



**National Student Clearinghouse®**  
2300 Dulles Station Boulevard, Suite 300  
Herndon, Virginia 20171

703-742-4200  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

© 2009 National Student Clearinghouse. All rights reserved.

## Transcript Ordering

### Pipe Delimited Format Data Record Layouts

#### Questions?

If you have any questions, or need assistance, call your Clearinghouse representative or contact our technical support at **703-742-4200** or [transcripts@studentclearinghouse.org](mailto:transcripts@studentclearinghouse.org).

### Transcript Order REQUEST File Layout *(from the Clearinghouse to you)*

#### DETAIL Record Layout

Excel Position	Field Name	Maximum Length	Type	Comments
Column A	Order Number	10	Number	Unique ID number assigned by CH to each order
Column B	Sub-Order Number	4	Number	Indicator for number of recipients within any order
Column C	Recipient/Organization	60	Text	Name of recipient/organization to which the transcript is being sent
Column D	Attention	60	Text	Required field for Express/Overnight orders
Column E	Address 1	40	Text	First address line in recipient address
Column F	Address 2	40	Text	Second address line in recipient address
Column G	City	20	Text	City in recipient address
Column H	State	2	Text	State in recipient address. Standard two-letter state code in upper case

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)

Excel Position	Field Name	Maximum Length	Type	Comments
Column I	Zip	15	Text	Zip code in recipient address
Column J	Country	2	Text	Country in recipient address. Standard two-letter country code in upper case
Column K	Telephone Number	20	Text	Telephone number for recipient
Column L	Fax Number	20	Text	Fax number for recipient
Column M	Email Address	60	Text	Email address for recipient
Column N	Term	10	Text	Specific term associated with time dependent processing options, such as 'After Degree is Awarded' or 'After Grades are Posted'
Column O	Year	4	Text	Specific year associated with time dependent processing options, such as 'After Degree is Awarded' or 'After Grades are Posted'
Column P	Degree Title	80	Text	Specific degree associated with degree dependent processing options, such as 'After Degree is Awarded' or 'After Degree Completion Statement is Posted'
Column Q	Course Name 1	80	Text	First specific course associated with various processing options, such as 'After Grades are Posted' or 'After Correspondence Course is Completed'
Column R	Course Name 2	80	Text	Second specific course associated with various processing options, such as 'After Grades are Posted' or 'After Correspondence Course is Completed'
Column S	Sealed Envelope	1	Text	Sealed or unsealed envelope option. <ul style="list-style-type: none"> <li>• Y - Yes</li> <li>• N - No</li> </ul>
Column T	IGETC and GEC	1	Text	For California public schools only. One-letter code indicating a specific certification, to be included with transcript: <ul style="list-style-type: none"> <li>• I - IGETC</li> <li>• G - GEC</li> <li>• S - Student Activities Transcript</li> </ul>
Column U	Explanation text for IGETC and GEC	30	Text	For California public schools only. Description of certification options.
Column V	Student Activities Transcript	1	Text	For California public schools only. One-letter code for UC/CSU option, if IGETC option is selected and school offers UC/CSU option <ul style="list-style-type: none"> <li>• U - UC</li> <li>• C - CSU</li> </ul>

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)

Excel Position	Field Name	Maximum Length	Type	Comments
Column W	Explanation text for Student Activities Transcript	30	Text	For California public schools only. Description of the certification sub-option
Column X	College/University attended	50	Text	For California public schools only. First college/university attended for the certification option. School may ask for college information for IGETC or GEC option
Column Y	State	2	Text	For California public schools only. Two-letter state code for the college/university attended.
Column Z	College/University attended	50	Text	For California public schools only. Second college/university attended for the certification option. School may ask for college information for IGETC or GEC option.
Column AA	State	2	Text	For California public schools only. Two-letter state code for the second college/university attended.
Column AB	Special Instructions	255	Text	An optional field where the requestor can enter free form text
Column AC	Processing Option-Time Frame	50	Text	Any of various processing options defined by the school, such as 'After Degree is Awarded' or 'After Grades are Posted'.
Column AD	Processing option transmit code	3	Text	Transmit 'processing option' code associated with order options defined by school: <ul style="list-style-type: none"> <li>• R2 - Now</li> <li>• R4 - After Degree Is Awarded</li> <li>• R3 - After Grades Are Posted</li> <li>• HR - After Grade(s) Is Changed</li> <li>• OT - After Correspondence Course(s) Is Completed</li> <li>• R5 - After Degree Completion Statement Is Posted</li> <li>• R6 - After Honors Statement Is Posted</li> <li>• R7 - Hold For Current Term Schedule To Appear</li> <li>• R8 - Hold For Fall Term Grades</li> <li>• R9 - Hold For Spring Term Grades</li> </ul>

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)

Excel Position	Field Name	Maximum Length	Type	Comments
Column AE	Transcript Purpose	70	Text	Any of various transcript 'purpose' options as defined by the school that indicate the reason for the transcript request, such as 'Employment' or 'Graduate School'.
Column AF	Transcript purpose transmit code	3	Text	Transmit 'transcript purpose' code associated with order options defined by school: <ul style="list-style-type: none"> <li>• AD - Admission</li> <li>• AR - Admission/Registrar</li> <li>• AS - Admission Service (LSDAS, AMCAS, etc.)</li> <li>• CL - Certification/Licensure</li> <li>• EM - Employment</li> <li>• GA - Graduate Admissions</li> <li>• LA - Law School Admissions</li> <li>• MA - Medical School Admissions</li> <li>• OT - Other</li> <li>• RG - Registrar</li> <li>• SC - Scholarship</li> <li>• SE - Self</li> <li>• SGF - Scholarship/Grant/Fellowship</li> <li>• SM - Self-Managed Package</li> <li>• T - Transfer</li> <li>• UA - Undergraduate Admissions</li> </ul>

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)

Excel Position	Field Name	Maximum Length	Type	Comments
Column AG	Transcript Type	70	Text	Any of various transcript 'type' options as defined by the school, such as 'Undergraduate' or 'Law'.
Column AH	Transmit code	3	Text	Transmit 'transcript type' code associated with order options defined by school: <ul style="list-style-type: none"> <li>• CO - Complete/All</li> <li>• DE - Dental</li> <li>• GR - Graduate</li> <li>• GS - Graduate School of Arts and Sciences</li> <li>• HC - Harvard College</li> <li>• HL - Health</li> <li>• LW - Law</li> <li>• MB - Management</li> <li>• ME - Medical</li> <li>• PH - Pharmacy</li> <li>• RBC - Review Board Comments</li> <li>• SS - Special Student</li> <li>• TA - Employee (Tuition Assistance Program)</li> <li>• UG - Undergraduate</li> <li>• VU - Visiting Undergraduate</li> <li>• YC - Yale College</li> <li>• YS - Yale College and Graduate School of Arts and Sciences</li> </ul>
Column AI	Quantity	2	Number	Number of copies

**Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)**

Excel Position	Field Name	Maximum Length	Type	Comments
Column AJ	Delivery Method	70	Text	Any of various 'Delivery Method' options as defined by the school, such as 'Hold for Pickup' or 'Express Mail'.
Column AK	Delivery method transmit code	3	Text	Transmit 'delivery method' code associated with order options defined by school: <ul style="list-style-type: none"> <li>• EI - Electronic/PDF</li> <li>• F - Fax</li> <li>• FM - Fax/Mail</li> <li>• FO - Fax/Overnight</li> <li>• FX - Fax/Express</li> <li>• H - Hold for Pickup</li> <li>• M - Mail</li> <li>• O - Overnight Mail</li> <li>• REI- Rush - Electronic/Internet</li> <li>• RF - Rush - Fax</li> <li>• RFM - Rush - Fax/Mail</li> <li>• RFO - Rush - Fax/Overnight</li> <li>• RFX - Rush - Fax/Express</li> <li>• RH - Rush - Hold for Pickup</li> <li>• RM - Rush - Mail</li> <li>• RO - Rush - Overnight Mail</li> <li>• RX - Rush - Express Mail</li> <li>• RXC - Rush - Express/Canada &amp; Mexico</li> <li>• RXI - Rush - Express/International</li> <li>• RXU - Rush - Express/United States</li> <li>• X - Express Mail</li> <li>• XC - Express/Canada &amp; Mexico</li> <li>• XI - Express/International</li> <li>• XU - Express/United States</li> </ul>
Column AL	Order Date	25	Date/Time	The date/time the order was created.  Format: "MM/DD/YYYY h:mm ET"  Example: 07/13/2005 12:46 PM ET
Column AM	First Name	40	Text	Requestor's first name
Column AN	Middle Name	40	Text	Requestor's middle name

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (*cont'd*)

Excel Position	Field Name	Maximum Length	Type	Comments
Column AO	Last Name	40	Text	Requestor's last name
Column AP	Birth Date	10	Date	Requestor's birth date
Column AQ	Social Security Number	9	Text	Requestor's Social Security number
Column AR	Street Address 1	40	Text	Requestor's street address (line 1)
Column AS	Street Address 2	40	Text	Requestor's street address (line 2)
Column AT	City	20	Text	Requestor's city
Column AU	State	2	Text	Requestor's state. Standard two-letter state code in upper case.
Column AV	Zip code	15	Text	Requestor's Zip code
Column AW	Country	2	Text	Requestor's country. Standard two-letter country code in upper case.
Column AX	Requestor Phone Number	20	Text	Requestor's phone number
Column AY	Requestor Email	60	Text	Requestor's email address
Column AZ	Update School Records	1	Text	School records requested to be updated using order information: <ul style="list-style-type: none"> <li>• Y -Yes</li> <li>• N - No</li> </ul>
Column BA	First name while attending school	40	Text	First name while attending school
Column BB	Middle name while attending school	40	Text	Middle name while attending school
Column BC	Last name while attending school	40	Text	Last name while attending school
Column BD	Student ID	20	Text	Student ID number
Column BE	First Transcript question	1	Text	Response to the question asking whether "This is my first transcript ever ordered." Y or N, if this question is asked; 'Null' if the question is not asked.
Column BF	Free or paid path	1	Text	Order payment path as defined by school. One-letter code for the fee path type selected: <ul style="list-style-type: none"> <li>• P - Paid (Default)</li> <li>• F - Free</li> </ul>
Column BG	Free/paid path description	80	Text	Question asked to determine whether order will be paid/free. If response is 'yes', path is free. If response is 'no', path is paid.

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)

Excel Position	Field Name	Maximum Length	Type	Comments
Column BH	NOT USED	255	Text	NOT USED
Column BI	Currently enrolled	1	Text	Response to the question asking whether requestor is currently enrolled: <ul style="list-style-type: none"> <li>• Y - Yes</li> <li>• N - No</li> </ul>
Column BJ	Enrollment Start	4	Text	Requestor enters first year of enrollment
Column BK	Enrollment End	4	Text	Requestor enters final year of enrollment
Column BL	Name of school attended 1	50	Text	Name of #1 school attended
Column BM	Begin date 1	4	Text	Beginning date of attendance at #1 school attended
Column BN	End date 1	4	Text	Ending date of attendance at #1 school attended
Column BO	Name of school attended 2	50	Text	Name of #2 school attended
Column BP	Begin date 2	4	Text	Beginning date of attendance at #2 school attended
Column BQ	End date 2	4	Text	Ending date of attendance at #2 school attended
Column BR	Name of school attended 3	50	Text	Name of #3 school attended
Column BS	Begin date 3	4	Text	Beginning date of attendance at #3 school attended
Column BT	End date 3	4	Text	Ending date of attendance at #3 school attended
Column BU	Name of school attended 4	50	Text	Name of #4 school attended
Column BV	Begin date 4	4	Text	Beginning date of attendance at #4 school attended
Column BW	End date 4	4	Text	Ending date of attendance at #4 school attended
Column BX	Name of school attended 5	50	Text	Name of #5 school attended
Column BY	Begin date 5	4	Text	Beginning date of attendance at #5 school attended
Column BZ	End date 5	4	Text	Ending date of attendance at #5 school attended
Column CA	Name of school attended 6	50	Text	Name of #6 school attended
Column CB	Begin date 6	4	Text	Beginning date of attendance at #6 school attended
Column CC	End date 6	4	Text	Ending date of attendance at #6 school attended
Column CD	Name of school attended 7	50	Text	Name of #7 school attended
Column CE	Begin date 7	4	Text	Beginning date of attendance at #7 school attended

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)

Excel Position	Field Name	Maximum Length	Type	Comments
Column CF	End date 7	4	Text	Ending date of attendance at #7 school attended
Column CG	Name of school attended 8	50	Text	Name of #8 school attended
Column CH	Begin date 8	4	Text	Beginning date of attendance at #8 school attended
Column CI	End date 8	4	Text	Ending date of attendance at #8 school attended
Column CJ	Name of school attended 9	50	Text	Name of #9 school attended
Column CK	Begin date 9	4	Text	Beginning date of attendance at #9 school attended
Column CL	End date 9	4	Text	Ending date of attendance at #9 school attended
Column CM	Name of school attended 10	50	Text	Name of #10 school attended
Column CN	Begin date 10	4	Text	Beginning date of attendance at #10 school attended
Column CO	End date 10	4	Text	Ending date of attendance at #10 school attended
Column CP	Degree Title 1	80	Text	Requestor enters degree 1 title
Column CQ	Year Awarded 1	4	Text	Requestor enters year that degree 1 was awarded
Column CR	Degree Title 2	80	Text	Requestor enters degree 2 title
Column CS	Year Awarded 2	4	Text	Requestor enters year that degree 2 was awarded
Column CT	Degree Title 3	80	Text	Requestor enters degree 3 title
Column CU	Year Awarded 3	4	Text	Requestor enters year that degree 3 was awarded
Column CV	Degree Title 4	80	Text	Requestor enters degree 4 title
Column CW	Year Awarded 4	4	Text	Requestor enters year that degree 4 was awarded
Column CX	School Name	50	Text	Name of institution from which transcript is being requested
Column CY	FICE Code	8	Text	FICE code for institution from which transcript is being requested

## Transcript Ordering – Pipe Delimited Format Data Record Layouts (cont'd)

### Transcript Order RESPONSE File Layout (from you to the Clearinghouse)

#### HEADER Record Layout

Column Position	Field Name	Maximum Length	Type	Comments
Column A	File Identifier	8	Text	Value is "TRANRESP"
Column B	FICE Code	8	Text	8 digit FICE code of the school sending the file
Column C	File creation date	10	Date	The file creation date MM/DD/CCYY
Column D	File creation time	8	Time	The file creation time HH:MM:SS

#### DETAIL Record Layout

Column Position	Field Name	Maximum Length	Type	Comments
Column A	FICE Code	8	Text	8 digit FICE code of the school
Column B	Order Number	10	Number	Unique ID number assigned by CH to each order
Column C	Sub-Order Number	4	Number	Indicator for number of recipients within any order
Column D	Status Transmit Code	3	Text	Status code to update order: <ul style="list-style-type: none"> <li>• CA-Canceled</li> <li>• TS-Transcript Sent</li> </ul> Hold statuses customized by the school examples( can use up to 20 total): <ul style="list-style-type: none"> <li>• FH – Financial Hold</li> </ul>
Column E	Carrier Transmit Code	3	Text	If the request is a FEDEX method of delivery, institution updates code here
Column F	Overnight Tracking Number	30	Text	If the request is a FEDEX method of delivery, institution updates code here
Column G	Fee Reduction Amount		Money	School Specific
Column H	Fee Reduction Explanation	255	Text	School Specific