

## FELLOWSHIP REIMBURSEMENT ROSTER - UPLOAD FILE LAYOUT

The layout of the **Fellowship Upload Reimbursement Roster File** is:

- The format for the file is “Comma Separated Values” (CSV)
- Numeric fields cannot contain decimals unless specified
- 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 2023-2024 this field must contain 2024</i>
6	Term	Alphanumeric	Y	Term being requested for reimbursement (all records in file must contain the same value)  Valid values include: “Fall” “Winter” “Spring” “Summer”
9	SSN	Numeric	Y	Student’s Social Security Number
10	Date of Birth	Date (mm/dd/ccyy)	Y	Student’s Date of Birth – must include slashes
35	Last Name	Alphanumeric	Y	Student’s Last Name
35	First Name	Alphanumeric	Y	Student’s First Name
8	Amount	Numeric	Y	Reimbursement Amount – may contain a decimal

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

- Invalid data
- Student must be eligible for the Fellowship
- Student cannot already have a Fellowship reimbursement for the term
- The ‘Amount’ entered, including all other Fellowship reimbursements for the acyear, cannot exceed the maximum annual amount