When I am referring to the column below, I am referencing the column in the original export from Webadmit/SOPHAS. Field is reference the document “\_External\_App\_Spec\_Template..” which has the Graduate School’s instructions for how the final export should look before I send it to them.

A few general things, all commas must be removed so that fields aren’t split. The Graduate School request that I put quotes around each field so that commas did not have to be removed and also so that zeros at the beginning of numbers were not removed (rather than having to make those fields text format as I do now). Because I would have to do that by hand currently, they told me it was fine to not have every field in quotes as long as I made sure there were no commas. If each field can be formatted to be in quotes, commas would not have to be removed.

Steps for transforming SOPHAS data to meet Banner requirements:

1. Gender must be changed to single letter: Male – M, Female – F (column I in export/field 9)
2. Column N in export/field 14, “current\_state\_code” must be removed if not a US state.
3. Column P in export/field 16 should only be 5 digits, if last 4 have been added for US addresses, must be removed. If an international address, should be removed completely and left blank.
4. Column V in export/field 22 “permanent\_state\_code” must be removed if not a US state.
5. Column X in export/field 24 – same rules as previous zip requirements. Should only be 5 digit US postal code and left blank if international address.
6. Column AA/field 27 – if Y leave, if blank add N.
7. Column AB/field 28 – If Y changed to W (if blank leave blank)
8. Column AC/field 29 – If Y change to B (if blank leave blank)
9. Column AD/field 30 – If Y change to Z (if blank leave blank)
10. Column AE/field 31 – If Y change to I (if blank leave blank)
11. Caolumn AF/field 32 – If Y change to P (if blank leave blank)
12. Column AL/field 38 - “State\_of\_Birth\_Code” needs to be blank if non-US state
13. Column AO/Field 41 – “preferred\_phone” must only be 7 digits. I have found starting from the last number and counting back 7 works. Most of the time there is just a 1 in front for US numbers, but if it is an international number then there will be a country code at the front as well.
14. Column AR/field 17 – in Export will either be Permanent Resident, Citizen, or Non Resident. Permanent Resident must be changed to R, Citizen must be changed to C, Non Resident must be changed to A.
15. If column AS/ field 45 is not GA, value for Column AU/field 47 should be blank. If Georgia, value in Column AU must be changed to 3 digit county code from county code spreadsheet. Zeros must be included if at the beginning, 3 digits are required for this field if a Georgia resident.
16. If column BJ/field 62 is N or Null, value for Column BK/column 63 should be null (sometimes it is null, sometimes there is an N. N must be removed if present)
17. Export pulls colleges and puts them grouped by fields (Example College 1 FICE, College 2 FICE, College 3 FICE, College 1 Name, College 2 Name, College 3 Name, etc.). Graduate School requires that they be grouped by College not by fields. The amount of space between the fields varies based on the maximum number of colleges any one applicant has attended in the export. No college will have a city because SOPHAS does not record that. End dates will be blank if they are still enrolled.
18. Field 64 FICE Codes must be 6 digits. Example UGA exports as 1598 and should be “001598”. If a FICE code is 4 digits in the export, two zeros should be added to the beginning. For many international schools there will be no FICE give, it should be left blank.
19. Column CQ will need to be split in to two. Field 71 Month, and Field 72 date.
20. Field 145 will be off depending on how many blanks from the colleges there are. Fields will need to be removed so that the output matches the field.
21. Field 150 will need an “N” unless field 48 is Y
22. Intended term is two columns in the export (FZ and GA) this will need to be combined in to one, with the following values: Fall 2022=202208, Spring 2022=202202, Summer 2022=202205 . In future cycles only the year will change if you want to go ahead and account for that. (08, 05, 02 are UGA’s internal codes for fall, summer, and spring respectively)
23. If Column GB (designation\_program\_level) is MPH or contains MPH, should be changed to MPH\_PUBH for field 155. If GB is DrPH, field 155 should be DRPH\_PUBH\_GW
24. Field 156 should be PUBH for all applicants. The export contains a dummy field and will always be blank because SOPHAS does not ask that.
25. Column GD will need to be changed to UGA Banner codes: Disaster Management = DISM, Epidemiology= EPID, Environmental Health = ENHL, Gerontology=GERN, Health Promotion and Behavior = HPBR, Health Policy and Management = HPMG, Biostatistics = BSTA, Doctor of Public Health =HPMG
26. Field 159 is a dummy field in export because SOPHAS does not record this data. If the applicant is a citizen (c) or permanent resident (r) then the value should be 51.50 . If they are not a citizen or permanent resident (a) then the value should be 77.25
27. SOPHAS does not have an external app ID so for field 160, SOPHAS pulls the submission date which the Graduate School has said we can essentially turn into our app ID. The date downloads as the format Jan 5, 2022 and everyone’s time is 12:00AM. It needs to be changed to yyyyMMddHHMMSS. I have been making up time component because it’s likely that there will be more than one applicant in a file who submitted on the same date. A different time (does really matter what the time is) will need to be generated so that we don’t run across applicants with the same date of submission with the same generated external\_app\_id
28. Fields 164, 165, 166 have dummy columns in the export because SOPHAS does not have that data.
29. Field 164 will always be “Public Health”
30. Field 165 will be “Athens” for all MPH and “Gwinnett” for all DrPH
31. Field 166 will be “Masters” for all MPH and “Doctoral” for all DrPH
32. Files should be saved as “Public\_Health\_YYYYMMDDHHMMSS”