

MHEC Unique Student Identification System (USIS) File Layout

111-Character layout

No.	Data Item	Valid Codes	Type	Length	Position	
					Start	End
1.	FICE Code	Valid FICE Institution Code	C	6	1	6
2.	State Assigned Student ID	Must be blank in Upload File	C	10	7	16
3.	Campus Student ID Number	Institution Assigned ID	C	10	17	26
4.	Last Name	Punctuation is allowed	C	25	27	51
5.	First Name		C	15	52	66
6.	Middle Name or MI		C	15	67	81
7.	Generational Suffix	Jr, Sr, I, II, III, etc...	C	3	82	84
8.	Date of Birth	YYYYMMDD	N	8	85	92
9.	Filler	Spaces	C	2	93	94
10.	Gender	1 or 2	C	1	95	95
11.	Filler	Spaces	C	6	96	101
12.	Social Security Number	9 digits	C	9	102	110
13.	Numeric	Always '1'	C	1	111	111

Upload File

1. The upload file must only contain up to 5,000 records.
2. The five critical fields highlighted in yellow must be populated to initiate the matching process.
3. The five critical fields must be an exact 100% match in USIS before a SASID can be assigned.
4. Only students that attended a Maryland High School should be included in the upload file.
5. Field #2 – SASID – This field must be blank in the upload file.
6. Field #3 – Campus Student ID Number – This field is for institutions to use to update their system with the SASID.
7. Field #13 – Numeric – Must contain a '1' at all times.

USIS Field Descriptions

<i>No.</i>	<i>Data Item</i>	<i>Definition and Instruction</i>
1.	FICE Code	The six-digit assigned institution code.
2.	State Assigned Student ID	The valid State Assigned Student ID Number assigned through the USIS system. This field should be left blank when uploading file.
3.	Campus Student ID Number	The number assigned by the institution to the student - any combination of number (not more than ten characters) right aligned. If fewer than ten characters are used, zero fill remaining positions to the left. This number must be the same on all files.
4.	Last Name	Indicate up to twenty five (25) characters of the student's last name. Punctuation, such as a hyphen, is allowed.
5.	First Name	Indicate up to fifteen (15) characters of the student's given first name.
6.	Middle Name or MI	Indicate up to fifteen (15) characters of the student's middle name or middle initial.
7.	Generational Suffix	Indicate the generational suffix for the student, if applicable. Valid values include Jr, JR, II, III, IV, V. Data should be alpha only, right justified, and without punctuation. Use Roman numbering - 2nd should be II, 3rd should be III, 4th should be IV, 5th should be V. Jr and II are unique occurrences and should not be used interchangeably. Please consistently report as indicated as per official birth documentation.
8.	Date of Birth	List the four digit year and two digit month and two digit date (YYYYMMDD) to indicate the student's birth date. (Example, September 7, 2002 is 20020907)
9.	Filler	Must be two spaces.
10.	Gender	The one-digit code for gender of the student: 1 - Male 2 - Female
11.	Filler	Must be six spaces
12.	Social Security Number	For all students when available.
13.	Numeric	Must always be "1"