

BULK TRANSFER UPLOAD FILE LAYOUT

The layout of the **Bulk Transfer 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	Req	Field Description
9	SSN	Numeric	Y	Student's Social Security Number
35	Last Name	Alphanumeric	Y	Student's Last Name
35	First Name	Alphanumeric	Y	Student's First Name
10	Date of Birth	Date (mm/dd/ccyy)	Y	Student's Date of Birth – must include slashes
6	Institution OE Code	Alphanumeric	Y	Institution's OE Code
4	Academic Year	Numeric	Y	Academic Year for which the transfer is being processed <i>Use ending year – if the acyear is 2023-2024 this field must contain 2024</i>
6	Transfer Term	Alpha	Y	Term from which the transfer is being initiated Valid values include: Fall Winter Spring Summer

A record will be **rejected** for the following:

- Invalid data
- ACYear in file does not match ACYear selected
- Term in file does not match Term selected
- Institution in file does not match Institution selected
- DateOfBirth for SSN in file does not match DateOfBirth in MiSSG
- Student has a 'Paid' payment for any program for the Term selected

Individuals with disabilities may contact the MiLEAP ADA Coordinator to request an alternative format to these materials. Please visit www.Michigan.gov/ADA for a list of state ADA Coordinators.