

**Oklahoma FAFSA Completion Project  
Student File Submission Directions**

Create File to Submit: In Excel (or other equivalent program), enter students starting on Row 1 (do not use headers in the file) in the following format:

Column	A	B	C	D	E	F	G
Field Name	District Code	School Code	Student's Legal First Name	Student's Legal Middle Initial	Student's Legal Last Name	Student's Date of Birth	Student's Gender
Field Length (maximum)	See Notes*	See Notes*	12	1	16	See Notes	1
Required	Yes	Yes	Yes	No	Yes	Yes	No
Notes	Please contact <a href="mailto:imagee@osrhe.edu">imagee@osrhe.edu</a> for this code.	Please contact <a href="mailto:imagee@osrhe.edu">imagee@osrhe.edu</a> for this code.				Must be in format YYYYMMDD. Do not use dashes or slashes. (For assistance on this field see below*)	Use 1 if Male; Use 2 if Female. Do not use M or F

- Once the file is created go to the Save As... option
- Under the file name use the name (HighSchool)(GradClass) (for example: Millwood2018). Do not include the symbols '#' (pound sign) or ',' (comma) anywhere in the file name.
- Under Save as type: highlight CSV (Comma Delimited) (\*.csv)
- Save the file; remember what folder you saved it to.
- Go to <https://okhighered.org/SEFT-FDP/>
- Type in your e-mail address and the school or district list you are submitting.
- Click Browse to go to the folder where you saved the file and select the file
- In the Captcha Code: box enter the combination of letters and numbers above the box. Be careful to enter it exactly as it appears.
- Click on Send Your File(s)
- A confirmation page should appear. You can print this for your records if you wish.

\*Your District Code is the one listed by the Oklahoma State Department of Education in the Oklahoma Public School District Directory (##-C###). Your School Code is your high school's ACT code (#####).

\*\* The following directions are for Excel... other programs should have a similar option:

1. Enter birthday in the normal format: mm/dd/yyyy
2. Right click on Column F and highlight Format Cells...
3. Click on Number tab; Highlight Custom under Category:
4. In the Type: box type YYYYMMDD; Click OK