

# **National Student Loan Data System**

## **Gainful Employment Submittal File Record Layout**

**Comma Separated Values (CSV)**

**January 9, 2015**

## **Gainful Employment Submittal File Layout – Comma Separated Values (CSV)**

This Gainful Employment (GE) File layout defines each record type within the GE Reporting Submittal File and each field within the records. Accuracy must be ensured in both the reporting of data and correct placement and coding of the data within the files.

Commas between the fields of a CSV file submitted to NSLDS must be inside quotation marks in order for the file to be processed successfully by NSLDS, as the fields will be of variable length.

### *GE Submittal File Header Record*

<b>Field Name</b>	<b>Description</b>	<b>Format</b>
Record Type	A 3-digit number that indicates header record. '000' indicates header record.	Num.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.
Comma	Comma	Char.
Header Text	File name of the GE Student Submittal file. Must equal GE STUDENT SUBMITTAL	Char.
Comma	Comma	Char.
Submittal Date	The date the GE Submittal File was created. Format: CCYYMMDD	Date
Comma	Comma	Char.
File Type	Value to indicate the specific type of GE file. 'S' = Submittal File	Char.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.
Comma	Comma	Char.

Field Name	Description	Format
Institution Code (OPEID)	The institution’s 8-digit ED Office of Postsecondary Education (OPE) code used to identify the institution. If submitting multiple OPEIDs in a single file, populate with ‘99999999’.	Num.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.

*GE Submittal File Detail Record*

Field Name	Description	Format
Record Type	A 3-digit number that indicates detail record. ‘001’ indicates detail record.	Num.
Comma	Comma	Char.
Award Year	Award Year the student was enrolled in the program. (Example: the award year of July 1, 2008 – June 30, 2009 would be identified as 20082009.) Format: CCYYCCYY Cannot be less than 20072008 or greater than current award year.	Char.
Comma	Comma	Char.
Student Social Security Number	Social Security Number (SSN) of a student enrolled in a GE Program. Must provide SSN along with the identifiers First Name, Last Name, and DOB. If SSN is not available, do not report this student.	Num.
Comma	Comma	Char.
Student First Name	Student’s current first name. ‘NFN’ for students with no first name. Must provide First Name if NLN (no last name) is used.	Char.
Comma	Comma	Char.

Field Name	Description	Format
Student Middle Name	Student's current middle name. If no middle name, populate with a single space.	Char.
Comma	Comma	Char.
Student Last Name	Student's current last name. 'NLN' for students with no last name. Must provide Last Name along with the identifiers SSN, First Name, and DOB. Must provide Last Name if NFN (no first name) is used.	Char.
Comma	Comma	Char.
Student Date of Birth	Student's Date of Birth. Report '19000101' if student's DOB is unknown. Format: CCYYMMDD Must provide DOB along with the identifiers SSN, First Name, and Last Name.	Date
Comma	Comma	Char.
Institution Code (OPEID)	The institution's 8-digit Office of Postsecondary Education Identifier (OPEID).	Num.
Comma	Comma	Char.
Institution Name	Official name of the institution as included on the institution's Department of Education's ECAR.	Char.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.
Comma	Comma	Char.
Program Name	Institutional name of the program the student was enrolled in during the award year.	Char.
Comma	Comma	Char.

Field Name	Description	Format
CIP Code	<p>Six-digit Classification of Instructional Program code (without period) identifying a program's academic content.</p> <p>Do not include the '-' or '.' between the first 2 characters and the last 4 characters of the code.</p> <p>Must be a valid CIP Code from the 2010 list of available codes.</p>	Char.
Comma	Comma	Char.
Credential Level	<p>Credential Level of the program the student was enrolled during this award year.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>• '01' —Undergraduate certificate or Diploma program</li> <li>• '02' —Associate's degree</li> <li>• '03' —Bachelor's degree</li> <li>• '04' —Post baccalaureate certificate</li> <li>• '05' —Master's degree</li> <li>• '06' —Doctoral degree</li> <li>• '07' —First professional degree</li> <li>• '08' —Graduate / Professional certificate</li> </ul>	Char.
Comma	Comma	Char.

Field Name	Description	Format
Medical or Dental Internship or Residency	<p>Medical or Dental Internship or Residency Program.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>• ‘Y’ —Yes, student must complete medical or dental internship</li> <li>• ‘N’ —Otherwise</li> </ul> <p>A required medical or dental internship or residency is a supervised training program that-</p> <ul style="list-style-type: none"> <li>- Requires the student to hold a degree as a doctor of medicine or osteopathy, or a doctor of dental science;</li> <li>- Leads to a degree or certificate awarded by an institution of higher education, a hospital, or a health care facility that offers post-graduate training; and</li> <li>- Must be completed before the borrower may be licensed by the State and board certified for professional practice or service.</li> </ul> <p>If Medical or Dental Internship or Residency = ‘Yes’, then Credential Level must equal ‘06’ (Doctoral degree), ‘07’ (First professional degree) or ‘08’ (Graduate / Professional certificate).</p>	Char.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.
Comma	Comma	Char.
Program Attendance Begin Date	<p>Date student began enrollment in the educational program.</p> <p>Format: CCYYMMDD</p> <p>Report this date even if it precedes the beginning of the award year being reported on.</p> <p>If the date is unknown, populate this field with zeros.</p>	Date
Comma	Comma	Char.

Field Name	Description	Format
Program Attendance Begin Date for this Award Year	<p>Date in this award year student began enrollment in the educational program.</p> <p>Format: CCYYMMDD</p> <p>Must be within the date range indicated by the Award Year field.</p>	Date
Comma	Comma	Char.
Program Attendance Status During Award Year	<p>The enrollment status of the student in the educational program.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>• ‘G’ —Graduated (If student graduated from the educational program at any time during the award year.)</li> <li>• ‘W’ —Withdraw (If student withdrew from the educational program at any time during the award year.)</li> <li>• ‘E’ —Enrolled (If student was enrolled in the educational program on the last day of the award year, June 30.)</li> </ul>	Char.
Comma	Comma	Char.
Program Attendance Status Date	<p>The date of student’s graduation or withdrawal from the GE Program.</p> <p>Format: CCYYMMDD</p> <p>If Program Attendance Status During Award Year equals ‘G’ or ‘W’, provide the date.</p> <p>If Program Attendance Status During Award Year equals ‘E’, report zeros or June 30 of the award year being reported.</p>	Date
Comma	Comma	Char.

Field Name	Description	Format
Private Loans Amount	<p>Gross amount of private educational loans received by the student at any time for attendance in the GE Program.</p> <p>If Program Attendance Status During Award Year equals ‘G’ or ‘W’, report the amount.</p> <p>If Program Attendance Status During Award Year equals ‘E’, report spaces.</p> <p>Report whole dollars only, no dollar signs, commas, or decimal points. Round to the nearest whole dollar. If the student did not receive any private educational loans, enter all zeros.</p>	Char.
Comma	Comma	Char.
Institutional Debt	<p>Total amount of institutional debt owed by the student for attendance in any GE Program as of the day the student graduated or withdrew from the program, not just from this award year.</p> <p>Report whole dollars only, no dollar signs, commas, or decimal points. If student did not have any institutional debt, enter all zeros.</p> <p>If Program Attendance Status During Award Year equals ‘G’ or ‘W’, report the amount.</p> <p>If Program Attendance Status During Award Year equals ‘E’, report spaces.</p>	Char.
Comma	Comma	Char.
Tuition and Fees Amount	<p>Report total amount of tuition and fees charged the student for the entire program (not just for this award year).</p> <p>Report whole dollars only, no dollar signs, commas, or decimal points.</p> <p>If Program Attendance Status During Award Year equals ‘G’ or ‘W’, report the amount.</p> <p>If Program Attendance Status During Award Year equals ‘E’, report spaces.</p>	Char.
Comma	Comma	Char.



Field Name	Description	Format
Allowance for Books, Supplies, and Equipment	<p>Allowance amount in Cost of Attendance (COA) for books, supplies, and equipment charged the student for the entire program (not just for this award year).</p> <p>If the institution assessed student a higher amount than the allowance in COA, report the higher amount.</p> <p>If Program Attendance Status During Award Year equals ‘G’ or ‘W’, report the amount.</p> <p>If Program Attendance Status During Award Year equals ‘E’, report spaces.</p>	Char.
Comma	Comma	Char.
Length of GE Program	<p>The length of the instructional program in weeks, months, or years as published by the school.</p> <p>Format “nnnnnn”, with an implied decimal point between the third and fourth digits. Thus, schools should report:</p> <ul style="list-style-type: none"> <li>• “000100” to represent a value of one tenth</li> <li>• “001000” to represent a value of one</li> <li>• “010000” to represent a value of ten</li> <li>• “100000” to represent a value of one hundred</li> </ul> <p>Value must be numeric and greater than zero.</p>	Num.
Comma	Comma	Char.
Length of GE Program Measurement	<p>The unit of measure for the length of the instructional program as published by the school.</p> <p>Values are:</p> <ul style="list-style-type: none"> <li>• ‘W’ — Weeks</li> <li>• ‘M’ — Months</li> <li>• ‘Y’ — Years</li> </ul>	Char.
Comma	Comma	Char.

Field Name	Description	Format
Student's Enrollment Status as of the 1 <sup>st</sup> Day of Enrollment in Program	Code for the student's enrollment status as of the 1 <sup>st</sup> day in the GE program. Values are: <ul style="list-style-type: none"> <li>• 'F' — Full-Time</li> <li>• 'Q' — Three-Quarter Time</li> <li>• 'H' — Half-Time</li> <li>• 'L' — Less Than Half-Time</li> </ul>	Char.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.

*GE Submittal File Trailer Record*

Field Name	Description	Format
Record Type	'999' indicates trailer record.	Num.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.
Comma	Comma	Char.
Detail Record Count	Number of detail records in the submittal file.	Num.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.
Comma	Comma	Char.
OPEID	The institution's 8-digit ED Office of Postsecondary Education (OPE) code used to identify the institution. Must be same value as reported in the header record.	Num.
Comma	Comma	Char.
Filler	Single Space or no Space	Char.