

## Create Verification Batch Upload File

| Completed | Description  |
|-----------|--|
|           | <b>List applications to be verified</b>                                      |
|           | Social Security Number   |
|           | Last Name (required)   |
|           | First Name (required)  |
|           | Date of Birth (required)   |
|           | Gender (required)  |
|           | Site ID (column required, but no data in column is required)                 |
|           | Grade (column required, but no data in column is required)                   |
|           | CE ID (required)   |
|           | <b>Check to see if columns are formatted correctly</b>                       |
|           | Social Security Number-9 digits including leading zeros, no dashes 000000000 |
|           | Last Name (required)-up to 30 characters                                     |
|           | First Name (required)-up to 30 characters                                    |
|           | Date of Birth (required)-MM/DD/YYYY  |
|           | Gender (required)-M or F   |
|           | Site ID-4 digits with leading zeros 0000                                     |
|           | Grade-Text-2 characters  |
|           | CE ID (required)-5 digits including leading zeros 00000                      |
|           | <b>Remove column header row if there is one</b>                              |
|           | <b>Save as an Excel file (.xlxs or .xls)</b>                                 |

