

## Certification Roster 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 (“
- 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
35	Last Name	Alphanumeric	Student’s Last Name
35	First Name	Alphanumeric	Student’s First Name
15	Middle Name	Alphanumeric	Student’s Middle Name
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)
6	SAI	Numeric	Student Aid Index
4	Academic Year	Numeric	Award Year <i>Ending year - if the acyear is 2024-2025, field contains 2025</i>
6	Payment Term	Alphanumeric	Term Certified Valid values include: “Fall” “Spring”
1	Dependency Status	Alphanumeric	Student’s Dependency Status Valid values include: “D” – Dependent “I” – Independent
6	School OE Code	Alphanumeric	School OE Code
2	Terms Paid	Numeric	Prior number of terms student received payments for the aid program
1	Grade Level	Numeric	Student’s Grade Level Valid values include: “1” – 1 <sup>st</sup> Year (Freshman) “2” – 2 <sup>nd</sup> Year (Sophomore) “3” – Other Undergraduate (Junior or Senior) “4” – College Graduate, Professional or Beyond (MBA, M.D., Ph.D., etc.) Blank
5	Award Amount	Numeric	Student’s Award Amount for the Term
20	Aid Program	Alphanumeric	Aid Program Awarded Valid values include: “MASSGrant”
8	Certify By Date	Alphanumeric	Date by which the student must be certified (CCYYMMDD)
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 Roster 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	Required	Field Description
9	SSN	Numeric	Y	Student’s Social Security Number
35	Last Name	Alphanumeric	Y	Student’s Last Name
35	First Name	Alphanumeric	Y	Student’s First Name
15	Middle Name	Alphanumeric		Student’s Middle Initial
4	Academic Year	Numeric	Y	Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2024-2025, use 2025</i>
6	Payment Term	Alphanumeric	Y	Term Certified (all records in file must contain the same value) Valid values include: “Fall” “Spring”
6	School OE Code	Alphanumeric	Y	School OE Code (all records in file must contain same value)
20	Aid Program	Alphanumeric	Y	Aid Program 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
6	School SAI	Numeric	Y	School’s Student Aid Index
5	Award Amount	Numeric	Y	School’s Award Amount
10	Reason Award Amount Lowered	Alphanumeric	Req if amount lowered	School reason award amount was lowered Valid Values include: “SAI Change” “Overaward”

A **record** will be rejected for the following:

- Invalid data
- Required fields not populated
- No match on Aid Program for the uploaded SSN
- No match on Inst OE Code
- No match on Payment Term

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- No match on First Name
- No match on Last Name
- Academic Year not the current Academic Year
- Payment Status in MASSAid is not "Ready to Certify"
- Payment amount is "0" and Certification status in file is "Y"
- Payment must be certified within the duration
- 'School SAI' is different than what is currently in MASSAid
- The 'Award Amount' cannot exceed the calculated award amount/2
- If the 'Award Amount' is less than calculated award amount/2, the 'Reason Award Amount Lowered' MUST be populated and MUST be "Overaward"