

ECSI Conversion – Interface Options

Award File (Campus Based/Institutional)

**includes Regulation Z*



Award File Interface:

An Award File is used to transfer your data to ECSI for the creation of On-Line Entrance Interviews and Electronic Promissory Notes.

File Layout Requirements:

ECSI's Standard Award File Layout may be found on the next page and our preferred format is Excel/CSV, Flat ASCII, Fixed Length or Line Sequential.

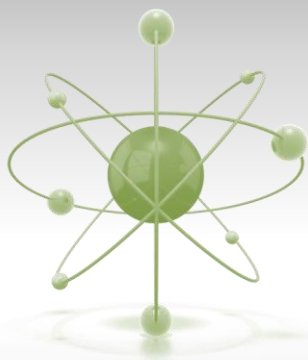
Please Note: To facilitate automation, ECSI is willing to accept the University's Award Files(s) in any file layout and format (including your current file layout and format, if applicable) to relieve your administrative and IT workload. If desired, the University may also utilize ECSI's Standard Award File layout, which may be found on the following page. Our preferred file format is Flat ASCII, Fixed Length, Line Sequential. **If using your own layout, or if your existing layout requires changes, please arrange testing and programming by email notification to implementation@ecsi.net.*

Frequency:

You may also transmit your Award File(s) to us as often as desired. Also, you can choose to load awards manually from our Client Website (www.ecsi.net).

Method of Data Transfer:

For security purposes, ECSI strongly encourages it's clients to transmit data files via Secure File Transfer Protocol (SFTP). To FTP us your Award File(s), please access our SFTP Site at [ftp.ecsi.net](ftp://ftp.ecsi.net) and enter your Account Number and Password. From here, simply place your Award File(s) within the folder called "incomingprom" and send us a courtesy email to operations@ecsi.net to let us know that a file has been sent. Once your Award File has been processed, you will receive an automatic courtesy email notification as confirmation. Awards created and loaded within 24-48 hours.



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ECSI's Standard Interface Award File Layout:

Field	Length	Type
SSN	9	NUMERIC
SID#	9	NUMERIC
LOAN FUND	5	ALPHA/NUMERIC
CAMPUS	2	ALPHA/NUMERIC
FIRST NAME	20	ALPHA
MIDDLE INT	1	ALPHA
LAST NAME	20	ALPHA
ADDRESS 1	40	ALPHA/NUMERIC
ADDRESS 2	40	ALPHA/NUMERIC
CITY	25	ALPHA
STATE	2	ALPHA
ZIP	9	NUMERIC
DATE OF BIRTH	8	NUMERIC (MMDDYYYY)
PHONE	10	NUMERIC
LOAN AMOUNT	10	NUMERIC
LOAN PERIOD	20	NUMERIC
DRIV LIC #	20	ALPHA/NUMERIC
DRIV LIC STATE	2	ALPHA
EMAIL	64	ALPHA/NUMERIC
APPLICATION FEE *	10	NUMERIC
ORIGINATION FEE *	10	NUMERIC
REPAYMENT FEE *	10	NUMERIC
COST OF ATTD *	10	NUMERIC
FINAID*	10	NUMERIC
EXPECTED GRAD DATE*	8	NUMERIC (MMDDYYYY)

* Required for Regulation Z Servicing

