


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.

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 Completions File Layout Specifications

COLUMN	FIELD NAME	VARIABLE TYPE	LENGTH	REQUIRED	FORMAT	PAGE	CHECK LIST
A	Month of Award	Text	2	Y	MM	7	<input type="checkbox"/> Values correspond with month, 01 (Jan) through 12 (Dec)
B	Year of Award	Numeric	4	Y	YYYY	8	<input type="checkbox"/> Year indicated is the calendar year the credential was awarded
C	Institution Code	Text	6	Y	XXXXXX	9	<input type="checkbox"/> All codes are 6 digits <input type="checkbox"/> Column is formatted as text and not a custom format
D	Social Security Number	Text	9	Y	XXXXXXXXX	10	<input type="checkbox"/> SSN is 9 characters <input type="checkbox"/> No commas, dashes slashes are present <input type="checkbox"/> Invalid <u>SSNs</u> are replaced with a <u>temporary identifier</u> in the format 9XXXXXXXXX, 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
E	Sex	Numeric	1	Y	X	11	<input type="checkbox"/> All values are 1 digit and valid values are between 1 or 2
F	Citizenship	Numeric	1	Y	X	12	<input type="checkbox"/> All values are 1 digit and valid values are between 0 and 3
G	Birth Date	Text	8	Y	MMDDYYYY	13	<input type="checkbox"/> Date does not include separators, slashes “/” or dashes “-” <input type="checkbox"/> Yields age between 11 and 100 <input type="checkbox"/> Column is formatted as text and not a custom format
H	Admissions Status	Numeric	1	Y	X	14	<input type="checkbox"/> All values are 1 digit and valid values are between 1 and 6
I	Year of Matriculation	Numeric	4	N	YYYY	15	<input type="checkbox"/> Year indicated is the calendar year in which the student first matriculated

J	Semester of Matriculation	Numeric	1	N	X	16	<input type="checkbox"/> Value is either 2 (Spring), 3 (Summer) or 4 (Fall)
K	Award Type	Text	3	Y	XXX	17	<input type="checkbox"/> 3-digit Award Type Code matches credential earned <input type="checkbox"/> Column is formatted as text and not a custom format
L	Award Major	Text	6	Y	XXXXXX	19	<input type="checkbox"/> Award Major is 6 digits, including leading zeros <input type="checkbox"/> Column is formatted as text and not a custom format FYI For accepted codes, refer to the Degree Program Inventory on the OSHE website.
M	Accumulated Degree Credits	Numeric	3-5	Y	XXX.XX	20	<input type="checkbox"/> All values are separated by a decimal and are between 3 and 5 digits <input type="checkbox"/> All values of 0 indicate “failed all attempted credits” <input type="checkbox"/> No leading zeros FYI Leave cell blank if unavailable, student is first-time freshman and has no prior credits, or is a transfer student awaiting credit evaluation.
N	Accumulated Grade Point Average	Numeric	3	Y	X.XX	21	<input type="checkbox"/> All values are separated by a decimal and are 3 digits <input type="checkbox"/> All values of 0 indicate “failed all attempted credits” <input type="checkbox"/> No leading zeros FYI Cell can <u>only be left blank</u> if information is <u>not available</u> or student is first-time with no semester GPA.
O	Hispanic/Latino Code	Numeric	1	Y	X	22	<input type="checkbox"/> Code is 1 digit and valid values are 0 and 1
P	American Indian/Alaskan Native Code	Numeric	1	Y	X	23	<input type="checkbox"/> Code is 1 digit and valid values are 0 and 1
Q	Asian Code	Numeric	1	Y	X	24	<input type="checkbox"/> Code is 1 digit and valid values are 0 and 1
R	Black/African American Code	Numeric	1	Y	X	25	<input type="checkbox"/> Code is 1 digit and valid values are 0 and 1
S	Native Hawaiian/Pacific	Numeric	1	Y	X	26	<input type="checkbox"/> Code is 1 digit and valid values are 0 and 1
T	White Code	Numeric	1	Y	X	27	<input type="checkbox"/> Code is 1 digit and valid values are 0 and 1
U	NJ SMART Identification Number	Text	10	Y	XXXXXXXXXX	28	<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
V	Institutional Student Identification Number	Text	0-15	Y	XXXXXXXXXXXXXXXX	29	<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
Separate Excel File	Federal IPEDS Distance Education Data Collection Spreadsheet	Text		Y		30	<input type="checkbox"/> Spreadsheet is completed with values for each variable <input type="checkbox"/> Spreadsheet follows all instructions provided in pages 30-32 of the Completions Data Dictionary

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

Naming convention for file type

1. *COM123456Y25.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/ai/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.

A screenshot of the OSHE SURE web application. The top navigation bar includes 'CDA', 'File Tracking' (highlighted with a blue circle), 'File Upload', 'IPEDS Files', 'IPEDS Generation', 'IPEDS Tracking', 'SSN Update', 'Reports', 'Table Maintenance', 'User Administration', 'Welcome Chad May', and 'Profile'. Below this is a 'File Tracking' section with filters for File Type, Semester, Year, FileName, School, and Non Submitted School. There are 'Submit' and 'Reset' buttons. A 'Process' button is also present. Below the filters is a table with columns: School, FileName, FileType, Semester, Year, Status, ProcessDate, Record Count, and Process. The table is currently empty, showing 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' links.

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.

A close-up screenshot of the 'Process' button and a table. The 'Process' button is circled in red. The table has columns 'Record Count' and 'Process'. The first row shows '3257' and a checked checkbox. The second row shows '13598' and an unchecked checkbox.A screenshot of the OSHE SURE web application with filters highlighted by blue circles. The filters are: File Type (set to 'Completions'), Semester (set to 'F'), Year (set to '2025'), School (set to 'Stockton University'), and Non Submitted School (unchecked). There are 'Submit' and 'Reset' buttons.