

Undergraduate Admission File

June 13, 2007

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

Overview

Population

The Undergraduate Admission File contains data on all applicants for admission as undergraduates in currently active quarters. Campuses must continue to send data for a given quarter until campuses and Office of the President agree that the data is final and can be considered official. Final data for a Fall quarter will be expected no later than December 31, for a Winter quarter, March 31, and for a Spring quarter, June 30.

Record Types

Undergraduate Admission Record

Contains demographic, admission, and previous academic history data on applicant. An undergraduate admission record should be supplied for each applicant in the population.

Header Record

Header Record not required.

Schedule

As of August 2007, the UAD submission schedule is as follows:

	Fall	Winter	Spring
February		X	X
April	X	X	X
May	X	X	X
June	X	X-Final	X
August	X		X-Final
October	X		
December	X-Final	X	

The submission of the first file for each term will occur several months after the filing period. Subsequent files will be sent per schedule above. For example, for winter 2008, the first UAD file is due December 2007 and the final file June 2008. For spring 2008, the first file is due March 2008 and the final file August 2008. For fall 2008, the first file is due April 2008 and the final file December 2008.

The UAD files are due to CSS by the 10th of each month identified above. The files should capture the data from the local campus systems between the 5th day and 10th day of the month inclusive. If the local campus system closes processing of a term prior to the 5th day of the month for which a final file is due, then the data as of closing day should be submitted.

Given the new timeline, certain data are expected for different months. i.e., the April file should contain all freshman admissions offers for the fall; the June file all freshman SIRs as well as all transfer admissions offers and SIRs.

Physical Characteristics

File Name: UADCMP.mmmyy

Where mmm = 'JAN' - January
'FEB' - February
'MAR' - March
'APR' - April
'MAY' - May
'JUN' - June
'JUL' - July
'AUG' - August
'SEP' - September
'OCT' - October
'NOV' - November
'DEC' - December

yy = last two digits of the effective year

Record Format: Fixed Blocked

Record Length: 450

Sequence: Ascending sequence by Year Applied For, Quarter Applied For Code, ID Number-Applicant-ETS

The UAD 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 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

