


## SURE Submission Layout File Specifications

This guide serves as a reference in preparation to submit a SURE file in a format that will successfully load to the SURE SQL database. This document is intended to serve as a checklist, but does not replace the [data dictionary](#).

All fields identified with a “Y” in the column titled “*Required*” are required. The “*Page*” column indicates the page number of the data dictionary on which more information for the specific field can be found. Pages in **BOLD** indicate fields that have historically been prone to errors and thus merit closer attention. If you have any questions, please e-mail [research@oshe.nj.gov](mailto:research@oshe.nj.gov).

### STEP 1: Create Student Unit Record

SURE data files should use the layout below. Each SURE file must be submitted in .xlsx format.

**IMPORTANT:** Do not enter commas, dashes, or slashes in any of the fields. For all fields with “*Text*” in the “*Variable Type*” column below, select the entire column in the file and change the type from “General” to “Text” and then paste as values 

### SURE Noncredit Enrollment File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Report Starting Date	Text	6	Y	MMYYYY	6	<input type="checkbox"/> Date is in MMYYYY format <input type="checkbox"/> Date does not include separators such as “/” or “-”
B	Institution Code	Text	6	Y	XXXXXX	<b>7</b>	<input type="checkbox"/> All codes are 6 digits, formatted as text
C	Social Security Number	Text	9	Y	XXXXXXXXXX	<b>8</b>	<input type="checkbox"/> SSN is 9 characters long, formatted as text, with leading 0s <input type="checkbox"/> No commas, dashes, or slashes are present <input type="checkbox"/> Invalid <u>SSNs</u> are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXXX, using “9” followed by the Student ID Number <input type="checkbox"/> This temporary Identifier has been consistently reported across reporting years and submission type <input type="checkbox"/> Column is formatted as text and not a custom format
D	Sex	Numeric	1	Y	X	9	<input type="checkbox"/> All values are 1 digit and valid values are either 1 or 2
E	Citizenship	Numeric	1	Y	X	10	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 3
F	Birth Date	Text	8	Y	MMDDYYYY	11	<input type="checkbox"/> No commas, dashes slashes are present <input type="checkbox"/> Column is formatted as text and not a custom format
G	Zip Code of Home Address at Admission	Text	5	N	XXXXX	12	<input type="checkbox"/> ZIP Code is 5 digits and includes leading 0s <input type="checkbox"/> Column is formatted as text and not a custom format
H	State of Residence	Text	2	Y	XX	13	<input type="checkbox"/> All values are 2 digits, formatted as text <input type="checkbox"/> State and county codes <b>do not conflict</b>

I	NJ County of Residence	Text	2	Y	XX	15	<input type="checkbox"/> All values are 2 digits, formatted as text <input type="checkbox"/> State and county codes <b>do not conflict</b> <b>FYI</b> <ul style="list-style-type: none"> <li>If State is '57' (Unknown), NJ county code should be (Unknown)</li> <li>If State='34' and the county is <u>unknown</u> then the NJ county='88' (Unknown).</li> <li>If State is outside of N.J. (not 34), NJ County=99</li> </ul>
J	Course Content Category	Numeric	1	Y	XX	16	<input type="checkbox"/> All values are 1 digit, formatted as numeric, with values either 1 or 2
K	Targeted Audience	Numeric	1	Y	XX	17	<input type="checkbox"/> All values are 1 digit, formatted as numeric, with values either 1, 2, or 3
L	Clock Hours	Numeric	3-5	Y	X.XX XX.XX XXX.XX	18	<input type="checkbox"/> All values are a numeric value in X.XX, XX.XX, or XXX.XX format
M	Hispanic/Latino Code	Numeric	1	Y	X	19	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
N	American Indian/Alaskan Native Code	Numeric	1	Y	X	20	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
O	Asian Code	Numeric	1	Y	X	21	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
P	Black/African American Code	Numeric	1	Y	X	22	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
Q	Native Hawaiian/Pacific	Numeric	1	Y	X	23	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
R	White Code	Numeric	1	Y	X	24	<input type="checkbox"/> Code is 1 digit and valid values are between 0 and 1
S	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	25	<input type="checkbox"/> Valid NJ SMART SID is provided. <input type="checkbox"/> NJ SMART ID Includes leading 0s <input type="checkbox"/> Left blank (ONLY if NJ SMART SID is NOT available) <input type="checkbox"/> Column is formatted as text and not a custom format
T	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXXX	26	<input type="checkbox"/> Valid Institutional ID is ≤ 15 characters <input type="checkbox"/> Institutional ID Includes leading 0s <input type="checkbox"/> Column is formatted as text and not a custom format

## STEP 2: SAVING AND NAMING Your File

Your file name should include your account code. File names should only be alphanumeric, with no spaces, underscores, punctuation marks, or special characters. Files must be submitted using the file extension XLSX). All SURE files must contain the appropriate naming convention for successful submission. Please review the naming convention criteria and examples below.

<u>TITLE VARIABLE</u>	<u>EXAMPLES</u>
1. SURE FILE TYPE	<ul style="list-style-type: none"> <li>• ENR (Enrollment)</li> <li>• TWM (12-Month Enrollments)</li> <li>• COM (Completions)</li> <li>• NTE (New Transfer Enrollments)</li> <li>• NCR (Noncredit Enrollments)</li> <li>• SUM (Summer Completions)</li> </ul>
2. INSTITUTION CODE	123456
3. SEMESTER	<ul style="list-style-type: none"> <li>• F (Fall)</li> <li>• S (Spring)</li> <li>• Y (Year/Annual)</li> </ul>
4. REPORTING YEAR	YY (e.g 25)

#### Naming convention for file type

1. *NCE123456Y25.xlsx*

Also make sure that there is only one file worksheet, and that the worksheet follows required naming conventions. **The worksheet name must be consistent with these conventions in order for the file to successfully process.**

#### Naming conventions for worksheet

<u>File Type</u>	<u>Worksheet Name</u>
FY Completions	Completions
12-Month Enrollment	12Month
Non-credit Enrollments	NonCredit
Summer Completions	Completions
Fall Enrollment	Enrollments
New Transfer Enrollment	Transfers
Spring Enrollment	Enrollments

### STEP 3: Uploading prepared SURE File to SURE SQL Database platform.

Once the file is ready and appropriately named, it is ready to be loaded directly into the SURE SQL database. You will navigate to the NJ OSHE SURE platform by signing in to <https://my.nj.gov/aii/Login> and clicking on the “OSHE SURE” tile located under the “Treasury Links” header.



Once you click the OSHE SURE icon above, you will be navigated to the OSHE SURE web application.

State of New Jersey  
Office of the Secretary of Higher Education

CDA File Tracking File Upload IPEDS Files IPEDS Generation IPEDS Tracking SSN Update Reports Table Maintenance User Administration Welcome Chad May Profile

**File Tracking**

File Type: --Select-- Semester: --Select-- Year: --Select--

FileName: School: --Select-- Non Submitted School: ☐

Submit Reset

Show 10 entries Search:

School	FileName	FileType	Semester	Year	Status	ProcessDate	Record Count	Process
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

Click the “File Upload” tab to upload your file. If your file successfully uploads, you will then click the “File Tracking” tab. **Note that there are separate procedures for processing the file depending on if the file is the first version being submitted or is a revised version.** If you are submitting the first version of a file, you may simply click “Process” button. If you are submitting a revised file, **you must first search for the file name by using the filters in the drop down menus for file type, semester, year, and school. Once you find the correct file you are replacing, use the checkbox under the “Process” column before clicking the “Process” button.** For tracking purposes, we recommend that institutions create an internal file repository to track file submission that is updated to reflect subsequent version submissions. You can check the status of the file import process by searching for the file using the file tracking page filters, see screenshot below.

Search:

Process

File Type	Record Count	Process
Non-credit Enrollments	3257	<input checked="" type="checkbox"/>
Non-credit Enrollments	13598	<input type="checkbox"/>

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**File Tracking**

File Type: Non-credit Enrollments Semester: Y Year: 2025

FileName: School: Eastwick College - Ramsey Cam Non Submitted School: ☐

Submit Reset