

GRADUATE ADMISSION FILE

Graduate Admissions File Overview

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). The file must contain demographic and admission data on applicants. 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.

Graduate Admissions File Physical Characteristics

File Name: CSSGAD.Yyyy (in upper case)

Record Format: Fixed Length

Record Length: 253 bytes [Any file with a different record length will be rejected]

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

Transmission: The input file is transmitted via UC PCSSC Production Go Anywhere VSFTP process. Please contact your campus Managed File Transfer personnel for file transfer matters. All questions or issues regarding PCCSC and file transmission must be sent to ess-tickets@ucop.edu.

REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
0010	Record Type Code - Student	1	1	Char	S	'Q'	
N180	Campus Applied to Code	2	2	Char	S	'01' - '10'	
N060	Identification Number - Applicant	4	10	Char	S	Required. Pad on the right with blanks.	The applicant ID in GAD needs to match the student registration ID for UCOP to determine which applicants enroll.

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
N010	Year Applied For	14	2	Char	S	Academic Year 'YY'	Example: 16 = 2016-2017
N020	Quarter Applied for Code	16	1	Char	S	'2' (Fall)	UCOP determines the number of applicants who enroll by matching GAD and REG IDs for 'New' Fall 3 rd week enrollments
H010	Date of Birth	17	6	Char	E	Valid Date YYMMDD	
H020	Gender	23	1	Char	E	'M' 'F' 'X' 'U'	Gender at Birth – No longer in use as of November 2020
F030	Ethnic Origin Code Admission - NOT USED	24	1	Char	E		<u>No longer used as of Summer 2010</u>
F060	Citizenship Status Code - Admission	25	2	Char	E	Please refer to this link for valid values: http://data.ucop.edu/files/documents/css-citizenship-status-and-visa-codes.pdf	
Q010	College Proposed Code - 1	27	2	Char	E	Valid Code in College Code Table which may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	This code must match what is in the most recent UCOP Campus, College, Major (CCM) Table in combination with Major Proposed Code for the campus
Q020	College Proposed Code - 2	29	2	Char	E	Valid Code in College Code Table which may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	This field is for a proposed second college of a joint or concurrent program. The code must reconcile with the most recent CCM table.

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
Q030	College Proposed Code - 3	31	2	Char	E	Valid Code in College Code Table which may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	This field is for a proposed third college of a joint or concurrent program. The code must reconcile with the most recent CCM table.
Q040	Major Proposed Code - 1	33	3	Char	E	Valid Code in Major Code Table which may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	In determining the number of applicants who enroll, UCOP matches the GAD Major Proposed Code_1 with the Major Code 3rd Week in the REG file in conjunction with matching GAD and REG IDs to 'New' Fall 3rd week enrollments. The Major Proposed Code_1 must match what is in the most recent UCOP Campus, College, Major (CCM) Table in combination with College Proposed Code for the campus
Q050	Major Proposed Code - 2	36	3	Char	E	Valid Code in Major Code Table which may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	This field is for a proposed second major of a joint or concurrent program. The code must reconcile with the most recent CCM Table in combination with College Proposed Code for the campus
Q060	Major Proposed Code - 3	39	3	Char	E	Valid Code in Major Code Table which may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	This field is for a proposed third major of a joint or concurrent program. The code must reconcile with the most recent CCM Table in combination with College Proposed Code for the campus
H640	Degree Program Code - 1	42	2	Char	E	Valid Code in Degree Code Table may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
H650	Degree Program Code - 2	44	2	Char	E	Valid Code in Degree Code Table may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	This field is for a proposed second degree program of a joint or concurrent program. The code must reconcile with the most recent CCM Table in combination with College Proposed Code for the campus
H660	Degree Program Code - 3	46	2	Char	E	Valid Code in Degree Code Table may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	This field is for a proposed third degree program of a joint or concurrent program. The code must reconcile with the most recent CCM Table in combination with College Proposed Code for the campus
Q070	Graduate Admit Code	48	1	Char	E	'Y' 'N'	
F220	Cancelled Application Code	49	1	Char	E	' ' 'A' 'V'	A = Application cancelled by administration V = Voluntarily cancelled by applicant
Q080	Institution Awarding UG Degree	50	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank. School Code Table may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	Contact irap@ucop.edu for schools not found and need to be added to the School Code Table.
Q090	Date UG Degree Awarded	56	2	Char	E	Valid Year 'YY' or blank	If there is more than one institution that awarded an Undergrad degree, it is left to the campus to decide which institution to include in the GAD file.
Q100	Ethnic_IPEDS_New_Hispanic_Adm	58	1	Char	E	Y = student selected Yes; ' ' = student either selected No or did not answer the question in IPEDS question 1a on UC Graduate and Professional Application	

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
Q101	Ethnic_IPEDS_New_African_Adm	59	1	Char	E	Y = student selected African American/Black ethnicity; '' = student did not select African American/Black ethnicity in IPEDS question 1b on UC Graduate and Professional Application	
Q102	Ethnic_IPEDS_New_AmInd_Adm	60	1	Char	E	Y = student selected American Indian/Alaska Native ethnicity; '' =student did not select American Indian/Alaska Native ethnicity in IPEDS question 1b on UC Graduate and Professional Application	
Q103	Ethnic_IPEDS_New_Asian_Adm	61	1	Char	E	Y = student selected Asian ethnicity; '' = student did not select Asian ethnicity in IPEDS question 1b on UC Graduate and Professional Application	
Q104	Ethnic_IPEDS_New_Pacific_Adm	62	1	Char	E	Y = student selected Native Hawaiian/Other Pacific Islander ethnicity; '' = student did not select Native Hawaiian/Other Pacific Islander ethnicity in IPEDS question 1b on UC Graduate and Professional Application	
Q105	Ethnic_IPEDS_New_White_Adm	63	1	Char	E	Y = student selected White ethnicity; '' = student did not select White ethnicity in IPEDS question 1b on UC Graduate and Professional Application	
Q106	Ethnic_UC_African_American_Adm	64	1	Char	E	Y = student selected African American/Black ethnicity; '' = student did not select African American/Black ethnicity in UC question 2 on UC Graduate and Professional Application	
Q107	Ethnic_UC_Am_Indian_AK Nat_Adm	65	1	Char	E	Y = student selected American Indian/Alaska Native ethnicity; '' = student did not select American Indian/Alaska Native ethnicity in UC question 2 on UC Graduate and Professional Application	
Q108	Ethnic_UC_Chinese_Adm	66	1	Char	E	Y = student selected Chinese/Chinese American ethnicity; '' = student did not select Chinese/Chinese American ethnicity in UC question 2 on UC Graduate and Professional Application	

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
Q109	Ethnic_UC_East_Indian_Adm	67	1	Char	E	Y = student selected East Indian/Pakistani ethnicity; '' = student did not select East Indian/Pakistani ethnicity in UC question 2 on UC Graduate and Professional Application	
Q110	Ethnic_UC_Filipino_Adm	68	1	Char	E	Y = student selected Filipino/Filipino American ethnicity; '' = student did not select Filipino/Filipino American ethnicity in UC question 2 on UC Graduate and Professional Application	
Q111	Ethnic_UC_Japanese_Adm	69	1	Char	E	Y = student selected Japanese/Japanese American ethnicity; '' = student did not select Japanese/Japanese American ethnicity in UC question 2 on UC Graduate and Professional Application	
Q112	Ethnic_UC_Korean_Adm	70	1	Char	E	Y = student selected Korean/Korean American ethnicity; '' = student did not select Korean/Korean American ethnicity in UC question 2 on UC Graduate and Professional Application	
Q113	Ethnic_UC_Vietnamese_Adm	71	1	Char	E	Y = student selected Vietnamese/Vietnamese American ethnicity; '' = student did not select Vietnamese/Vietnamese American ethnicity in UC question 2 on UC Graduate and Professional Application	
Q114	Ethnic_UC_Other_Asian_Adm	72	1	Char	E	Y = student selected Other Asian/Asian American ethnicity; '' = student did not select Other Asian/Asian American ethnicity in UC question 2 on UC Graduate and Professional Application	
Q115	Ethnic_UC_Mexican_Chicano_Adm	73	1	Char	E	Y = student selected Mexican/Mexican American/Chicano ethnicity; '' = student did not select Mexican/Mexican American/Chicano ethnicity in UC question 2 on UC Graduate and Professional Application	
Q116	Ethnic_UC_Other_Hisp_Latino_Adm	74	1	Char	E	Y = student selected Other Hispanic/Latino or of Spanish origin ethnicity; '' = student did not select Other Hispanic/Latino or of Spanish origin ethnicity in UC question 2 on UC Graduate and Professional Application	

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
Q123	Date UG Degree Awarded_2	120	2	Char	E	Valid Year 'YY' or blank	
Q124	Institution Awarding Master's Degree	122	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank. School Code Table may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	Contact irap@ucop.edu for schools not found and need to be added to the School Code Table.
Q125	Date Master's Degree Awarded	128	2	Char	E	Valid Year 'YY' or blank	
Q126	Institution Awarding Master's Degree_2	130	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank. School Code Table may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	Contact irap@ucop.edu for schools not found and need to be added to the School Code Table.
Q127	Date Master's Degree Awarded_2	136	2	Char	E	Valid Year 'YY' or blank	
Q128	California Community College Attended	138	6	Char	E	Valid six-digit ATP Code in CSS School Code Table, or blank. School Code Table may be accessed at: http://data.ucop.edu/subject-area/code-tables.html	Table will need to be filtered for School Type Description: 'CCC'
Q129	California Community College Experience	144	2	Char	E	AD = Earned associate's degree TR = Completed significant transferable academic units toward four-year degree OT = Other ' ' = Blank	

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
Q130	Gender Expression	146	2	Char	E	MF = Mostly feminine SF = Somewhat feminine EQ = Equally feminine and masculine SM = Somewhat masculine MM = Mostly masculine ' ' = Blank	A person's appearance, style, dress, or mannerisms (such as the way they walk or talk) may affect the way people think of them. On average, how do you think other people at school would describe your appearance, style, dress, or mannerisms?
H1000	Gender Identity	148	2	A	E	F = Female M = Male TF = Trans Female/Trans Woman TM = Trans Male/Trans Man GN = Genderqueer or Nonbinary Gender DI = Different Identity	How do you describe yourself?
H1002	Sexual Orientation	150	2	A	E	HS = Heterosexual or Straight GL = Gay or Lesbian BI = Bisexual OT = Not Listed ' ' = Blank	Select the statement that best describes you. "I consider myself to be:"
H1003	Sexual Orientation (Please specify)	152	50	A	E		This is a free-form text field for the "Not Listed" in the above section.
Q131	Parent Guardian 1 Education Level	202	1	Char	E	'1' = No High School '2' = Some High School '3' = High School Graduate '4' = Some College or University '5' = Associate's Degree (2-Year) '6' = Bachelor's Degree '7' = Master's Degree '8' = Doctoral or Professional Degree ' ' = Blank	What is the highest education level of first parent/guardian?

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REF NO	ELEMENT NAME	LOC	LN	FMT	ERR LVL	VALID VALUES	DESCRIPTION/COMMENTS
Q132	Parent Guardian 2 Education Level	203	1	Char	E	'1' = No High School '2' = Some High School '3' = High School Graduate '4' = Some College or University '5' = Associate's Degree (2-Year) '6' = Bachelor's Degree '7' = Master's Degree '8' = Doctoral or Professional Degree ' ' = Blank	What is the highest education level of second parent/guardian?
Q133	Applicant Lived Name	204	50	Char	E	LAST,FIRST MIDDLE,SUFFIX Contains at least one comma First character is not a comma or blank or apostrophe or colon Must consist of following characters: 'A' - 'Z' ' ' '.' '-' '_' "" "" i.e., A - Z space comma period hyphen blank apostrophe	-If the lived and legal name are the same, please use blank -Place only comma between LAST and FIRST (no space please) -Place space only between FIRST and MIDDLE -Place only comma between MIDDLE and SUFFIX (no space please) -Use no parentheses -Use no other characters than what are defined in valid values -First character cannot be comma, blank, apostrophe or colon -Last character cannot be comma

Because this is a fixed length file, please provide UCOP with **253** bytes of data for each record even if you do not have any data to submit for the Gender Identity (H1000), Gender at Birth (H020), Sexual Orientation (H1002), Sexual Orientation (Please specify) (H1003), or Applicant Lived Name (Q133) fields. Any file with a record length other than **253** bytes cannot be processed.

GRADUATE ADMISSION GROUP TESTS Valid combinations of Campus, College and Major

N180 | | Q010 | | Q040 Valid & Q020, Q030, Q050, Q060 = '' **or** N180 | | Q010 | | Q040 Valid & N180 | | Q020 | | Q050 Valid & Q030, Q060 = '' **or**
N180 | | Q010 | | Q040 Valid & N180 | | Q020 | | Q050 Valid & N180 | | Q030 | | Q060 Valid.

*For valid combinations refer to Campus/College/Major Code Table

Information can be found on the UCOP Data Operations Hub at: <http://data.ucop.edu/index.html>

GAD file specifications can be downloaded from our web site at: <https://data.ucop.edu/files/documents/file-specs/graduate-admissions-file-layout.pdf>

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GAD campus file submission deadlines, file overview and characteristics, and file layout and edit specifications may also be found at: <https://data.ucop.edu/file-submissions/file-submission-deadlines-content-based/graduate-admissions-submission-dates.html>

Links to the Degree Table, Major Table, Campus College Major (CCM) Table, Location Table, and School Code Table can be found on the UCOP website at: <http://data.ucop.edu/subject-area/code-tables.html>