic Year	Numeric	Award Year (all records in the file contain the same value) <i>Uses ending year - if the acyear is 2014-2015 this field will contain 2015</i>
6	Payment Term	Alphanumeric	Term being certified (all records in file contain the same value) Valid values include: “Fall” “Winter” “Spring” “Summer”
6	School OE Code	Alphanumeric	School OE Code (all records in file will contain same value)
10	Aid Program	Alphanumeric	Aid Program being awarded (all records in file contain the same value) Valid values include: “MCS” “MTG”
9	SSN	Numeric	Student’s Social Security Number
16	Last Name	Alphanumeric	Student’s Last Name
20	First Name	Alphanumeric	Student’s First Name
1	Middle Initial	Alphanumeric	Student’s Middle Initial
1	Grade Level	Numeric	Student’s Grade Level Valid values include: “0” – 1 st Year, Never Attended “1” – 1 st Year, Attended Before “2” – 2 nd Year, Sophomore “3” – 3 rd Year, Junior “4” – 4 th Year, Senior “5” – 5 th Year, Other Undergraduate “6” – Graduate/Professional “7” – Continuing Graduate/Professional
2	Enrollment Status	Alphanumeric	Student’s Enrollment Status for the term Valid values include: “FT” - Full-time
5	Award Amount	Numeric	Student’s Award Amount for the term

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Upload Certification File Layout – used to submit data to MiSSG to certify student awards for a term

The layout of the Upload Certification File is:

- The format for the file is “Comma Separated Values” (CSV)
- Numeric fields cannot contain decimals
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

MAX Len	Field Name	Type	Req	Field Description
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2014-2015 this field must contain 2015)</i>
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: “Fall” “Winter” “Spring” “Summer”
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
10	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: “MCS” “MTG”
9	SSN	Numeric	Y	Student’s Social Security Number
16	Last Name	Alphanumeric	Y	Student’s Last Name
20	First Name	Alphanumeric	Y	Student’s First Name
1	Middle Initial	Alphanumeric		Student’s Middle Initial
2	Enrollment Status	Alphanumeric	Y	Student’s Enrollment Status for term Valid Values include: “FT” = Full-time “TT” = 3/4-time “HT” = Half-time “LT” = Less than half-time “NE” = Not Enrolled
1	Certification	Alphanumeric	Y	Certification Status Valid values include: “Y” – Yes “N” – No
5	Award Amount	Numeric	Y	School’s Award Amount

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MAX Len	Field Name	Type	Req	Field Description
1	No Award Reason	Alphanumeric	Req if Certification Status = "N"	Reason student is not receiving award Valid values include: "H" – Less than Half-time "N" – Not Enrolled "C" – Co-op "S" – SAP Not Met "G" – GPA Not Met "O" – Overaward "L" – Leave of Absence "V" – Verification Incomplete "I" – Incarcerated "D" – Declined "P" – Ineligible Program "T" – Other
10	Reason Award Amount Lowered	Alphanumeric		School reason award amount was lowered Valid Values include: "Overaward" "Other Gift Aid" "Other"

A record will be rejected for the following (the error message is defined for each):

- 1.1 Invalid data
- 1.2 Required fields not populated
- 1.3 No match on SSN
- 1.4 No match on Aid Program for the uploaded SSN
- 1.5 No match on Inst OE Code
- 1.6 No match on Payment Term
- 1.7 No match on First Name
- 1.8 No match on Last Name
- 1.9 Academic Year not the current Academic Year
- 1.10 Payment Status on database is not "Ready to Certify"
- 1.11 Payment amount is "0" and Certification status in file is "Y"
- 1.12 Payment amount is > "0" and Certification status in file is "N"
- 1.13 The 'Award Amount' cannot exceed the student's maximum award amount based on need and enrollment status
- 1.14 If 'No Award Reason' = 'H' then 'Enrollment Status' must = 'LT'
- 1.15 If 'No Award Reason' = 'N' then 'Enrollment Status' must = 'NE'
- 1.16 'Enrollment Status' must be 'FT', 'TT', or 'HT' if Certification Status is 'Y'