

**GEAUX TEACH PAYMENT REQUEST: TRANSMISSION USING SSN \***

FROM	TO	LGTH	DECIMAL SPACES	TYPE	FIELD NAME	FIELD DESCRIPTION	EXAMPLE	COMMENT
1	9	9	0	NUMERIC	GQSSN	SOCIAL SECURITY NUMBER	012345678	Include leading zeroes
10	18	9	0	NUMERIC	GQPERSID	LOSFA ID NUMBER	1234567	If available
19	34	16		ALPHA	GQFNAME	FIRST NAME	JOHN	ALL CAPS
35	50	16		ALPHA	GQMNAME	MIDDLE NAME	LAGNIAPPE	ALL CAPS
51	66	16		ALPHA	GQLNAME	LAST NAME	DEAUX	ALL CAPS
67	74	8	0	NUMERIC	GQDOB	BIRTHDATE	20010101	CCYYMMDD
75	76	2		ALPHA	GQACADSTND	ACADEMIC STANDING		<b>See Field Definitions on the next page</b>
77	85	9	0	NUMERIC	GQCOLLCD	COLLEGE CODE	002010000	Include leading zeroes
86	91	6		ALPHA	GQTERM	TERM CODE	1S2022	
92	97	6	2	NUMERIC	GQHRSATTM	ATTEMPTED HOURS	000300	000300 will convert to 3.00 (Include leading zeroes)
98	98	1		ALPHA	GQGENDER	GENDER	M	M/F or blank if unknown/other
99	99	1	0	NUMERIC	GQETHNICCD	ETHNIC CODE	4	<b>See Field Definitions on the next page</b>
100	109	10	2	NUMERIC	GQPMTREQAM	REQUESTED AMOUNT	0000310000	0000310000 will convert to 3100.00 (Include leading zeroes)
110	117	8	0	NUMERIC	GQPMTREQDT	PAYMENT REQUEST DATE		CCYYMMDD
118	123	6	0	NUMERIC	GQCIPCD	CLASSIFICATION OF INSTRUCTIONAL PGM	010000	Include leading zeroes
124	125	2		ALPHA	GQDEGLVLCD	DEGREE LEVEL CODE	20	<b>See Field Definitions on the next page</b>
126	127	2	0	NUMERIC	GQINCRKEY	INCREMENT KEY	01	<b>See Field Definitions on the next page</b>

\* For use with the Upload Files tab of the Louisiana Award System and when using PGP key exchange.

## Field Definitions for use with the Geaux Teach / Geaux Teach Graduates program

### ACADEMIC STANDING

00 - Continuous Enrollment

### CIP Code

A six-character code developed for the National Center for Educational Statistics, which corresponds to a major field of study.

### Degree Level Code

DP = Diploma

C1 = Certificate (one-year)

C2 = Certificate (two-year)

10 = Associate (two years)

11 = Post-Associate Certificate

20 = Baccalaureate

21 = Post-Baccalaureate Certificate

30 = Masters

31 = Post-Masters Certificate

40 = Doctorate

41 = Post-Doctoral Certificate

50 = Professional

51 = Post-Professional Certificate

60 = Educational Specialist

70 = Graduate Certificate

ND = Non-degree Seeking Student

NC = Non-credit Course

### Increment Key

A two-digit numeric key assigned by the Board of Regents' staff, which gives each academic program record a unique key. (See Inventory of Degree and Certificate Programs for details.) **This field cannot be blank**