

# **Student Financial Support Summer Period 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. All campuses must submit a summer input file beginning with the 2002 summer period, regardless of state support for summer financial aid.
2. Summer period refers collectively to all awards and enrollment between the spring and fall terms.
3. The summer input file has the same record layout as the academic year input file.
4. The summer input file should include data on all financial aid awards for summer whether or not a FAFSA was submitted.

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## Population

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

The Student Financial Support Summer Input File contains data on all aid recipients during the summer period specified. Summer refers to the period between spring and fall terms. Recipients are students who may or may not have filed a Free Application for Federal Student Aid (FAFSA) form and were awarded student financial support (e.g. scholarships, fellowships, grants, loans, work-study, employment and other financial assistance) regardless of their registration status. Applicants for summer aid who were not awarded any summer support should not be included. Students who are enrolled at another campus (e.g., UC cross-campus or non-UC consortium agreement students) and are awarded any student financial support through the home UC campus should be included on the home campus summer input file.

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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/recipients. A financial aid-personal 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 summer period input file once per year on November 15th.

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## Physical Characteristics

**File name:** CSSFAl.mmmyy (in upper case)  
where mmm is the month (NOV) 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.