Graduate Admission Data File

September 1, 2016

Institutional Research & Academic Planning
and
Information Technology Services

University of California Office of the President

Overview

Population

The graduate admission file contains data on all applicants for admission as graduate students in the Fall Quarter (Term). An applicant is defined as anyone who submits an appropriate application form and pays an application fee. This includes all professional school applicants who applied through an outside application vendor (e.g., AMCAS, PHARMCAS).

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 for 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: 202

Sequence: Ascending sequence sorted by Record Type Code-Applicant,
         Identification Number Applicant.

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://data.ucop.edu/subject-area/shared-assets/ftp-file-input-specifications.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:

   1. ITS Librarian at: **ISCLIB@UCOP.EDU**

   and

   2. Institutional Research GAD Data Steward: **Kathleen.Merchant@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
- Indication if the file is a resubmission

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