

Instructions for completing LoanDataTemplate.csv

1. Provide the student's information for each student loan.
 - a. Provide the student's ID at your school. Make sure it is a unique value for each unique student.
 - b. Provide the student's first name and last name.
 - c. Provide the student's email address if making a request to email the notifications.
2. Provide one row of data per student loan. If a student has multiple student loans, provide one row of data per each student loan for that student with the student's information provided on every row.
3. Provide dollar amounts in currency format. Any loans with a negative loan amount will be omitted from the notification.
4. Provide interest rates as a number between 0.000 and 100.000.
5. If the student loan is a federal student loan, provide both the federal loan amount and interest rate values on that row. If the student loan is a non-federal student loan, provide the non-federal loan amount value on that row. Each row must provide either federal student loan data or non-federal student loan data, never both.
6. Provide the school's department of education (DOE) code for which the student loan was taken (optional).

Field	Formats	Rules
studentId	20-characters	<ul style="list-style-type: none"> • Must be populated • Allows uppercase and lowercase letters, numbers, and this special character: -
firstName	30-characters	<ul style="list-style-type: none"> • Must be populated • Allows uppercase and lowercase letters and these special characters: , . ' ` -
lastName	30-characters	<ul style="list-style-type: none"> • Must be populated • Allows uppercase and lowercase letters and these special characters: , . ' ` -
emailAddress	250-characters	<ul style="list-style-type: none"> • Must be populated if email is desired • Must contain exactly one at-sign with leading and trailing characters • Allows uppercase and lowercase letters, numbers, and these special characters before the at-sign: . ! # \$ % & ' * + / = ? ^ _ ` { } ~ - • Allows uppercase and lowercase letters, numbers, and these special characters after the at-sign: . _ - • Must contain at least one period after the at-sign • Must end with uppercase or lowercase letters, at least two but no more than seven • Cannot begin with a period or a hyphen • Cannot contain two consecutive periods or more than one apostrophe before the at-sign
federalLoanAmount	999999.99 \$9,999.99 -\$9.99	<ul style="list-style-type: none"> • Must be populated for a federal student loan • Must contain exactly one decimal point with leading and trailing digits • Allows dollar sign, hyphen, and commas
federalLoanInterestRate	99.999 9.9%	<ul style="list-style-type: none"> • Must be populated for a federal student loan • Must contain exactly one decimal point with leading and trailing digits • Allows percent sign
nonFederalLoanAmount	999999.99 \$9,999.99 -\$9.99	<ul style="list-style-type: none"> • Must be populated for a non-federal student loan • Must contain exactly one decimal point with leading and trailing digits • Allows dollar sign, hyphen, and commas
schoolDoeCode	8-characters	<ul style="list-style-type: none"> • Optional • If populated, must be populated with an 8-digit number.