

**Student Financial Support  
Academic Year (Fall, Winter and Spring)  
Input File**

**Overview and File Characteristics**

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**Information Resources and Communications  
Office of the President  
University of California**

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## Overview

1. Academic year refers to fall, winter and spring terms.
2. Campuses annually submit three input files covering academic year financial aid.
3. The academic year input file and the summer input file have the same record layout.

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## Population

**(Note: Redefined effective Fall 2001)**

The Student Financial Support Academic Year Input File contains data on all aid applicants and recipients during the academic year specified. Aid applicants are students who registered at the campus during the academic year specified and filed a Free Application for Federal Student Aid (FAFSA) form but did not receive any awards. Recipients are students who may or may not have filed a FAFSA and were awarded student financial support (e.g., scholarships, fellowships, grants, loans, work-study, employment and other financial assistance) regardless of their registration status. The academic year includes fall, winter and spring terms.

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## Record Types

### Header Record

The first record on the file must be a header record.

### Financial Aid-Demographic Record (Record Type Code-Student = R)

Contains demographic and financial data on aid applicant/recipient. A financial aid-demographic record should be supplied for each aid applicant/recipient in the population.

### Financial Aid-Award Record (Record Type Code-Student = S)

Contains financial aid award and payment data about an award made to aid applicant/recipient. A financial aid-award record should be supplied for each award made to each aid applicant/recipient. An award is uniquely identified by an account-fund-sub-award code combination. Only one award record for an aid applicant/recipient may have a particular account-fund-sub-award code combination. All amounts are cumulative and represent the amounts to date as of the end of the term specified.

Aid applicants who receive no awards or payments, but are included in the student population due to having filed a FAFSA, should be reported with a demographic record but no award records.

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## Schedule

Campuses should supply the academic year input file three times annually - on January 15th, May 1st, and October 15th.

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## Physical Characteristics

**File name:** CSSFAI.mmmyy (in upper case)  
where mmm is the month (JAN, MAY, or OCT) and yy is the calendar year

**Record Format:** Fixed Blocked

**Record Length:** 165

**Sequence:** Ascending sequence sorted by Record Type Code-Student, Identification Number-Student, Account Number-Financial Aid, Fund Number, Subaccount Number-Financial Aid, Award Type

The academic year input file is to be transmitted via secure FTP (File Transfer Protocol) to UCOP's vsftp server, and deposited in the following directory:

ftphome/ftpusrN/put/css/ (in lower case)  
Where N is the campus numeric code

- 1 – Berkeley
- 2 – San Francisco
- 3 – Davis
- 4 – Los Angeles
- 5 – Riverside
- 6 – San Diego
- 7 – Santa Cruz
- 8 – Santa Barbara
- 9 – Irvine
- 10 – Merced

For more information on vsftp transmittal, go to:  
[http://www.ucop.edu/irc/campus\\_specs/ftp/secureftp.html](http://www.ucop.edu/irc/campus_specs/ftp/secureftp.html).

An email should accompany each transmission with the information specified below. The file transmittal email should be sent to:

IS&C Librarian at **ISCLIB@UCOP.EDU**

File transmittal note should give the following minimum information:

- Campus
- Contact Name and Phone Number
- File Name
- Record Count
- "As of" (cycle) date
- Creation date
- Submission number if resubmission.

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