Certification File Layouts

The layout of the **Download Certification Roster File** is:
- The format for the file is "Comma Separated Values" (CSV)
- All alphanumeric data types are enclosed in double quotes (")
- 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	Field Description
9	SSN	Alphanumeric	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
50	Address	Alphanumeric	Student's Street Address
50	City	Alphanumeric	Student's City
2	State	Alphanumeric	Student's State
9	Zip Code	Alphanumeric	Student's Zip Code (Zip5 + Zip4)
7	EFC	Numeric	Expected Family Contribution
7	Student AGI	Numeric	Student's AGI
7	Student Taxes Paid	Numeric	Student's Taxes Paid
1	Student Tax Form Used	Alphanumeric	Student's Tax Form Used Valid values include: "1" – IRS 1040 "2" – IRS 1040A or 1040EZ "3" – Foreign tax return "4" – Puerto Rico, US territory, freely associated state
7	Student Untaxed Income Total	Numeric	Student's Untaxed Income Total
7	Student Additional Financial Information Total	Numeric	Student's Additional Financial Information Total
2	Student Number in Family	Numeric	Student's Number in Family
2	Student Number in College	Numeric	Student's Number in College
7	Parent AGI	Numeric	Parent's AGI
7	Parent Taxes Paid	Numeric	Parent's Taxes Paid
1	Parent Tax Form Used	Numeric	Parent's Tax Form Used Valid values include: "1" – IRS 1040 "2" – IRS 1040A or 1040EZ "3" – Foreign tax return "4" – Puerto Rico, US territory, freely associated state
7	Parent Untaxed Income Total	Numeric	Parent's Untaxed Income Total
7	Parent Additional Financial Information Total	Numeric	Parent's Additional Financial Information Total
2	Parent Number in Family	Numeric	Parent's Number in Family
2	Parent Number in College	Numeric	Parent's Number in College
7	Student Income Work	Numeric	Student's Income Earned from Work
7	Mother Income Work	Numeric	Mother's Income Earned from Work
7	Father Income Work	Numeric	Father's Income Earned from Work
4	Academic Year	Numeric	Award Year (all records in the file must contain the same value) *Use ending year - if the acyear is 2011-2012 this field will contain 2012)*
6	Payment Term	Alphanumeric	Term being Certified (all records in file must contain the same value) Valid values include: "Fall" – Fall term "Spring" – Spring term

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MAX Len	Field Name	Type	Field Description
1	Dependency Status	Alphanumeric	Student's Dependency Status Valid values include: "D" – Dependent "I" – Independent
6	School OE Code	Alphanumeric	School OE Code (all records in file must contain same value)
2	Terms Paid	Numeric	Prior number of terms student received payments for the aid program (paid payments greater than zero including adjustments)
1	Grade Level	Numeric	Student's Grade Level Valid values include: "0" – 1st Year, Never Attended "1" – 1st Year, Attended Before "2" – 2nd Year, Sophomore "3" – 3rd Year, Junior "4" – 4th Year, Senior "5" – 5th Year, Other Undergraduate "6" – Graduate/Professional "7" – Continuing Graduate/Professional "8" – No Response
5	Award Amount	Numeric	Student's Award Amount for the Term
20	Aid Program	Alphanumeric	Aid Program being awarded (all records in file must contain same value) Valid values include: "MASSGrant"
8	Certify By Date	Alphanumeric	CCYYMMDD Date by which the student must be certified
200	Prior Reject Reason	Alphanumeric	If an attempt was previously made to certify the student and they were rejected, this field will display the most recent reject reason

Certification File Layouts

The layout of the **Upload Certification Roster File** is:
- The format for the file is "Comma Separated Values" (CSV)
- All alphanumeric data types are enclosed in double quotes (")
- 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
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
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) *Use ending year - if the acyear is 2011-2012 this field will contain 2012)*
6	Payment Term	Alphanumeric	Y	Term being Certified (all records in file must contain the same value) Valid values include: "Fall" – Fall term "Spring" – Spring term
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
20	Aid Program	Alphanumeric	Y	Aid Program being awarded (all records in file must contain same value) Valid values include: "MASSGrant"
1	Certification	Alphanumeric	Y	Certification Status Valid values include: "Y" – Yes "N" – No "S" – No, Keep Spring
20	No Award Reason	Alphanumeric	Req if Cert Status = "N" or "S"	Reason student is not receiving award Valid values include: "N" – Not Enrolled "F" – Less than Full-time "U" – Unsatisfactory Progress "O" – Overaward "L" – Leave of Absence "V" – Verification Incomplete "T" – Other
7	School EFC	Numeric	Y	School's Expected Family Contribution
7	School Student AGI	Numeric		School's Student AGI
7	School Student Taxes Paid	Numeric		School's Student Taxes Paid
1	School Student Tax Form Used	Alphanumeric		School's Student Tax Form Used Valid values include: "1" – IRS 1040 "2" – IRS 1040A or 1040EZ "3" – Foreign tax return "4" – Puerto Rico, US territory, freely associated state
7	School Student Untaxed Income Total	Numeric		School's Student Untaxed Income Total
7	School Student Additional Financial Information Total	Numeric		School's Student Additional Financial Information Total
2	School Student Number in Family	Numeric		School's Student Number in Family

Certification File Layouts

MAX Len	Field Name	Type	Req	Field Description
2	School Student Number in College	Numeric		School's Student Number in College
7	School Parent AGI	Numeric		School's Parent AGI
7	School Parent Taxes Paid	Numeric		School's Parent Taxes Paid
1	School Parent Tax Form Used	Numeric		School's Parent Tax Form Used Valid values include: "1" – IRS 1040 "2" – IRS 1040A or 1040EZ "3" – Foreign tax return "4" – Puerto Rico, US territory, freely associated state
7	School Parent Untaxed Income Total	Numeric		School's Parent Untaxed Income Total
7	School Parent Additional Financial Information Total	Numeric		School's Parent Additional Financial Information Total
2	School Parent Number in Family	Numeric		School's Parent Number in Family
2	School Parent Number in College	Numeric		School's Parent Number in College
7	School Student Income Work	Numeric		School's Student Income Earned from Work
7	School Mother Income Work	Numeric		School's Mother Income Earned from Work
7	School Father Income Work	Numeric		School's Father Income Earned from Work
1	School Dependency Status	Alphanumeric	Y	School's Dependency Status Valid Values include: "D" – Dependent "I" – Independent
5	Award Amount	Numeric	Y	School's Award Amount
10	Reason Award Amount Lowered	Alphanumeric		School reason award amount was lowered Valid Values include: "EFC Change" "Overaward"

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

1.1 Invalid data – "Invalid *XX* value"
1.2 Required fields not populated – "Required fields not populated"
1.3 No match on Aid Program for the uploaded SSN – "Aid Program not valid for SSN"
1.4 No match on Inst OE Code – "Inst OE Code in record does not match user info"
1.5 No match on Payment Term – "Payment terms are different"
1.6 No match on First Name – "First Name in MASSAid does not match"
1.7 No match on Last Name – "Last Name in MASSAid does not match"
1.8 Academic Year not the current Academic Year – "ACYear is not current ACYear"
1.9 Payment Status on database is not "Ready to Certify" – "Matching payment is not "Ready to Certify"
1.10 Payment amount is "0" and Certification status in file is "Y" – "Award Amount cannot equal 0 if student is certified as 'Yes'"
1.11 Payment must be certified within the duration – "Payment not certified within allotted duration"
1.12 If the 'School EFC' is different than what is currently in MASSAid, at least one other 'School' field must be different than what is currently in MASSAid – "Must submit additional data element changes with an EFC change"
1.13 The 'Award Amount' cannot exceed the calculated award amount/2 – "The 'Award Amount' exceeds maximum award for EFC"
1.14 If the 'Award Amount' is less than calculated award amount/2, the 'Reason Award Amount Lowered' MUST be populated and MUST be "Overaward" – "The 'Award Amount' cannot be lower than the published award amount unless it is due to an 'Overaward'"