

State of Florida Graduate Student Candidate Identification System

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Data Submission

Instructions

1. Ensure that your data conforms to the requirements below.
2. Click the "Browse" button below. This will open a "Choose File" window in which you need to locate the file to be uploaded on your computer. Once identified, select it and click "Open." You will be transported back to the website where you should see the path to the file you just identified in the field named "File."
3. Click the "Upload File" button.
4. The file upload process will now take place as will the initial read of your data. This may take anywhere from 30 seconds to several minutes depending on the speed of your Internet connection and the size of your file. **Please do not interrupt this procedure unless it has taken more than 5 minutes.**
5. After uploading your file, you should be shown a page which indicates the number of records in your file and allows you to review the first several records from the upload. On that page you will be able to start the actual database import or cancel out of the import process.

File: No file chosen

Data Format Requirements

The formatting of your data must meet the following requirements:

1. Eligible students shall be defined as students with
 - at least 72 credit hours completed,
 - a GPA of 2.8 or greater, and
 - have declared a major.
2. Records should be formatted in a MS Excel file with an ".xlsx" suffix. The name of the file should contain only letters and numbers and underscores (no spaces or special characters).
3. Headers **must** be included as the first row of the file.
 - The headers **must** match to the Field Names listed below.
 - No extra columns should be included.
 - The order of the columns **must** match the order the fields are listed in below.
4. Please be sure to review the tables below for guidance on how the data in each field should be configured.
5. If certain data are not available, the field should be left blank (null).
6. Only rows with student records or the header should be included. Rows containing termination strings or other characters need to be deleted before submission. ALL EXTRANEIOUS CHARACTERS SHOULD BE REMOVED.
7. [Example XLSX file with valid headers](#)

Field Name	Type	Notes/Rules
first_name	Text	Student first name
last_name	Text	Student last name
middle_initial	Text	Student middle initial
student_id	Text	University assigned student ID number
university	Text	University abbreviation (See below)
CIP_Code	Text	BOR assigned CIP code with or without decimals (ex. 26.0101 or 260101)
GPA	Decimal	Actual GPA with full precision
race_ethnicity	Text	Conform to the codes as presented below
gender	Text	"M" for Males and "F" for Females
email	Text	Student current email address

local_street	Text	Student local street address
local_city	Text	Student local city
local_state	Text	Student local state - 2 digit abbreviations only
local_zip	Text	Student local zip code
local_phone	Text	Student local phone number with area code
permanent_street	Text	Student permanent street address
permanent_city	Text	Student permanent city
permanent_state	Text	Student permanent state - 2 digit abbreviations only
permanent_zip	Text	Student permanent zip code
permanent_phone	Text	Student permanent phone number with area code

University Abbreviation Codes

Code	Description
FAMU	Florida A&M University
FAU	Florida Atlantic University
FGCU	Florida Gulf Coast University
FIU	Florida International University
FPU	Florida Polytechnic University
FSU	Florida State University
NCF	New College of Florida
SUS	State University System
UCF	University of Central Florida
UF	University of Florida
UNF	University of North Florida
USF	University of South Florida
UWF	University of West Florida

Race/Ethnicity Codes -

Either the Letter Code or the Numeric Code can be used. Do not use both.

Letter Code	Numeric Code	Description
I	3	American Indian/Alaskan Native
A	4	Asian or Pacific Islander
B	5	Black (Not of Hispanic Origin)
H	2	Hispanic
P	6	Native Hawaiian/Pacific Islander
X	9	Not Reported
O	1	Other/Non-Resident Alien
T	8	Two or More Race/Ethnicities
W	7	White (not of Hispanic Origin)

Gender

Code	Description
F	Female
M	Male

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