

## Student Roster File Requirements

This is one of a series of Job Aids to make it easier for you to navigate the VSLO Application Service. To see a complete list of job aids, please visit our training page. If you have questions, please don't hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm EST), or by [email](#).

Each participating, non-AAMC member medical school must upload student rosters before inviting those students to use the application service. Rosters can be uploaded at any time and a student's data can be modified through VSLO, when necessary.

### File Requirements

1. Save file as a .csv file
2. Include all columns as ordered below. If a column does not require data, and you do not enter data, leave the column blank.

	Column Name	Is Data Required?	Additional Information
<b>A</b>	<b>firstName</b>	Yes	<ul style="list-style-type: none"> <li>• 55 character limit</li> </ul>
<b>B</b>	<b>middleName</b>	No	<ul style="list-style-type: none"> <li>• 55 character limit</li> </ul>
<b>C</b>	<b>lastName</b>	Yes	<ul style="list-style-type: none"> <li>• 55 character limit</li> </ul>
<b>D</b>	<b>graduationDateExpectedMonth</b>	Yes	<ul style="list-style-type: none"> <li>• The student's expected month of graduation</li> <li>• Must be numeric</li> <li>• Enter as MM (e.g. 02 for February)</li> </ul>
<b>E</b>	<b>graduationDateExpectedYear</b>	Yes	<ul style="list-style-type: none"> <li>• The student's expected year of graduation</li> <li>• Must be numeric</li> <li>• Enter as YYYY (e.g. 2018)</li> </ul>
<b>F</b>	<b>emailAddress</b>	Yes	
<b>G</b>	<b>studentGroup</b>	No	<ul style="list-style-type: none"> <li>• May be used to "group" students (i.e. by site location, coordinator, etc.)</li> <li>• 25 character limit</li> </ul>
<b>H</b>	<b>mphIndicator</b>	No	<ul style="list-style-type: none"> <li>• Indicate Y if the student is enrolled in an MPH degree or dual degree program</li> <li>• Leave blank if the student is not enrolled in an MPH program</li> </ul>
<b>I</b>	<b>studentPhase</b>	Yes	<ul style="list-style-type: none"> <li>• Indicate the student's phase:               <ul style="list-style-type: none"> <li>○ Pre-Clinical</li> <li>○ Clinical</li> </ul> </li> <li>• This will determine to which type of electives a student can apply</li> </ul>