



## Postsecondary Student Information System

### Student Transfer (ST) File

#### Modified Version to be Used by the Postsecondary Institutions Under the Mandate of the MPHEC

**Record Key:** Year of Start of Report Cycle (ST1000), Institution Code (ST1025), Institution's Student Identifier (ST4000), Course or Program Code Credit was granted toward at receiving institution (ST7000), Sending Institution Code (ST7070), Name of Sending Institution (ST7080) and Sending Institution's Course or Program Code (ST7090)

### Files and Data Element Descriptions, and Record Layout

The Student Transfer (ST) File contains one record for each course credit the student was granted for courses taken and/or experiences outside the current postsecondary institution. To the extent that this information is stored in the administrative system of the postsecondary institution, the transfer course record contains the number of transfer credits (ST7050), the source of the credit (ST7070, ST7080) and the date it was granted (ST7020).

Include all transfer credits granted to the student since the student first registered at your postsecondary institution, not just for the current program.

Courses taken at another postsecondary institution under a formal brokering agreement should be excluded if you have reported the course as one (1) of your student's SC records.

Postsecondary Student Information System (PSIS)

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March 2007

File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Pos	Size
ST	1000	RepStartYear	Year of start of report cycle	The year in which the current report cycle starts. Assign the first four (4) digits of the start date of your report cycle as defined in element ID1005 on the ID file.	YYYY		Text	1-4	4
ST	1010			Element deleted. Leave blank.			Text	5	1
ST	1025	Instit	Institution code	Reporting PSIS postsecondary institution's code.	PSIS Postsecondary Institution Codes		Text	6-13	8
ST	4000	StudID	Institution's Student Identifier	The postsecondary institution's permanent identifier for the student while in this postsecondary institution.  Use the same number for this student from year to year.  There must be a record on the SD file for this student.			Text	14-27	14
ST	7000	RecCode	Course or program code credit was granted toward at receiving institution	The receiving postsecondary institution's course or program code to which the transfer credit is applied. Report the code as stored in the postsecondary institution's administrative files.  Include all transfer credits granted to the student since the student first registered at your postsecondary institution, not just for the current program			Text	28-47	20
ST	7010	RecCodeTyp	Type of code reported for receiving institution	The postsecondary institution that recognizes the credits (the receiving postsecondary institution) should indicate in what format the transfer credits were received. Postsecondary institutions receive transfer credits for either individual courses, blocks of courses, or entire programs.	03 - Receiving postsecondary institution's course code 04 - Receiving postsecondary institution's program code 05 - Block transfer code 08 - Non-standard target course 09 - Non-standard target program 10 - Unspecified block transfer between postsecondary institutions 96 - Other type of code		Text	48-49	2
ST	7020	RecDate	Date transfer credit granted	The date that the student received credit for the course, program or block at the receiving postsecondary institution.	YYYYMMDD (YearMonthDay)		Text	50-57	8
ST	7040	TranPLA	Credit granted via Prior Learning Assessment	Identifies if credits were granted via Prior Learning Assessment. Prior Learning Assessment refers to the identification and measurement of skills and task-based abilities for the purpose of entry into an educational postsecondary institution or a trade/profession, or for the awarding of credit based on prior educational training, work, and other life experience.	1 - Yes 2 - No 9 - Unknown	Y - Yes N - No U - Unknown	Text	58	1
ST	7050	TranCred	Transfer credits granted	The number of credits granted by the receiving postsecondary institution for this course or program taken at the sending postsecondary institution. Must be greater than zero.	Numeric value with decimal point and two (2) decimal places.		Numeric	59-66	8

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ST	7060	TranCredTyp	Type of transfer credit	This element indicates the type of transfer credit granted to the student.	01 - Credit for course(s) taken at another postsecondary institution prior to admission at the receiving postsecondary institution, and not as part of an exchange program 02 - Credit for course(s) taken at another postsecondary institution with permission 10 - Credit for course(s) taken in a domestic (in Canada) exchange program 11 - Credit for course(s) taken in a foreign exchange program 20 - PLA or skill rating assessment at receiving postsecondary institution 80 - More than one of the above types 96 - Other 99 - Type of transfer credit unknown		Text	67-68	2
ST	7065	SendCntryTxt	Country where course taken (text)	The country (text) where the course was taken. Leave this element blank if the country code is reported in the next element (ST7066).			Text	69-98	30
ST	7066	SendCntry	Country where course taken	The country where the course was taken.	PSIS Country Codes	EDI Country Codes	Text	99-103	5
ST	7070	SendInst	Sending institution code	The postsecondary institution code of the postsecondary institution where the student took the course, block of courses, or program which has been transferred.  If the postsecondary institution is not on the code list, leave this element blank and report the name in the next element (ST7080).	PSIS Postsecondary Institution Codes		Text	104-116	13
ST	7080	SendInstName	Name of sending institution	The name of the postsecondary institution where the student took the course, block of courses, or program which has been transferred.  If the postsecondary institution is on the code list, leave this element blank and report the code in the previous element (ST7070).			Text	117-156	40
ST	7090	SendCode	Sending institution's course or program code	The postsecondary institution's course or program code as registered at the postsecondary institution where the student took the course, blocks of courses, or program which has been transferred.  Program codes should be used in cases of formally arranged block transfers between postsecondary institutions.			Text	157-176	20
ST	7100	SendCodeTyp	Type of code reported by sending institution	The type of program or course code reported in the previous element (ST7090). Should indicate in what format the transfer credits were given to the receiving postsecondary institution from the postsecondary institution where the student took the course, block of courses, or program (the sending postsecondary institution). Postsecondary institutions receive transfer credits for either individual courses, blocks of courses, or entire programs.	01 - Sending postsecondary institution's course code 02 - Sending postsecondary institution's program code 05 - Block transfer code 06 - Unspecified course credit transfer (sending postsecondary institution's course code is not known) 07 - Unspecified program credit transfer (sending postsecondary institution's program code is not known) 10 - Unspecified block transfer 96 - Other type of code		Text	177-178	2

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File	Element #	Mnemonic	Name	Description	Codes	Alternate codes	Type	Pos	Size
ST	7110	SendDate	Date completed course or program at sending institution	The date the student completed the course, block of courses or program at the postsecondary institution where the course, block of courses or program was taken.  If the exact day is unknown, report the year and month followed by two (2) blanks. If the date and month are unknown, report the year followed by four (4) blanks.	YYYYMMDD (YearMonthDay)		Text	179-186	8
ST	7200	ProvST	Provincial ST elements	Provincial ministries to define additional elements for provincial reporting can use this composite element. Leave any unused portion of the 80 characters blank.	Components and codes as defined by provincial ministry		Text	187-266	80