

**National Student Loan Data System**

**Enrollment Reporting File Layout (Comma  
Separated Values)**

**April 6, 2012**

## 1. NSLDS Enrollment Reporting Comma Separated Values (CSV) File Layout

The NSLDS Enrollment Reporting process requires schools to certify the enrollment status of students receiving federal student aid. The batch file process allows a school to designate the file format that will be used for the enrollment data exchange via the Student Aid Internet Gateway (SAIG). Schools will be able to trade batch enrollment data with NSLDS using an enhanced fixed-width flat file, a comma separated values (CSV) file, or XML. Schools will designate their choice on the [NSLDS Professional Access Web site](#).

NSLDS will initiate the enrollment reporting roster in the file layout selected and expect the roster submittal file to be returned in the same selected format. NSLDS will respond with the error/acknowledgement file and expect the error correction submittal file also using that same selected format. The Enrollment Roster and error/acknowledgement files will be sent from NSLDS with SAIG message class EFRCADEOP. Return the Enrollment Submittal and error correction files to NSLDS using SAIG message class EFSCDEIN.

This document provides the layout for the CSV file and includes fields that will be added to the enrollment process beginning in July 2012. Additional information regarding the NSLDS Enrollment Reporting Process will be provided in a future version of the NSLDS Enrollment Reporting User Guide.

The table below contains the layouts for the header, detail, and trailer records. The layout contains the data element name, description, and field format as they will appear on the CSV file. Fields may be of variable length and will be separated by commas.

Any comma in a field must be inside quotation marks in order for the file to be processed successfully by NSLDS. Therefore, the last name of Jones, Jr., would appear in a CSV file as 'Jones,Jr.', followed by the next field in the record.

## 2. Comma Separated Values File Format Table

### *Enrollment Reporting File Header Record*

Attribute	Description	Field Format
Record Type	'000' indicates header record.	Char.
Comma	Insert a single comma	Char.
Filler	Single space or no space	Char.
Comma	Insert a single comma	Char.
File content ID	<p>Optional: Content of the file is indicated by this ID. This field is not edited. On a submittal file the reported id is returned to the originator of the file in the NSLDS response. Submitter can use this field as they see fit to indicate file content.</p> <p>When NSLDS generates the initial Roster, the file content ID contains:</p> <ul style="list-style-type: none"> <li>- "SERVICER" when the file contains multiple OPEID's different at the 6 digit level.</li> <li>- OPEID when the file is split into multiple files due to a split file preference.</li> <li>- First 6 positions of OPEID when the file is not indicated to be split.</li> </ul>	Char.
Comma	Insert a single comma	Char.
Header Label	'NSLDS ENROLLMENT SUBMITTAL' or 'NSLDS ENROLLMENT ERROR'	Char.
Comma	Insert a single comma	Char.
Submittal Date	<p>Date the File content was created.</p> <p>Format CCYYMMDD</p>	Date
Comma	Insert a single comma	Char.

Attribute	Description	Field Format
File Type	'R' (Roster) 'E' (Error) 'A' (Ad hoc)	Char.

*Enrollment Reporting File Detail Record*

Attribute	Description	Field Format
Record Type	'001' indicates detail record.	Char.
Comma	Insert a single comma	Char.
Student Current SSN	Student's current Social Security Number	Char.
Comma	Insert a single comma	Char.
School Code	Six-digit code for school certifying enrollment	Char.
Comma	Insert a single comma	Char.
School Branch Code	Two-digit code for school branch certifying enrollment	Char.
Comma	Insert a single comma	Char.
Move To School Branch Code	Two-digit code for the school location where the student enrollment should be certified.  Note: the action here is Withdrawal from the current location and Add/Update to the new location using the reported detail.	Char.
Comma	Insert a single comma	Char.

Attribute	Description	Field Format
Student Current SSN Pseudo Indicator	'R' (Real) 'P' (Pseudo)	Char.
Comma	Insert a single comma	Char.
Student Current First	Student's current first name. 'NFN' for students with no first name.	Char.
Comma	Insert a single comma	Char.
Student Current Last	Student's current last name. 'NLN' for students with no last name.	Char.
Comma	Insert a single comma	Char.
Student Current Middle	Student's current middle name.	Char.
Comma	Insert a single comma	Char.
Student DOB	Student's Date of Birth. Format CCYYMMDD. Use '19000101' if student's DOB unknown.	Date
Comma	Insert a single comma	Char.
Student Branch Designator Code	Optional field used by schools to identify students within their own systems	Char.
Comma	Insert a single comma	Char.
Certification Date	Date enrollment certified by school. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.

Attribute	Description	Field Format
Enrollment Effective Date	Date student's enrollment status took effect. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Enrollment Status	Code for student's enrollment status at school: <ul style="list-style-type: none"> <li>– 'F' (full-time)</li> <li>– 'H' (half-time)</li> <li>– 'L' (less than half-time)</li> <li>– 'A' (leave of absence)</li> <li>– 'G' (graduated)</li> <li>– 'W' (withdrawn)</li> <li>– 'D' (deceased)</li> <li>– 'X' (never attended)</li> <li>– 'Z' (record not found)</li> </ul>	Char.
Comma	Insert a single comma	Char.
Credential Level	For Graduated Enrollment Status only. The academic program degree level code: <ul style="list-style-type: none"> <li>– '01' (Undergraduate certificate)</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> </ul>	Char.
Comma	Insert a single comma	Char.
Anticipated Completion Date	Expected date of graduation or termination for student. Format CCYYMMDD	Date

Attribute	Description	Field Format
Comma	Insert a single comma	Char.
Term Begin Date	Date on which the current term began. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Term End Date	Date on which the current term will end. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Address Effective Date	Date student's address became effective or the sender became aware of the information. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Good Address Flag	Flag to indicate a valid student address	Char.
Comma	Insert a single comma	Char.
Student Address Line 1	First line of student address	Char.
Comma	Insert a single comma	Char.
Student Address Line 2	Second line of student address	Char.
Comma	Insert a single comma	Char.
Student Address City	City where student lives	Char.
Comma	Insert a single comma	Char.

Attribute	Description	Field Format
Student Address State / Province	State or province where student lives	Char.
Comma	Insert a single comma	Char.
Student Address Country	Country where student lives ( <i>see Appendix A</i> )	Char.
Comma	Insert a single comma	Char.
Student Address Postal Code	Postal code where student lives	Char.
Comma	Insert a single comma	Char.
Filler	Single space or no space	Char.
Comma	Insert a single comma	Char.
Error Code 1	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.
Error Code 2	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.
Error Code 3	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.
Error Code 4	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.
Error Code 5	Code of error returned to school by NSLDS	Char.



*Enrollment Reporting File Trailer Record*

Attribute	Description	Field Format
Record Type	'999' indicates trailer record.	Char.
Comma	Insert a single comma	Char.
File content ID	Same as header value - 'NSLDS ENROLLMENT SUBMITTAL' or 'NSLDS ENROLLMENT ERROR'	Char.
Comma	Insert a single comma	Char.
Detail Record Count	Number of detail records.	Num.

## Appendix A – Country Code Values

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Country Code	Description
AF	Afghanistan
AL	Albania
DZ	Algeria
AO	Angola
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AU	Australia
NF	Norfolk Island
AT	Austria
AZ	Azerbaijan
BS	Bahamas
BH	Bahrain
BD	Bangladesh
BB	Barbados
BY	Belarus
BE	Belgium
BZ	Belize
BJ	Benin
BT	Bhutan
BO	Bolivia
BA	Bosnia and Herzegovina
BW	Botswana
BR	Brazil

Country Code	Description
BN	Brunei Darussalam
BG	Bulgaria (Republic)
BF	Burkina Faso
BI	Burundi
KH	Cambodia
CM	Cameroon
CA	Canada
CV	Cape Verde
CF	Central African Republic
TD	Chad
CL	Chile
CN	China (People's Republic)
HK	Hong Kong, China (People's Republic)
MO	Macao, China (People's Republic)
CO	Colombia
KM	Comoros
CG	Congo (Republic)
CR	Costa Rica
CI	Cote d'Ivoire (Republic)
HR	Croatia
CU	Cuba
CY	Cyprus
CZ	Czech Republic
KP	Democratic People's Republic of Korea
CD	Democratic Republic of the Congo
DK	Denmark
FO	Faroe Islands

Country Code	Description
GL	Greenland
DJ	Djibouti
DM	Dominica
DO	Dominican Republic
EC	Ecuador
EG	Egypt
SV	El Salvador
GQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
ET	Ethiopia
FJ	Fiji
FI	Finland (including the Åland Islands)
FR	France
GF	French Guiana
GP	Guadeloupe (incl. St Barthelemy)
MQ	Martinique
RE	Reunion
YT	Territorial Community of Mayotte
PM	Territorial Community of St Pierre
PF	French Polynesia (including Clipperton)
TF	French Southern and Antarctic Territories
NC	New Caledonia
RE	Scattered Islands
WF	Wallis and Futuna Islands
GA	Gabon
GM	Gambia

Country Code	Description
GE	Georgia
DE	Germany
GH	Ghana
GB	Great Britain
AI	Anguilla
SH	Ascension
BM	Bermuda
IO	British Indian Ocean Territory
VG	British Virgin Islands
KY	Cayman Islands
FK	Falkland Islands (Malvinas)
GI	Gibraltar
MS	Montserrat
PN	Pitcairn, Henderson, Ducie and Oeno
GS	South Georgia and the South
SH	St Helena
SH	Tristan da Cunha
TC	Turks and Caicos Islands
GR	Greece
GD	Grenada
GT	Guatemala
GN	Guinea
GW	Guinea-Bissau
GY	Guyana
HT	Haiti
HN	Honduras (Republic)
HU	Hungary (Republic)

Country Code	Description
IS	Iceland
IN	India
ID	Indonesia
IR	Iran (Islamic Republic)
IQ	Iraq
IE	Ireland
IL	Israel
IT	Italy
JM	Jamaica
JP	Japan
JO	Jordan
KZ	Kazakhstan
KE	Kenya
KI	Kiribati
KR	Korea (Republic)
KW	Kuwait
KG	Kyrgyzstan
LA	Lao People's Democratic Republic
LV	Latvia
LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libyan Jamahiriya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MG	Madagascar

Country Code	Description
MW	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MR	Mauritania
MU	Mauritius
MX	Mexico
MD	Moldova
MC	Monaco
MN	Mongolia
MA	Morocco
MZ	Mozambique
MM	Myanmar
NA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
AW	Aruba
AN	Netherlands Antilles
NZ	New Zealand (including the Ross Dependency)
CK	Cook Island
NU	Niue
TK	Tokelau
NI	Nicaragua
NE	Niger
NG	Nigeria

Country Code	Description
NO	Norway
OM	Oman
PK	Pakistan
PA	Panama (Republic)
PG	Papua New Guinea
PY	Paraguay
PE	Peru
PH	Philippines
PL	Poland
PT	Portugal
QA	Qatar
RO	Romania
RU	Russian Federation
RW	Rwanda
KN	Saint Christopher (St Kitts) and Nevis
LC	Saint Lucia
VC	Saint Vincent and the Grenadines
WS	Samoa
SM	San Marino
ST	Sao Tome and Principe
SA	Saudi Arabia
SN	Senegal
YU	Serbia and Montenegro
SC	Seychelles
SL	Sierra Leone
SG	Singapore
SK	Slovakia



Country Code	Description
SI	Slovenia
SB	Solomon Islands
SO	Somalia
ZA	South Africa
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SZ	Swaziland
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TJ	Tajikistan
TZ	Tanzania (United Republic)
TH	Thailand
MK	The former Yugoslav Rep of Macedonia
TG	Togo
TO	Tonga (including Niuafo'ou)
TT	Trinidad and Tobago
TN	Tunisia
TR	Turkey
TM	Turkmenistan
TV	Tuvalu
UG	Uganda
UA	Ukraine
AE	United Arab Emirates
US	United States of America

Country Code	Description
GU	Guam
PR	Puerto Rico
AS	Samoa
VI	Virgin Islands of the USA
MP	Trust territory of the Pacific Islands
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VA	Vatican
VE	Venezuela
VN	Viet Nam
YE	Yemen
ZM	Zambia
ZW	Zimbabwe
AD	Andorra
MH	Marshall Islands
FM	Micronesia (Federated States of)
PW	Palau
TP	East Timor
UM	United States Minor Outlying Islands