
Graduate Admission File

November 2, 2009

Information Resources and Communications
Office of the President
University of California

Overview

Population

The graduate admission file contains data on all applicants for admission as graduates in the Fall Quarter. An applicant is defined as anyone who submits an appropriate application form and pays an application fee.

Record Types

Header Record (Record Type Code-Student = A)

The Header Record is no longer required.

Graduate Admission Record (Record Type Code-Student = Q)

Contains demographic and admission data on applicant. A Graduate Admission Record should be supplied for each applicant in the population.

Schedule

Campuses should supply this file each Fall Term by the first of February.

Physical Characteristics

File Name:	CSSGAD.Yyyyy (in upper case) where 'yyyy' = the effective year
Record Format:	Fixed Blocked
Record Length:	80
Sequence:	Ascending sequence sorted by Record Type Code-Student, Identification Number-Student.

Transmission:

The 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.

Each transmission will be accompanied by an E-mail note with the information specified below. The CSSGAD file transmittal note should be sent to:

IR&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
- If the file is a **resubmission**, indicate it