

File Naming Convention for Application and Offers 2011

1. Format

All files will need to adhere to the following file naming convention:

hhhxxyyy.pnnnnn where:

hhh: HEP code (this must be the institution's HEP code)

xx: is the abbreviation of the file type (file type code is not case sensitive)

yyy: reporting year (numeric; must be >= 2011)

p = reporting period (1 - 4)

nnnnn = submission number (00001 to 99999)

2. Examples [the test HEP code 9998 has been used, and refers to the first file of each type reported for 2011].

File Type	Code	Submission Type	File Name Format
Application Details	AD	Application and Offers	9998AD2011.100001
Preference Details	PD	Application and Offers	9998PD2011.100001
Offer Details	OD	Application and Offers	9998OD2011.100001