



## **DATA STANDARDS MANUAL**

Prepared by: Banner Data Standards Committee

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## **A. PROCEDURES AND DEFINITIONS**

### **1. DATA STANDARDS DEVELOPMENT AND MAINTENANCE**

A Banner Data Standards committee has been established to develop standards for data that is shared across the various components of the Banner system. During the implementation process this committee will serve to administer standards for the collection and maintenance of shared data.

#### **1.1 Current Committee Mission**

The Banner Data Standards committee will develop, document, and maintain data standards for the General Person and other shared components of the Banner System. Responsibilities include determination of data ownership, definition of data maintenance standards/conventions, maintenance of tables of valid values and formulation of measures to ensure the accuracy, validity, and completeness of shared institutional data.

#### **1.2 Committee Representation**

The committee includes representation from:

- Academic Personnel
- Admissions' Office
- Advancement
- Bursar's Office
- Career Services
- Finance
- Financial Aid
- Human Resources
- Information Services
- Provost's Office
- Procurement
- Regional Campuses
- Registrar's Office
- University Budget

#### **1.3 Committee Leadership**

The chair of the committee is selected for an annual rotation based on modules.

#### **1.4 Standard Change Record**

02/19/2007 1. Data Standards Development and Maintenance  
Sections 1, 1.1, 1.2 and 1.3 added to document.

06/04/2007 1.3 Committee Leadership  
Section 1.3 added to document

### **2. PERSON / NON-PERSON ROLE DEFINITIONS**

Alumnus/Non-degreed Alumnus: A constituent who has received a degree from Kent State University (including honorary or earned) or has attended Kent State and has not received a degree.

Corporation/Foundation: Non-person constituent that has a relationship or has the potential to have a relationship with Kent State University.

Employee: A person holding a position subject to appointment, removal, promotion or reduction by a university appointing authority.

Faculty: Employees who hold positions as tenure track, non-tenure track, temporary or part-time faculty.

Friend: A constituent who has a relationship with Kent State University, including donors, prospective donors, members of the Alumni Association and others.

Independent Contractor: An individual who is under contract and has control of what will be done and how it will be done or the method of accomplishing the desired or contracted result.

Non-Paid Employee: Employee who does not receive compensation for their services such as an adjunct faculty at the Kent Campus.

Non-Paid Supervisor: An individual who is paid by an outside company, but working at a KSU location and supervising KSU employees.

Parent: Parent of current student or alumnus.

Retiree: An employee who has met the University's eligibility requirements for retirement or emeritus distinction.

Student Admit: An applicant who has been officially admitted but has not yet matriculated.

Student Applicant: A person who has applied but hasn't submitted supporting documents and/or application fee, or a student who has a complete file but isn't admissible.

Student Employee: An employee of Kent State University whose employment requires that he/she first be a registered and/or enrolled KSU student or eligible high school student.

Student Enrolled: Any person admitted to the university that enrolls in at least one university-sponsored class by the term's official census deadline.

Student Prospect: Anyone who has expressed an interest in Kent State University but hasn't yet applied.

Vendor: A non-person constituent that sells goods or services or has the potential to sell goods and services to Kent State University.

## 2.1 Standard Change Record

02/19/2007 2. Person / Non-Person Role Definitions  
Sections 2 and 2.1 added to document.

## 3. GENERAL PERSON UPDATE RESPONSIBILITIES ROLE

	Primary Owner	Name	Legal Name	Permanent Address	Business Address	Phone
Employee (non-student) Faculty, staff, non-paid employee, non-paid supervisor	HR	HR/AP	N/A	HR	HR	
Retiree/Emeritus	ADV	ADV/ AP/ HR	N/A	ADV/ AP/ HR	ADV	
Student Prospect	ADM	ADM/ GADM	ADM	ADM/ GADM	ADM/ GADM	
Student Applicant	ADM	ADM/ GADM	ADM	ADM/ GADM	ADM/ GADM	
Student Admit (includes student employees but not regular employees)	ADM	ADM/ GADM	ADM	ADM/ GADM	ADM/ GADM	
Student Enrolled (includes student employees but not regular employees)	REG	REG	REG	REG	REG	
Non-Person (including Vendor relationship data)	ADV	ADV/PROC	N/A	N/A	ADV/ PROC	
Alumni, Non-degreed Alum (excludes currently enrolled students and employees)	ADV	ADV	REG	ADV	ADV	
Friends (non-employees)	ADV	ADV	N/A	ADV	ADV	
Parent (non-employees)	ADV	ADV	N/A	ADV	ADV	

### Table Key

ADM Admissions (All Undergraduate Admissions)  
 ADV Advancement  
 AP Academic Personnel  
 GADM Graduate Admissions  
 HR Human Resources  
 PROC Procurement  
 REG Registrar

## 3.1 Standard Change Record

02/19/2007 3. General Person Update Responsibilities Role  
Sections 3 and 3.1 added to document.

## 4. SHARED VALIDATION TABLES IN BANNER

### 4.1 Shared Validation Tables Ownership

‘X’ – indicates a module uses the table

Table	Description	Steward Confirm	TEMP Data Steward	PERM Data Steward	Student	Fin. Aid	Adv.	Finance	Human Res.
GTVCCRD	Cross-Product Credit Card Type	√		BUR	X				
GTVCELG	Certificate of Eligibility	√	OIA	OIA					
GTVCMSC	Common Matching Source Code	√	ADV	ADM	X	X	X		X
GTVCURR	Currency Codes	√		BUR	X			X	
GTVDADD	Desktop Tools - Add-In	√	IS	IS					
GTVDICD	District Division Code	√	HR	HR	X				X
GTVDIRO	Directory Item			N/A					X
GTVDOCM	Visa Document Code	√	OIA	OIA					X
GTVDPRP	Desktop Tools - Step Property	√	IS	IS					
GTVDSTP	Desktop Tools - Step Type	√	IS	IS					
GTVDUNT	Duration Unit	√	N/A	REG	X				
GTVEMAL	E-mail Address Type	√	ADV	ADV	X	X	X		X
GTVEMPH	Emphasis Code	√	ADV	ADV	X	X	X		
GTVEQNM	Event Queue Code	√	ADV	ES			X		
GTVEQPG	Parameter Group Code	√	ADV	ES			X		
GTVEQPM	Parameter Code	√	ADV	ES			X		
GTVEQTS	Target System Code	√	IS	IS			X		
GTVEXPN	Expense Code	√	ADV	ADV	X		X		
GTVFBPR	FGAC Business Profile	√	IS	IS	X		X		X
GTVFDMN	FGAC Domain	√	IS	IS	X	X			X
GTVFDTP	FGAC Domain Type	√	IS	IS	X				X
GTVFEES	Fee Status Code	√	ADV	ADV	X		X		
GTVFGAC	FGAC Group	√	IS	IS	X				X
GTVFSTA	Function Status Code	√	ADV	ADV	X		X		
GTVFTYP	Fee Type Code	√	ADV	ADV	X		X		
GTVFUNC	Function Code	√	ADV	ADV	X	X	X		
GTVINSM	Instructional Method	√	N/A	REG	X				
GTVINTP	Integration Partner System Code	√	IS	IS					
GTVLFST	Learner Field of Study Type	√		REG	X				
GTVLETR	Letter Code	√	ADV	ADM	X	X	X		X
GTVMAIL	Mail Code		Shared – Research?		X	X	X	X	X
GTVMENU	Menu Code	√	ADV	ADV	X		X		X
GTVMTYP	Meeting Type	√		REG	X		X		
GTVNTYP	Name Type	√	ADV	ADV	X		X		X
GTVOBJT	Object Code	√	IS	IS			X		X
GTVPARA	Paragraph Code	√	N/A	ADM		X	X		X
GTVPARS	Partition Code	√	N/A	REG	X				
GTVPRNT	Printer	√	IS	IS	X		X		
GTVPROC	Process Name	√	ADV	BUR	X		X		
GTVPITYP	Participant Type Code	√	ADV	ADV			X		
GTVPURP	Purpose Code	√	ADV	ADV	X	X	X		
GTVQUIK	QuickFlow Code	√	Shared - based on prefix		X	X	X		X
GTVRATE	Fee Rate Code	√	ADV	ADV	X		X		
GTVREVN	Revenue Code	√	ADV	ADV	X		X		
GTVRRAC	Regulatory Race		HR	ADM	X	X			X



Table	Description	Steward Confirm	TEMP Data Steward	PERM Data Steward	Student	Fin. Aid	Adv.	Finance	Human Res.
GTVRSVP	RSVP Code		ADV		X	X	X		
GTVRTNG	Rating Code		ADV		X		X		
GTVSCHS	Scheduling Status Code				X				
GTVSCOD	EDI/ISO Standard Code								
GTVSDAX	Crosswalk		ADV		X	X	X		X
GTVSQPA	Business Rule Parameter Code				X				
GTVSQPR	Business Rule Process Code		ADV						
GTVSQRU	Business Rule Code		ADV						
GTVSRCE	Visa Source Code	√	OIA	OIA					X
GTVSUBJ	Subject Index		ADV		X		X		
GTVSVAP	SEVIS Auto-populate Code			N/A					
GTVSVBA	SEVIS Business Action Code			N/A					
GTVSVCA	SEVIS Student Cancellation Reason Code			N/A					
GTVSVCC	SEVIS Category Code			N/A					
GTVSVCP	SEVIS Consular Post Code			N/A					
GTVSVCR	SEVIS Creation Reason Code			N/A					
GTVSVDT	SEVIS Dependent Termination Code			N/A					
GTVSVEL	SEVIS Education Level Code			N/A					
GTVSVEP	SEVIS EV End Program Reason Code			N/A					
GTVSVFT	SEVIS Drop Below Full Time Reason Code			N/A					
GTVSVGO	SEVIS Governmental Organization Code			N/A					
GTVSVIO	SEVIS International Organization Code			N/A					
GTVSVIT	SEVIS Infraction Type Code			N/A					
GTVSVPC	SEVIS Exchange Visitor Position Code			N/A					
GTVSVRP	SEVIS Request for Form Reprint			N/A					
GTVSVTR	SEVIS Termination Reason Code			N/A					
GTVSVTS	SEVIS Transmittal Status Code			N/A					
GTVSYSI	System Indicator	√	IS	IS	X		X		X
GTVTARG	Target Audience Code		ADV		X	X	X		
GTVTASK	Task Code		ADV		X	X	X		
GTVTRTP	EDI Transaction Type				X				
GTVTSTA	Task Status Code		ADV		X	X	X		
GTVTTYP	Task Type Code		ADV		X	X	X		
GTVVBTY	Value-Based Security Type	√	IS	IS	X				
GTVVISS	Visa Issuing Authority	√	OIA	OIA					X
GTVV OBJ	Value-Based Security Object Code	√	IS	IS	X				
GTVWFED	Electronic Documents	√	IS	IS					
GTVZIPC	ZIP/Postal Code	√	ADV	ADV	X		X	X	X
GXVDIRD	Bank Routing Number	√	HR	BUR	X				X
STVACCG	Activity Category		ADV		X	X	X		X
STVACTC	Student Activity		ADV		X		X		
STVACTP	Activity Type	√	ADV	REG	X		X		
STVACYR	Academic Year	√	N/A	REG	X	X	X		
STVADMT	Admission Type	√	N/A	ADM	X				
STVAPDC	Admission Application Decision	√	N/A	ADM	X	X			
STVAPST	Admission Application Status	√	N/A	ADM	X				

Table	Description	Steward Confirm	TEMP Data Steward	PERM Data Steward	Student	Fin. Aid	Adv.	Finance	Human Res.
STVASCD	Room Assignment Status	√	N/A	REG	X				
STVASRC	Address Source	√	ADV	ADM	X	X	X		X
STVASTD	Academic Standing	√	N/A	REG	X	X			
STVATYP	Address Type Code	√	ADV	ADV	X	X	X	X	X
STVBLDG	Building Code	√	N/A	REG	X		X		
STVCAMP	Campus Code	√	N/A	REG	X	X	X		X
STVCIPC	CIPC Code	√	N/A	PRO	X				X
STVCITZ	Citizen Type Code	√	ADV	ADM	X	X	X		X
STVCLAS	Class	√	N/A	REG	X	X			
STVCNTY	County Code	√	ADV	ADM	X	X	X		X
STVCOLL	College Code	√	N/A	PRO	X	X	X		X
STVCOMT	Committee/Service Type	√	HR/ REG	REG	X				X
STVDAYS	Day of Week	√	N/A	REG	X				
STVDEGC	Degree Code	√	N/A	PRO	X	X	X		X
STVDEGS	Degree Status	√	N/A	REG	X	X			
STVDEPT	Department Code	√	N/A	PRO	X		X		
STVDIVS	Division	√	N/A	REG	X				
STVDLEV	Degree Level Code	√	N/A	PRO	X		X		X
STVDPLM	Diploma Type	√	N/A	ADM	X				
STVEMPT	Employment Type	√	OIA	OIA	X				
STVESTS	Enrollment Status	√	N/A	REG	X	X			
STVETHN	Ethnic Code	√	HR	ADM	X	X			X
STVETYP	Event/Function Type Code		ADV		X		X		
STVGEOD	Geographic Region Division	√	ADV	ADM	X		X		X
STVGEOR	Geographic Region	√	ADV	ADM	X		X		X
STVHAPS	Housing Application Status	√	N/A	RES	X				
STVHLDD	Hold Type	√		REG	X				
STVHOND	Departmental Honors Code	√	N/A	REG	X	X	X		X
STVHONR	Academic Honors	√	ADV	REG	X		X		
STVINIT	Initials	√	ADM	ADM	X	X			X
STVLANG	Language Code	√	OIA	OIA	X				X
STVLEAD	Leadership	√	ADV	ADV	X		X		
STVLEVL	Level	√	N/A	REG	X	X			X
STVLGCY	Legacy Code	√	ADV	ADM	X	X			X
STVMAJR	Major, Minor, Concentration Code	√	N/A	PRO	X	X	X		X
STVMDEQ	Medical Equipment Code	√	UHS	UHS	X				X
STVMEDI	Medical Code	√	UHS	UHS	X	X			X
STVMRCD	Meal Rate	√	N/A	RES	X				
STVMRTL	Marital Status Code	√	HR	HR	X	X	X		X
STVMSCD	Meal Assignment Status	√	N/A	RES	X				
STVNATN	Nation Code	√	AP	AP	X	X	X		X
STVORIG	Originator	√	N/A	REG	X				
STVPENT	Port of Entry Code	√	OIA	OIA	X				X
STVPRCD	Phone Rate Code	√	N/A	RES	X		X		
STVRATE	Student Fee Assessment Code	√	N/A	BUR	X				
STVRDEF	Building/Room Attribute Code	√	N/A	REG	X		X		
STVRELG	Religion Code	√	ADV	ADV	X	X	X		X
STVRELT	Relation Code	√	HR	HR	X				X
STVRMST	Room Status Code	√	N/A	REG	X		X		
STVRRCD	Room Rate Code		ADV		X		X		
STVRSTS	Course Registration Status	√	N/A	REG	X	X			

Table	Description	Steward Confirm	TEMP Data Steward	PERM Data Steward	Student	Fin. Aid	Adv.	Finance	Human Res.
STVSBGI	Source/Background Institution	√	ADV	ADM	X	X	X		X
STVSITE	Site Code	√	ADV	REG	X				
STVSPON	International Student Sponsor	√	OIA	OIA	X				X
STVSTAT	State/Province Code	√	ADV	ADM	X	X	X		X
STVSTST	Student Status	√	N/A	REG	X	X			
STVSUBJ	Subject Code	√	N/A	PRO	X				
STVTADM	Test Score Administration Type	√	N/A	ADM	X				
STVTELE	Telephone Type	√	ADV	ADV	X	X	X		X
STVTEPR	Test Purpose	√	N/A	ADM	X				
STVTERM	Term Code	√	N/A	REG	X	X			
STVTEST	Test Code	√	N/A	ADM	X				
STVTSRC	Admission Test Score Source	√	N/A	ADM	X				
STVETC	Veteran Type	√	N/A	FA	X	X			
STVVTYP	Visa Type	√	OIA	OIA	X	X			X
TTVBILL	Billing Code	√	N/A	BUR	X				
TTVDCAT	Detail Category	√	N/A	BUR	X				
TTVPAYT	Payment Type	√	N/A	BUR	X				
TTVSRCE	Charge Payment Detail Source	√	N/A	BUR	X				

**Last Revised: 6/4/07**

## 4.2 Data Stewards/Department Contacts

CODE	DEPARTMENT	CONTACT	CODE	DEPARTMENT	CONTACT
ADM	Admissions	Brian Pekarek	IS	Information Services	
ADV	Advancement	Laura Brown	N/A	Not Applicable	
AP	Academic Personnel	Lynn Heller	OIA	Office of International	Deb Lyons
BUR	Bursar's	Chuck Fabian/Les Carter	PRO	Provost's Office	Therese Tillett/ Lisa
ES	E-Services	Jamie Jackson	REG	Registrar's	Gail Rebeta
FA	Financial Aid	Nazih Darwiche	RES	Residence Services	Dave Taylor
FIN	Finance	Tammy Slusser/Katie Brown	UHS	University Health Services	Molly Miller
HR	Human Resources	Barb Casher			

## 4.3 Procedure for Updating Shared Validation Tables

- a. Requesting area fill out "form" requesting change. The form asks for justification for the change, what other area(s) will be impacted by the change and how will those other area(s) be affected.
- b. The information is sent to the "Banner Data Standards" group (found in Outlook) for discussion and vote.
  - i. If yes, then it goes into Testing mode.
  - ii. If no, then it needs to go to the Data Standards Committee meeting for further discussion.
- c. After the move to Production, the Owner of the table will communicate the change using the "Banner Data Standards" group.

Until specific categories of requests based on degree of change develop, they will all be regarded as Level 1.

#### 4.4 Banner Data Standards Change Request “Form”

<b>Data Standards Change Request Form</b>			
Submitted By: _____			
Banner Application Area: _____			
Date: _____			
Requested Change:	Date Needed By: _____		
Justification:			
Other Modules(s) Affected:			
<input type="checkbox"/> Student	<input type="checkbox"/> Financial Aid	<input type="checkbox"/> Finance	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Advancement			
How will they be affected:			
Support for Change:			
Data Standards Committee Member: _____		Date: _____	
<b>Data Standards Committee Resolution:</b>			
<input type="checkbox"/> Change Accepted			
<input type="checkbox"/> Change Rejected			
<input type="checkbox"/> Further Information needed. Explanation:			
<b>Follow-up:</b>			
Date testing (if applicable) completed on: _____		Move to PROD communicated on: _____	

#### 4.5 Standard Change Record

02/19/2007 4. Shared Validation Tables in Banner  
Sections 4, 4.1, 4.2, 4.4 and 4.5 added to document.

## **B. DATA STANDARDS**

### **1. BANNER IDENTIFICATION FOR PERSONS AND NON-PERSONS**

#### **1.1 General**

This standard defines how the ID will be established within Banner for each person and non-person based upon “best practice” recommendations made by SCT.

#### **1.2 Standards**

The identification code is a unique, nine-digit number assigned to each person or non-person constituent record in Banner. The ID codes (SPRIDEN\_ID) are generated using the Banner ID generation function. These codes will begin with an eight (8) in the first position followed by a system generated eight-digit number. The first SPRIDEN\_ID in the Banner system is 800000000.

The leading digit “8” is being used to distinguish the number from a SSN since this digit is not currently being used to begin any SSN. This distinction is needed to easily identify whether a SSN is mistakenly appearing on reports and will help facilitate use of the Banner ID during Banner implementation projects.

#### **1.3 Standard Change Record**

### **2. NAMES**

#### **2.1 General**

The University considers the ‘current name’ in Banner as a person’s legal name. A person’s legal name appears on official documents such as a birth certificate, court order, social security card, marriage license or passport. The Office of Admissions uses the name reported on an application as the legal name.

Names for persons and non-persons should have a customer friendly appearance. The objective is to enter names and addresses with both upper and lowercase letters so that when a name is printed on correspondence, it looks contemporary and professional. Name formats have also been developed to meet postal regulations.

It is recommended that offices that collect person names on applications, or any other types of forms, designate separate fields on the form for that person to indicate first name, middle name and last name. This will facilitate our ability to enter a name correctly into the respective fields in Banner.

## 2.2 Standards

### Name Type Codes (GTVNTYP):

Code	Description
ALIA	Alias
ALIP	Alias Preferred Name
APPL	Student Applicant (entered on Alternate Name/ID Tab)
DBA	Doing Business As
EVGU	Event Guest
HMEM	In Honor/Memory of
LEGL	Student Legal Name (maintained by Registrar's Office staff only)
LGCY	Legacy ID converted to Banner
MAID	Maiden
PREV	Previous
SORT	Sort By Name
VEND	Vendor Constituent
WKSU	WKSU ID

Enter the last, first and middle names exactly as the person has indicated. If given the full middle name, enter the full middle name. Do NOT change a full name to an initial. Always use upper- and lower-case letters for names.

#### 2.2.1 Punctuation

- Hyphens may be used to separate double names.
- Apostrophes may be used in such names as O'Leary, O'Conner, etc.
- Do not use periods after initials or abbreviations.
- Other special characters, including commas (,), the pound sign (#), the asterisk (\*), and percent sign (%) should never be used.

#### 2.2.2 Long Names

If a single name is too long to fit within the field, enter as much of the name as possible.

#### 2.2.3 Spaces between Last Names

Maintain spaces in last names (one space maximum) exactly as reported by the person, i.e., Van Buren.

#### 2.2.4 Prefixes and Suffixes

- Do not use titles, prefixes, and/or suffixes in the last, middle, or first name fields.
- Standard punctuation should be used with a prefix (a period should be added after Mr. or Dr.) or suffix (Ph.D.).
- Salutations (such as Dr., Rev., Mr., Ms., etc.) are considered prefixes and should be entered in the PREFIX field on General Person forms.

- Professional status indicators (such as M.D., D.O., Ph.D., Esq., etc.) are considered suffixes and should be entered in the SUFFIX field on the General Person forms.

### **2.2.5 Non-Person Names (Organization Records)**

- Hyphens, apostrophes, periods, and slashes may be used when needed for clarity.
- Suffix should be abbreviated. (If the following are within the organization’s name, it should be captured as specified by the organization’s source documentation. For example, “Youngstown Company of Windows Incorporated” should be “Youngstown Company of Windows Inc”).
  - Company = Co
  - Organization = Org
  - Corporation = Corp
  - Incorporated = Inc
- “And” or “&” should be captured as specified by the organization’s source documentation.
- Prefixes such as “The” and “A” should be used as specified by the organizations source documentation.
- Other special characters, including commas (,), the pound sign (#), the asterisk (\*), and percent sign (%) should never be used.

## **2.3 Standard Change Record**

- 11/06/2006 2.2 Standards  
Added new corporate name type DBA – “Doing Business As”
- 12/07/2006 2.2 Standards  
Updated table with current values in PROD: added EVGU, HMEM, GGCY, WKSU
- 03/26/2007 2.2.5 Non-Person Names (Organization Records)  
Section added
- 04/30/2007 2.2 Standards  
Added new name type VEND – “Vendor Constituent”
- 04/30/2007 2.2.4 Prefixes and Suffixes  
Updated document to reflect we will using standard punctuation
- 05/21/2007 2.2 Standards  
Added new name type LEGL – “Student Legal Name”
- 08/23/2007 2.2 Standards  
Added new name type APPL – “Student Applicant”

### 3. ADDRESSES

#### 3.1 General

Addresses are entered into Banner via the address block on the general person form (SPRAIDEN). Multiple addresses can be entered for a person or non-person record. Address type is a validation table (STVATYP) that provides codes to distinguish addresses by administrative office. Address codes have been established cooperatively to enable consistent usage.

#### 3.2 Standards

##### Address Type Codes (STVATYP):

Code	Description	Explanation
AR	Alumni Remit	Used by Finance - Alumni staff for vendor remit to address. Maintained by Alumni.
BI*	Billing	Address for mailing invoices and statements to students. Created if different from PR. Maintained by Bursar's Office.
BS	Business Secondary	
BU*	Business	Business address for non-person or employment address for a person. Maintained by Advancement, Int'l Student Office.
CA	Campus Residence	On-campus residence for a student.
DP	Diploma	Address for mailing diploma. Created if different from PR. Maintained by University Registrar.
EM	Emergency Contact	Emergency contact for a student/employee.
FR	Foundation Remit	Used by Foundation staff for remit to address. Maintained by Advancement.
FP	Foundation Purchase Order	Used by Foundation staff for purchase order address. Maintained by Advancement.
HS	Home Secondary	Second home for a person. Maintained by Advancement.
IN	Initial Address	The first address the University receives for a prospective student. This address is entered by the Admissions Office and may only be corrected, but not changed.
LO	Local Address	A local address of residence for a student. Created if different from PR. Maintained by University Registrar.
MA**	Mailing	Mailing address. Created if different from PR. Maintained by University Registrar and Human Resources.
P2	Next of Kin - Secondary	Second next-of-kin address of student. Maintained by Admissions Office
PA**	Next of Kin - Primary	Primary next-of- kin address of student. Maintained by Admissions Office.
PR	Permanent Student/ Person's Residence	Primary address for a person. Maintained by University Registrar, Human Resources and Advancement.
SE	Seasonal	Seasonal address for a person. Maintained by Advancement.



TT	1098T	Used by students for alternate 1098T forms mailing. Maintained by Bursar's.
VP	Vendor – Purchase Order	Used to mail purchase orders. Maintained by Procurement.
VR	Vendor –Remit	Used to mail vendor checks. Maintained by Procurement.
XX***		Reserved for TGRFEED only

\* Required values for Finance module

\*\* Required values for Student module procedures

\*\*\* Required value for accounting accounts payable feed procedure

**All information is to be entered using upper and lower case letters.** Do not abbreviate unless there is space limitation.

### 3.2.1 Symbols and Punctuation

- Hyphens, apostrophes, periods, and slashes are the only special characters that may be used when needed for clarity or designated fractions
- Other special characters, including commas (,), the pound sign (#), the asterisk (\*), and percent sign (%) should never be used.
- DO NOT leave blank lines between street lines.
- Spell out the word "and" and do not use the ampersand.
- “In care of” should be entered as “c/o”.

### 3.2.2 Street and PO Box

The address format allows three lines of street address information. If both street address and PO Box number need to be maintained separately, enter the street address under the secondary address and the PO Box number under the mailing/primary address.

Information Given	Permanent Address	Mailing Address
Dr. John F Smith Evergreen Building 1379 Del Monte Ave PO Box 2351 Monterey Bay CA 93942	Dr. John F Smith Evergreen Building 1379 Del Monte Ave Monterey Bay CA 93942	Dr. John F Smith PO Box 2351 Monterey Bay CA 93942

**Note:** Mail is delivered to the address immediately above the City State and Zip Code line. If both the street address and the PO Box need to be maintained in one information block, enter them as the mailing/primary address then the secondary address.

#### Dual Address Examples:

*Example 1:*

Mr John Smith  
100 Major St  
PO Box 200 Morgan St  
New York NY 10001

Mail will be delivered to:  
**PO Box 200 Morgan St**  
**New York NY 10001**

Example 2:

Mr John Smith  
PO Box 200 Morgan St  
100 Major St  
New York NY 10001

Mail will be delivered to:  
**100 Major St**  
**New York NY 10001**

### 3.2.3 Unit Numbers

If the street address contains a secondary unit designator, such as an apartment, suite, etc., the preferred location is at the end of the street address.

Description	Code
Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Number	No
Room	Rm
Space	Sp
Suite	Ste
Trailer	Trlr
Unit	Unit

### 3.2.4 City

Banner is configured to automatically enter the city name when a zip code is entered. If the preferred name which defaults is not correct, it is acceptable to change the city to the actual city name. (See section 3.2.7 for zip code information.)

Do not abbreviate unless limited by space. If it is necessary to abbreviate city names to fit within the 20 characters allowed by Banner, use abbreviation standards described in the U.S. Postal Service Addressing Standards. If you are in doubt about an abbreviation, spell out rather than use an abbreviation.

Do **NOT** enter Canadian Provinces into the City Field. Canadian Provinces have their own code for entry into the State Field. Note: Canadian addresses must include the city in the City Field and the Province in the State Field.

### 3.2.5 State and Province

Banner is configured to automatically enter the state name when a zip code is entered. This is the preferred method of entering the state name. (See section 3.2.7 for zip code information.)

State codes **MUST** be entered for all U.S. and Canadian addresses. Refer to Appendix A for the appropriate U.S. states and Canadian provinces codes.

### 3.2.6 County

Banner is configured to automatically enter an Ohio county name when an Ohio zip code is entered. If no county defaults when entering the zip, enter the county code from the list of values in the validation form. (See section 3.2.7 for Zip code information.)

### 3.2.7 Zip or Postal Code

Zip or postal codes **MUST** be entered for all U.S. and Canadian addresses.

*Even if the full nine digit ZIP code is available, only enter the first five digits. After the City, State and County fields have been populated, the last four digits of the ZIP code may be entered.*

#### 3.2.7.1 United States

When the entire 9 digit zip code is available do not add a hyphen.

*Examples:*

97203, 972035798

#### 3.2.7.2 Canada

Enter the six-character postal code with any letters in caps and without hyphens or spaces.

*Examples:*

T2T2Y5, R2L1N4

### 3.2.8 Nation Code

A nation code is required for all non-US addresses.

DO NOT enter a country code for US addresses. In Banner, the default country designation is "U.S."

### 3.2.9 Military Address

Overseas military addresses must contain the APO or FPO designation along with a two-character 'state' abbreviation and the ZIP code or ZIP+4 code. The 'state' abbreviations are AE for armed forces in Europe, the Middle East, Africa and Canada; AP for the Pacific; and AA for the Americas excluding Canada.

*Example:*

APO AE 090015275

For domestic military addresses, use the city name along with the two-character state code and the ZIP code or ZIP+ code.

Example:

Minot AFB ND 587051253

### 3.2.10 Address Source

Sources of the address are shown on the STVASRC table.

#### Source Type Codes (STVASRC):

Code	Description	Code	Description
CONV	Conversion	PHON	PhoneCenter received change
DECD	Deceased	POST	Post Office change
DMAC	Direct Mail Address Change	REGR	Registrar
EDI	Electronic Data Interchange	SELF	Self reported by individual
INFR	Information from relative	STAF	Staff initiated
LOST	Lost	TAPE	ADM Tape Load
MOVE	Address not current	WEB	World Wide Web

### 3.3 Standard Change Record

- 08/21/2006 3.2 Standards  
Changed "Campus Address" description to "Campus Residence".  
Added HS - Home Secondary.
- 08/28/2006 3.2 Standards  
Removed MG – Matching Gift.
- 10/11/2006 3.2.8 Nation Code  
Added to not enter a country code to US addresses.
- 11/27/2006 3.2.5 State and Province (Appendix A)  
Changed NF to NL, QU to QC, YK to YT, added NU and NT.
- 01/29/2007 3.2.7 Zip or Postal Code  
Updated document to reflect we will no longer be using a hyphen with the 9 digit zip code.
- 04/02/2007 3.2. Standards  
Added TT – 1098F, FR – Foundation Remit and FP – Foundation Purchase Order.
- 04/30/2007 3.2 Standards  
Added AR – Alumni Remit.
- 07/24/2007 3.2.10 Address Source

Updated document to match the current Banner table entries.

## 4. TELEPHONE NUMBERS

### 4.1 General

The telephone type simply describes the type of telephone number entered. The following assumptions/rules apply for the use of telephone types at the University:

- In the Banner system, only one telephone type can be automatically associated with an address type.
- Any telephone records can be associated with only one address.
- Multiple telephone records (of either the same or differing telephone types) can be associated with a single address.
- Only one telephone number can be designated as the primary telephone for its associated address.
- Telephone records can exist that are not associated with any address, however, it should be noted that only telephone numbers that were associated with an address can be updated through the web.

### 4.2 Standards

#### Telephone Type Codes (STVTELE):

Code	Description	Code	Description
AR	Alumni Remit	HFAX	Home FAX
ASST	Assistant	HS	Home Secondary
AVND	Advancement Vendor	IN	Initial Address
BFAF	Business FAX	LO	Local Address
BI	Billing	MA	Mailing
BS	Business Secondary	P2	Next of Kin Secondary
BU	Business or work	PA	Next of Kin Primary
CA	Campus Residence	PG	Pager
CE	Campus Extension	PR	Permanent
CELL	Cell	SE	Seasonal
DP	Diploma	TAPE	ADM Tape Load Telephone
EM	Emergency Contact	TT	1098T
FAX	Vendor FAX	VP	Vendor – Purchase Order
FP	Foundation Purchase Order	VR	Vendor - Remit
FR	Foundation Remit		

#### 4.2.1 Area Code

The three-digit area code must be entered for all phone numbers, including the local (330) area.

## 4.2.2 Phone Number

Enter the seven-digit number without the hyphen between the third and fourth digits.

## 4.2.3 Extension

If an extension number is provided, enter only the digits of the extension. Do not enter EXT or X into the extension field.

## 4.2.4 International Telephone Numbers

International telephone numbers consist of four to seven digits.

## 4.3 Standard Change Record

- 12/07/2006 4.2 Standards  
Updated table with current values in PROD: added ASST, HS; deleted MG
- 04/02/2007 4.2. Standards  
Added TT, FR and FP.
- 04/30/2007 4.2 Standards  
Added FAX and AR.
- 07/24/2007 4.2 Standards  
Updated document to match the current Banner table entries.

## 5. E-MAIL TYPE

### 5.1 General

An entity (person or non-person) may have multiple e-mail addresses within the Banner system. E-mail addresses should be accurate and reflect the most recent data received.

Only “@KENT.EDU” defined email addresses are to be maintained as Official University E-mail addresses.

### 5.2 Standards

#### E-Mail Type Codes (GTVEMAL):

Code	Description
ASST	Assistant
B	Business

<b>BWEB</b>	Business WEB Page
<b>C</b>	College
<b>F</b>	FAFSA
<b>H</b>	Home
<b>P</b>	Personal
<b>PWEB</b>	Personal WEB page
<b>TAPE</b>	ADM Tape Load Email
<b>U</b>	Kent State University

### 5.3 Standard Change Record

- 10/11/2006 5.2 Standards  
Changed the description of U to “Kent State University”.
- 12/07/2006 5.2 Standards  
Updated table with current values in PROD: added ASST
- 05/21/2007 5.2 Standards  
Added F – “FAFSA” value
- 07/24/2007 5.2 Standards  
Updated document to match the current Banner table entries.

## 6. MARITAL CODE

### 6.1 General

Marital status is maintained for all Kent State students applying for financial aid, Kent State employees and constituents of the University.

### 6.2 Standards

#### Marital Type Codes (STVMRTL):

Code	Description	Explanation
D	Divorced	Legally divorced
L	Life Partner	Not married but considered a partner
M	Married	Legally married
O	Other	
P	Separated	Legally married, but separated
S	Single	Not married, never been married
W	Widowed	Widowed, and not remarried

### 6.3 Standard Change Record

## 7. GENDER CODE

## 7.1 General

Gender information is maintained for federal and state reporting purposes. All employees MUST be classified as male or female. "N" is not an allowed entry in BANNER for an employee.

## 7.2 Standards

A gender code is entered in the General Person table as male, female or not available.

Code	Description	Explanation
F	Female	A female person, woman or girl
M	Male	A male person, man or boy
N	Not Available	Use when the gender information is not available or if the gender cannot be determined by the name.

## 7.3 Standard Change Record

## 8. DATE OF BIRTH

### 8.1 General

Banner automatically calculates the age for the AGE field based on the date of birth.

### 8.2 Standards

A date of birth will be entered into Banner in the format MM/DD/CCYY. Banner will display the date as: DD-MON-CCYY.

### 8.3 Standard Change Record

## 9. SOCIAL SECURITY NUMBER (SSN/SIN/TFN)

### 9.1 General

The social security number field in Banner is labeled: SSN/SIN/TFN.

A U.S. social security number is required for all Kent State employees and independent contractors. It is preferred that students disclose their social security number, but it is only required for students applying for financial aid or employment.

### 9.2 Standards



Enter the entire 9-digit U.S. Social Security number, omitting dashes and spaces between numbers. If the information is unavailable, leave blank. Do NOT enter any type of “holder” number, i.e., 000000000.

### **9.3 Standard Change Record**

## **10. CONFIDENTIALITY OF STUDENT RECORDS**

### **10.1 General**

The Banner information system is an integrated database with information on constituents of all types – applicants, students, alumni, friends, employees, vendors, etc. Many benefits come from this integration. Personally identifiable information is made available to university employees for the sole and explicit purpose of allowing them to carry out their official university functions. Any other use is prohibited. The same principles of confidentiality that apply to paper records also apply to electronic data. It is the responsibility of each school official to understand his or her legal responsibilities under FERPA, HIPPA, Gramm-Leach-Bliley and other privacy regulations at Kent State University.

### **10.2 Standards**

#### **10.2.1 Disclosure Policies**

All personally identifiable information not covered under “Directory Information” is confidential and shall be disclosed by the university only as provided in University Policies. No information, “public” or private, on applicant records may be released outside of the University until the applicant has become a registered student and has a chance to prohibit release, except to agents designated by the applicant. Students are notified of their rights under FERPA, including the right to request that directory information be restricted. Kent State University reserves the right to make directory information public unless the student has filed a “Request to Restrict Disclosure of Directory Information”.

#### **10.2.2 Confidentiality Indicator**

After a student, staff member or alumni has filled out a request for confidentiality, the confidentiality indicator will be checked. When a record is flagged with a confidentiality indicator, the message CONFIDENTIAL will display in the upper left corner on any Banner form with the ID in the Key information to remind faculty and staff that this constituent does not wish information to be released.

### **10.3 Standard Change Record**

## **11. CITIZENSHIP**

### **11.1 General**

Citizenship is required information for students and employees at Kent State University. Additional information, such as country of citizenship and visa status, is required for any person who is not a citizen of the United States.

## 11.2 Standards

### Citizenship Type Codes (STVCITZ):

Code	Description	Explanation
Y	Yes	This person is a U.S. citizen
N	No	This person is not a U.S. citizen (includes permanent residents with a green card)
“null”	Not Reported	For Advancement constituents only

## 11.3 Standard Change Record

02/19/2007 11.2 Standards

Deleted B – Not Reported value; replaced with “null”.

## 12. ETHNIC CODES

### 12.1 General

Ethnicity is tracked for purposes of federal and state reporting requirements. An ethnic code must be entered for all persons entered on Banner. This field **MUST** be entered for students and employees who are U.S. citizens or U.S. permanent residents.

### 12.2 Standards

#### Ethnic Type Codes (STVETHN):

Code	Description
A	Asian
B	Black or African-American
H	Hispanic
M	Multi-Racial (two or more races)
N	American Indian or Alaskan Native
O	Other
P	Native Hawaiian or Other Pacific Islander
W	White or Caucasian
X	Not Reported

#### Race Codes (GTVRRAC):

Code	Description
1	American Indian / Alaskan Native
2	Asian

3	Black or African-American
4	Native Hawaiian or Other Pacific Islander
5	White

**Race Code Rules (GORRACE):**

Code	Description
A	Asian
B	African-American
N	American Indian / Alaskan Native
P	Native Hawaiian or Other Pacific Islander
W	Caucasian

**12.3 Standard Change Record**

- 09/25/2006 12.2 Standards  
Updated values A, W; added value P; deleted value O [Note: values never updated in PROD]
- 08/13/2007 12.2 Standards  
Deleted value H; added value M; changed description for N and W
- 09/17/2007 12.2 Standards  
Added value H back in
- 06/26/2009 12.2 Standards  
Updated description for P
- 07/24/2007 12.2 Standards  
Updated document to match the current Banner table entries, including the two new ethnic tables GTVRRAC and GORRACE.

**13. RELIGION CODES**

**13.1 General**

Advancement tracks religion data for donor relations purposes.

**13.2 Standards**

**Religion Type Codes (STVRELG):**

Code	Description
BA	Baptist
BU	Buddhist
C	Catholic

CH	Christian
H	Hindu
J	Jewish
LU	Lutheran
M	Muslim/Islamic
ME	Methodist
O	Other
OT	Other
P	Protestant

### 13.3 Standard Change Record

12/07/2006 13.2 Standards

Updated table with current values in PROD: Changed CA to C, HI to H, JE to J, MO to M (and changed description), PR to P; O = Other (now two 'Others').

## 14. LEGACY INFORMATION

### 14.1 General

The application for admission used by the Office of Admissions asks if the applicant's parents are KSU alumni and what year they graduated.

### 14.2 Standards

#### Legacy Type Codes (STVLGCY):

Code	Description
A	Aunt
G	Grandparent
P	Parents
S	Sibling
U	Uncle

### 14.3 Standard Change Record

07/24/2007 3.2 Standards

Updated document to match the current Banner table entries.

## 15. VETERAN INFORMATION

### 15.1 General

### 15.2 Standards

#### 15.2.1 Veteran File Number

The Veteran File Number is most often the veteran's social security number, but not always.

### 15.2.2 Veteran Category

#### Veteran Type Codes (SPBPERS\_VERA\_IND):

Code	Description
	None
O	Other Protected Veteran Only
V	Vietnam Veteran Only
B	Both Vietnam/Other Protected Veteran

### 15.3 Standard Change Record

## 16. DECEASED INFORMATION

### 16.1 General

Due to the sensitivity of this issue, prompt attention is important so future mailings from University offices are discontinued. Deceased status must be verified information.

All population selections for communication purposes must search for, and exclude, deceased persons.

### 16.2 Standards

#### 16.2.1 Deceased Code

If a record is flagged with a deceased indicator, the message DECEASED will display in the upper left corner on any Banner form with the ID in the Key information.

#### 16.2.2 Deceased Date

Enter date of death.

### 16.3 Standard Change Record

## 17. QUIK FLOW CODES

### 17.1 General

The names of Quik Flows created within any module of Banner are stored in a common validation table called GTVQUIK. Quik Flow names can be up to 4 characters.

## 17.2 Standards

In order to avoid confusion as to the owner of a Quik Flow defined within Banner, the following prefixes will be used by offices when defining a Quik Flow name on the Banner screen GTVQUIK:

A	Advancement
B	Bursars
C	Academic Personnel
F	Finance
H	Human Resources
I	International Affairs Office
M	Admissions
P	Provost
R	Registrars
S	Financial Aid

## 17.3 Standard Change Record

11/20/2006 17.2 Standards  
Added B, C, F, H, I, P, R & S codes

## 18. LETTER CODES

### 18.1 General

The names of letters created within any module of Banner are stored in a common validation table called GTVLETR. Letter names can be up to 15 characters.

### 18.2 Standards

In order to avoid confusion as to the owner of a letter defined within Banner, the following prefixes will be used by offices when defining a letter name on the Banner screen GTVLETR:

ADM	Admissions
ADV	Advancement
BUR	Bursars
HR	Human Resources
EHS	College of Education
FR	Finance
GSM	Graduate School of Management
REG	Registrars

RGS	Research and Graduate Studies
SFA	Student Financial Aid
RC	Regional Campus (central office)
AC	Ashtabula Campus
EC	East Liverpool Campus
GC	Geauga Campus
SA	Salem Campus
ST	Stark Campus
TR	Trumbull Campus
TU	Tuscarawas Campus

### 18.3 Standard Change Record

10/25/2006 18.2 Standards

Added ADV, BUR, HR, FR, REG, SFA, AC, EC, GC, SA, ST, TR, and TU;  
changed AD to ADV

11/27/2006 18.2 Standards

Added, EHG, GM, RGS and RC



## 19. APPENDIX A - Two Letter State and Province Abbreviations

\* Indicates a Canadian Province or Territory

State/Province	Abbrev.	State/Province	Abbrev.
Alberta *	AB	New Hampshire	NH
Alabama	AL	New Jersey	NJ
Alaska	AK	New Mexico	NM
Arkansas	AR	New York	NY
Arizona	AZ	Newfoundland & Labrador	NL
British Columbia *	BC	North Carolina	NC
California	CA	North Dakota	ND
Colorado	CO	Northwest Territory	NT
Connecticut	CT	Nova Scotia *	NS
Delaware	DE	Nunavut *	?
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Ontario *	ON
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Prince Edward Island *	PE
Indiana	IN	Puerto Rico	PR
Iowa	IA	Quebec *	QC
Kansas	KS	Rhode Island	RI
Kentucky	KY	Saskatchewan *	SK
Louisiana	LA	South Carolina	SC
Maine	ME	South Dakota	SD
Manitoba *	MB	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	Utah	UT
Michigan	MI	Vermont	VT
Minnesota	MN	Virginia	VA
Mississippi	MS	Washington	WA
Missouri	MO	West Virginia	WV
Montana	MT	Wisconsin	WI
Nebraska	NE	Wyoming	WY
Nevada	NV	Yukon Territory*	YT
New Brunswick *	NB		



GQ	Guam
GT	Guatemala
PU	Guinea-Bissau
GV	Guineas
GY	Guyana
HA	Haiti
HO	Honduras
HK	Hong Kong
HU	Hungary
IC	Iceland
IN	India
ID	Indonesia
IR	Iran
IZ	Iraq
IY	Iraq Saudi Arabia Neutral Zone
EI	Ireland
IS	Israel
IT	Italy
IV	Ivory Coast
JM	Jamaica
JA	Japan
JO	Jordan
KH	Kampuchea
KZ	Kazakhstan
KE	Kenya
KR	Kiribati
KN	Korea, Dem. Peoples Republic
KU	Kuwait
KG	Kyrgyzstan
LV	Latvia
LE	Lebanon
LT	Lesotho
LI	Liberia
LY	Libya
LS	Liechtenstein
LH	Lithuania
LU	Luxembourg
MC	Macao
MK	Macedonia
MA	Madagascar
MI	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MS	Marshall Islands
MB	Martinique

MR	Mauritania
MP	Mauritius
MF	Mayotte
MX	Mexico
MJ	Moldavia
MN	Monaco
MG	Mongolia
MH	Montserrat
OV	Morazia
MO	Morocco
MZ	Mozambique
WA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
NT	Netherlands Antilles
NC	New Caledonia
NN	New Guinea
NZ	New Zealand
NU	Nicaragua
NG	Niger
NI	Nigeria
NE	Niue
NF	Norfolk Island
CQ	Northern Mariana Islands
NO	Norway
MU	Oman
OT	Other Country
PK	Pakistan
PW	Palau
PS	Palestine Gaza Strip
PM	Panama
PP	Papua New Guinea
PF	Paracel Islands
PA	Paraguay
LA	People's Dem Republic of Laos
PE	Peru
RP	Philippines
PC	Pitcairn Islands
PL	Poland
PO	Portugal
PR	Puerto Rico
QA	Qatar
KS	Republic of Korea
RE	Reunion
RH	Rhodesia
RO	Romania

RU	Russian Federation
RW	Rwanda
SH	Saint Helena
SC	Saint Kitts and Nevis
ST	Saint Lucia
SB	Saint Pierre and Miquelon
SM	San Marino
TP	Sao Tome and Principe
SA	Saudi Arabia
SG	Senegal
SE	Seychelles
SL	Sierra Leone
SN	Singapore
SI	Slovenia
BP	Solomon Islands
SO	Somalia
SF	South Africa
UR	Soviet Union
SP	Spain
PG	Spratly Islands
CE	Sri Lanka
SU	Sudan
NS	Suriname
SV	Svalbard and Jan Mayen Islands
WZ	Swaziland
SW	Sweden
SZ	Switzerland
SY	Syrian Arab Republic
TW	Taiwan
TA	Tajikistan
TZ	Tanzania
TH	Thailand

TO	Togo
TL	Tokelau
TN	Tonga
TD	Trinidad and Tobago
TS	Tunisia
TU	Turkey
TR	Turkmenistan
TK	Turks and Caicos Islands
TV	Tuvalu
UM	US Minor Outlying Islands
VQ	US Virgin Islands
UG	Uganda
UP	Ukraine
UE	United Arab Emirates
UA	United Arab Republic
UK	United Kingdom
US	United States
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VT	Vatican City
VE	Venezuela
VM	Vietnam
WF	Wallis and Futuna Islands
WN	West Indies
WI	Western Sahara
WS	Western Samoa
YM	Yemen
YI	Yugoslavia
CG	Zaire
ZA	Zambia