Georgia State University

Data and Search Standards
Introduction: When you create a new person or non-person record in BANNER, it is critically important that you perform a thorough search of the database before creating the information. This is to make sure that the person or non-person does not already have a record in the system. Banner distinguishes between person and non-person records. A person record refers to an individual. Non-person records refer to entities other than persons who are stored in Banner as a business, company, agency, foundation, vendor, etc.

Serious problems arise when duplicates are created. For example, student records can exist on multiple IDs. This will generate trouble for Student Accounts, Financial Aid, and Registrar because registration and course history could be fragmented among the duplicates – no one ID would have the complete student record. This makes the correct billing and granting of Financial Aid impossible. It is very difficult to detect duplicate records (also referred to as duplicate PIDMS) until they cause a problem, and we want to preserve as much data integrity on the front end as we can.

The extra time you take at the beginning will be well worth it. It can be difficult to force yourself to perform the searches necessary when you have a pile of data entry that needs to be done, but patience now means a lot less hassle later.

Policy Clarifications: At GSU, the rule of thumb to follow is that you should always assume that the person or non-person you need to create already has a record in BANNER. Your job is to find that record using all available search methods; only after a thorough search has been conducted should you create the new record.

Before you create a new record for a person (e.g. applicant, student, staff) or non-person (e.g., vendor, organization) you must follow the GSU Search Standards and Procedures to conduct a thorough record search.

Procedures Overview: The following materials are covered in these units:
- GSU Search Standards
- GSU Data Standards
Unit 1: GSU Search Standards

Objectives: In this unit you will learn:
- What Makes a Thorough Search
- What to Do if You Find the Record
- What to Do if the Record Does Not Already Exist

What Makes a Thorough Search?

1. Search by successive levels:
   - Search by all last names you may have for the individual
   - Search by partial last name and first letter of the first name.
   - Search by full or partial ID number if you have one

2. Examine results carefully: If your search yields any results – that is, if some records are displayed – carefully check each ID number, last name, first name, middle name and birth date to determine if there is a full match with the individual you were planning to create.

3. Check for related information: If your search in the SOAIDEN Person Search Form displays a record that is suggestive of a match but not conclusive, use SOAIDNS to perform the Name Search. The address information may help you ascertain if you have a genuine match. If any matriculation information displays for the highlighted record then you know that this individual already has a record in the system. Please refer to the Banner 9 Basic Navigation documentation for the Name Search procedures.

What to Do If You Find the Record?

If you are ABSOLUTELY SURE you have found a unique existing record that matches the individual for whom you were planning to create a General Person record, click on the Select icon (or double-click the ID number) and Update the record according to your school/department’s specified procedures. If you should find more than one unique record for an individual, e-mail bantrain@gsu.edu with the two ID numbers, identifying which number is the correct ID.

What to Do If the Record DOES NOT Already Exist?

If you are ABSOLUTELY SURE that you have NOT found a matching record after conducting a thorough search, then create a new record following your school/department’s specified procedures as well as the GSU Data Entry Standards and Guidelines.
Unit 2: Georgia State University Data Standards

General Guidelines

- It is important that all data be entered in a standard format. Questions regarding how to enter a particular piece of data should always be addressed!

- It is important that any situations found not sufficiently addressed within this documentation be considered and the documentation appropriately updated.

- Benefits of Data Standardization

  - Avoiding duplicate entries in the Admissions applications (e.g., Slate) and/or Banner.
  
  - Increasing the consistency of reports.
  
  - Facilitating searches.
  
  - Decreasing the amount of undeliverable mail/ensure mail delivery.
  
  - Providing the opportunity to minimize postage through bulk mailing.

Multiple Records

Only the record with the most recent name and ID information is current. To determine the current record, see the information in the Change Field of the search form. No entry in the Change Field indicates the current record for that person.

Handling Lengthy Names and Addresses

All name fields (First, Middle, and Last) in SPAIDEN are 60 characters long. If you come across a name or address that is just too lengthy to fit according to the standards as they are presented in this document, it is important that these situations are addressed in the Data Quality Committee and the documentation updated to ensure similar situations will be handled in a standard and consistent manner in the future.
Rules for Capitalization

- Enter all data using mixed case (uppercase and lowercase) and standard capitalization rules.

- The Chicago Manual of Style should be consulted as the manual of style for standard capitalization rules.

Symbols to avoid

- Never use the pound sign (#) in any data field.
- Never use the ampersand sign (&) except in an address or business name.
- Never use the percent symbol (%) in any data field.
- Never use a comma (,) in a data field.
- Other punctuation marks to be avoided:
  
  ```
  {} =
  [ ] :
  () ;
  “ ” @
  _ (underscore)
  ```

ID Numbers
Initially, a person's ID in Banner is a generated ID (Panther Number). The first number of a Banner generated ID will be a "0." Do not use an ID number assigned at another school in the ID field. Generate an ID for that person. The SSN will only be entered/stored in the SSN field of Banner. Generated ID’s of any kind should **never** be entered in this SSN field.

Please note: ID numbers that start with 900 were from the Perimeter College consolidation.

Deceased
Caution: If a person is marked deceased, it may or may not affect whether the person is included in the population selection or letter generation. For ad hoc selection, a line of logic, 'SPB_PERS_DECEASED_IND is NULL', should be added to prevent the inclusion of the deceased in the selection.
General Name Information

- No accent marks should be used in any name fields (First, Middle, and Last) in SPAIDEN. Accent marks for names will ONLY be entered in the Diploma name field in SHADIPL.

- Enter the last, first, and middle names exactly as the person has indicated. Except in the case of poor handwriting, the name information provided should not be second-guessed during the data entry process.

- Enter all data using mixed case (upper and lower case) and using standard capitalization rules.

- In Banner, the First and Last Name fields are required. In those rare cases where a student has only one name, that name should be entered in the Last Name field and a period should be entered in the First Name field.

- Banner allows 60 characters for first, middle, and last names. Always spell out last name. Be consistent. If the first or middle name is too long to fit into the appropriate field, enter the first letter of the name followed by a period, and enter the full name in the legal name field. (Banner allows 500 characters for legal name.) Do not attempt to abbreviate the name.

- The maiden name for a person will be stored as a previous name so that it is also considered in a name search. Data converted from the legacy system will value maiden name as a previous name.

- The following should be not be used in the first, middle and last name fields:
  - Titles
  - Prefixes
  - Suffixes
  - Preferred Name

- Spaces are permitted if the spelling and format provided clearly include spaces.
  - Mc Donald Van Husen
  - Mac Pherson De La Rosa
  - St John Van der Linden

- Do not introduce a space at the beginning of a field or before and/or after a hyphen.

- For international students, name must be entered exactly as the person’s passport has indicated. Due to the special characters limitation in the government reporting system, SEVIS, NO special characters, including apostrophes and hyphens, are allowed in any name fields in Banner for international students.

See Appendix E for more detail.
Enter punctuation in the name only when it has been clearly indicated that it should be used. Except for International students, the punctuation marks allowed are:

- Apostrophes (’) can be used when they are part of the name
  (Not allowed for international students due to SEVIS limitation):
  - O’Connor
  - O’Leary

- Hyphens (-) can be used to separate double names
  (Not allowed for international students due to SEVIS limitation):
  - Jones-Brown
  - Allison-Marie

- Periods (.) can be used when they are part of the name or when just an initial of a first or middle name is provided:
  - St. John
  - A.

Note: Please check names from admissions application downloads to ensure they adhere to the name standards. A script will be run nightly to identify invalid characters in name fields. The list of errors will be sent to users to correct manually.

## Name Standards

### First Name Standards

- Enter all data using mixed case (upper and lower case) and using standard capitalization rules.

- Do not enter suffix/salutation or prefix information into the first name field.

- Do not enter accent marks for first name even if they are behind the name such as Andree’. See Appendix E for special characters.

- If the name provided clearly begins with a lowercase letter, use the name as provided (al-Hassan).

- Single character first names should be entered followed by a period.

- In those cases where a single character is designated as the first name and followed by a middle name, place the single character in the first name field and the middle name in the middle name field (R. Maureen, S. Elizabeth).

- If there is no first name provided, enter a period (.). This satisfies the first name field requirement.
If a name is too long to fit into the field, do not attempt to abbreviate the name. Enter the first letter of the name followed by a period, then enter the full first name in the legal name field.

**Middle Name Standards**

- Enter all data using mixed case (upper and lower case) and using standard capitalization rules.

- If the name clearly begins with a lowercase letter, use the name as provided (eg: deBois).

- If given the full middle name, do not change it to a middle initial.

- If only provided with a middle initial, it should be entered and followed with a period.

- If no middle name or middle initial is provided, this field should be left blank.

- If a name is too long to fit into the field, do not attempt to abbreviate the name. Enter the first letter of the name followed by a period, then enter the full middle name in the legal name field.

- Do not enter accent marks for middle name. See Appendix E for special characters.

**Last Name Standards**

- Enter all data using mixed case (upper and lower case) and using standard capitalization rules.

- Do not enter suffix/salutation or prefix information into the last name field.

- Do not enter accent marks for last name. Please see Appendix E for special characters.

- In those rare cases where a student has only **one name**, that name should be entered in the last name field and a period should be entered in the first name field.
- Prefixed last names (Names beginning with Mac, Van, Di, etc):
  - Mac, Mc
    - Spell the name as the person does.
    - If that spelling is unclear, capitalize the first letter and the first letter of the second part of the name (MacDonald not Macdonald).
    - Do not put a space between the two names unless it is clear the legal spelling includes a space (McDonald not Mc Donald).
  - Van, Von, Da, De, Di
    - Spell the name as the person does.
    - If that spelling is unclear, capitalize both parts of the name and put a space between them (De Martino not DeMartino).
  - O’, D’, d’
    - Spell the name as the person does.
    - If that spelling is unclear, capitalize the first letter and the first letter of the second part of the name and do not put a space between them.
      - Correct
        - O’Leary
      - Incorrect
        - O’leary
        - O’ Leary

**Acceptable Prefix and Suffix Abbreviations:**

- Generally, the American convention is that a prefix and a suffix should never convey the same meaning. When dealing with persons from other cultures, however, exceptions to this convention may be appropriate. Always ask.

**Examples:**

- **Correct**
  - Dr. Anthony Jones
  - Anthony Jones Ph.D.

- **Incorrect (by American convention)**
  - Dr. Anthony Jones Ph.D.
• Be sure to put the correct information in the prefix and suffix fields. This information should not be entered in the last name or first name fields.

• Prefixes and suffixes that require punctuation, such as Jr. and Mr., should always be punctuated.

• **Prefix Standards**
  
  o Periods are required with most prefixes.
  
  o If a prefix is not provided, make the following assumption:
    
    ▪ Male = Mr.
    ▪ Female = Ms.
  
  o Use Miss and Mrs. only when requested, otherwise use Ms. as the standard.
  
  o The following are the standard formats for entering other common prefixes. These should only be used when specifically requested.
    
    ▪ Admiral (Admiral)
    ▪ Atty. (Attorney)
    ▪ Br. (Brother-religious)
    ▪ Cpt. (Captain)
    ▪ Col. (Colonel)
    ▪ Commander (Commander)
    ▪ Dr. (Doctor)
    ▪ Fr. (Father-religious)
    ▪ Gen. (General)
    ▪ Hon. (Honorable-elected official)
    ▪ Miss (Female-single status)
    ▪ Lt. (Lieutenant)
    ▪ Maj. (Major)
- Maj. Gen. (Major General)
- Ms. (Female-single or married)
- Mr. (Mister)
- Mrs. (Female-married status)
- Rabbi (Rabbi)
- Rep. (Representative)
- Rev. (Reverand)
- Sen. (Senator)
- Sr. (Sister-religious)

- **Suffix Standards**
  
  - Periods are required with many suffixes.
  - If a suffix is not provided, this field remains blank.
  - The following are the standard formats for entering these common suffixes. These should be used only if specifically requested.
    
    - II (The Second)
    - III (The Third)
    - CPA (Certified Public Accountant)
    - D.D.S. (Doctor of Dental Surgery)
    - Esq. (Attorney)
    - J.D. (Jurist Doctor)
    - Jr. (Junior)
    - L.L.D. (Doctor of Laws)
    - M.D. (Doctor of Medicine)
    - M.S.W. (Certified Social Worker)
    - Ph.D. (Doctor of Philosophy)
Preferred/Nickname Standards

- Enter the preferred first name or nickname into the preferred first name field in Banner or the Nickname field in Admission Application system if a person indicates a preference to be called by a name other than the legal first name. If a person indicates a desire to be addressed by both their first and middle name, enter this into the preferred/nickname field.

- If an applicant entered the preferred name in punctuation marks such as parentheses or quotation marks as part of the first, middle, or last name in the admissions application, remove the preferred name along with the punctuation marks from the first, middle, or last name field and entered the preferred name without punctuation marks in the Preferred Name field.

- If a person has not indicated a preferred first name, leave this field blank.

- Please note: Students can enter Preferred Name in the Self-Service Banner system.

Legal Name Field

This field in Banner will be utilized by Georgia State University to record first and/or middle names that are longer than the 60-character limit for those fields. The Legal Name field has a 500-character limit.

General Address Information

- Street Line 1, City, State, and the Zip/Postal code fields must be populated for US addresses. (See Appendix E for SEVIS Address standard)

- Street Line 1, City, the Zip/Postal code, and the Country fields must be populated for International addresses. (See Appendix E for SEVIS Address standard)

- Enter all data using mixed case (upper and lower case) and using standard capitalization rules.

- Banner stores addresses according to type. (See Appendix A)

- Do not introduce a space at the beginning of a field or before and/or after a hyphen.
Permitted Punctuation for Addresses

Enter punctuation only when it is part of the official street address.

Commas (,), pound signs (#) and double quotes (") should never be used in the address.

Use hyphens, periods, and slashes when needed for clarity or designated fractions

Examples:

Correct
289-01 Monroe Dr.

Mid-Island Ocean Dr.

101 ½ Main St.

Incorrect
289 01 Monroe Dr.

Mid Island Ocean Dr.

101 One-half Main St.

Standard Format of Addresses

Note that the post office reads an address from the bottom up. Thus, the most general information (country, state, province) should be located at the bottom of an address. More specific information (apartment, suite, room number) should be located towards the top of an address. This should be considered when deciding where to enter data into Recruitment Plus and Banner.

Verifying Addresses

There are several internet resources available that can be used to verify U.S. Zip and Canadian postal codes, as well as to determine the validity of a particular address. Any address that is not legible should be verified through one of these resources.

Domestic addresses and Zip Codes can be verified through the U.S. Postal Services website at [www.usps.gov](http://www.usps.gov).

Canadian addresses can be verified through the Canadian Postal Service website at [www.canadapost.ca/CPC2/addrm/pclookup/pclookup.shtml](http://www.canadapost.ca/CPC2/addrm/pclookup/pclookup.shtml).
Special Circumstances

“In Care of”
If it is specifically requested that mail be sent to an individual in the care of another, this should be indicated by the abbreviation “c/o” followed by one space and then the name of the individual. This information should be entered in the Street 1 field and, when used, should be the only information entered in that field.

If company information is needed, this should be entered below the “c/o” information, but above the street address information.
Examples:
Correct
c/o Susan Andrews
ABC Company
100 East Blvd.
Falls Church, VA 22042

“Attention”
If it is specifically requested that mail be sent to the attention of an individual, this should be indicated by the abbreviation “Attn.” followed by one space and the name of the individual. This information should be entered in the Street 1 field and when used should be the only information entered in that field.

If company information is needed, this should be entered below the “Attn.” information, but above the street address information.
Examples:
Correct
Attn. John Smith
CDE Company
300 West St.
Springfield, VA 22162

U.S. Address Information

Street Standards and Acceptable Abbreviations
The following is the standard layout for Street Line 1:

Primary address number...............Numerical, not word (1220, 430)
Predirectional.........................N (North), E (East), SE (Southeast, etc.)
Street name.............................Normally not abbreviated (Gilmer, Pine)
Suffix..................................St., Dr., Ave., etc.
Postdirectional..................................................NE, S, SW, etc.

Secondary address identifier……..Apt., Ste., etc.

Secondary number… ......................Numerical, not word (100, 230)

Spell out street names that are numbers 1-10 (First St., Fifth St., Tenth Ave.), but use the actual numbers for any number greater than 10 (28th St., 42nd Ave., 83rd St.)

Enter all data using mixed case (upper and lower case) and using standard capitalization rules.

With the exception of the use of periods following abbreviations, punctuation should be avoided in any of the address fields. If, however, the provided address includes punctuation, use the punctuation provided.

The USPS prefers the use of pre-direction and post-direction abbreviations. These describe the geographic direction before and after the street name. Directionals should be spelled out only when they are part of the street name.

Examples:

**Correct**

1501 Southwest Blvd.

101 North Ave.

999 Lenox Rd. NE

500 Bay West Dr.

256 Bay Dr. W

**Incorrect**

423 NE Dr.

345 S Ave.

888 Roswell Rd. Northeast

300 Hampton W St.

562 Hampton Dr. West

Always use the street suffix abbreviations provided in Appendix C, and always follow these abbreviations with a period. These abbreviations should not be used when the word is used as part of the actual street name. If an address has two consecutive words that appear in
Appendix C, abbreviate only the last of the words. The preceding words are part of the primary street name and should be spelled out in their entirety.

**Examples:**

**Correct**
222 Garden Summit Pt.

333 Green Ranch Hvn.

444 Rapid Bridge Hts.

**Incorrect**


**Address Unit Designator Standards (Apartment, Floor, Room, Suite)**

Unit designators should always be entered at the end of Street 1 without any punctuation added between the street address and the designator. If there isn’t sufficient space, the designator should be entered in the Street 1 field and the street address information should be entered in the Street 2 field.

Always use the following abbreviations and always follow the abbreviation with the period:

- Apartment........................................Apt.
- Floor..............................................Fl.
- Room.............................................Rm.
- Suite.............................................Ste.
- Unit...............................................Unit (Do not follow with a period)
- Building........................................Bldg.
- Department.....................................Dept.

If it is not possible to determine which of the above abbreviations should be used (for example, if #102 was provided and it can’t be determined if this is a suite, apartment, room, or floor number), use “No.” as the abbreviation for “Number”. Never use the pound (#) sign!

**Examples:**

**Correct**
123 East Blvd. Apt. 200

Apt. 451

34543 Sweet Mulberry Bush Ave. South
Incorrect
Ste. 3
12 North Ave.
(Reason: There is enough space to fit the secondary address unit designator on Street 1)

780 Stone Mountain Fwy.
Apt. 46
(Reason: If there is not enough space to fit the secondary unit designator at the end of Street 1, it should be placed on Street 1 and the other street address information should be placed on Street 2).

23 Brown Ave. Apt. #2
(Reason: Never use the pound sign in Recruitment Plus or Banner!)

Directional Designator Standards

Spell out single compass directions (50 South Bond St. or 10 East Park Ave.)

Abbreviate compound directions as two letters without periods and without spaces (SE, NW).

When a compass direction follows the street name, do not use a comma after the street name.

Do not abbreviate compass directions that are part of the actual street name, unless it is indicated that it should be abbreviated.

When a compass direction is part of the city name, it should not be abbreviated.

Examples:

Correct
250 Fifth St. SE

400 West Bishop Ln.

558 Southeast Blvd.

912 Terrace Dr. NE

East Orange, CA 92214

899 Park Ave. West

Incorrect
250 Fifth St., SE

400 W Bishop Ln.
Street Address and P.O. Boxes

Always abbreviate Post Office Box as P.O. Box.

Do not use a P.O. Box and a street address with a single address entry. If both pieces of information need to be maintained, enter the street address under the permanent address and the P.O. Box under the mailing address.

Example:

Information Given:

Dr. John F. Smith
   Pack Building
   P.O. Box 2351
   1379 NW Pine St.
   Blacksburg, VA 24060

Information Maintained in Permanent Address:

Dr. John F. Smith
   Pack Building
   1379 NW Pine St.
   Blacksburg, VA 24060

Information Maintained in Mailing Address:

Dr. John F. Smith
   P.O. Box 2351
   Blacksburg, VA 24060

Change “Caller”, Lockbox”, “Bin” and “Drawer” to P.O. Box.

When both a Rural Route number and P.O. Box number are part of an address, enter both pieces of information on Street 1. Do not use the words Rural, Number, No., or the pound sign (#). Enter the rural route information followed by the P.O. Box information. Do not use any punctuation between the two pieces of information. The information should be entered in the following format: R.R. ### Box ###
Example:

**Correct**
R.R. 14 Box 324

**Private Mailbox Addresses**

Private companies offering mailbox rental service to individuals or businesses may require a “box” number for final sorting. Enter this number, called a mail stop code (MSC) in the first line of the address. The words Post Office Box or P.O. Box and the private mailbox number cannot be used together. Only the Postal Service is entitled to provide delivery to a P.O. Box.

Example:

**Correct**
MSC 1339
ABC Company
12 E. Main St. Ste. 100
Atlanta, GA 30316

**Correct**
MSC 24
XYZ Company
P.O. Box 3651
Atlanta, GA 30321

**County, State and Local Highway Standardization**

County, State and Local Highway Information should be entered on Street 1.

The following are the recommended standardized formats of county, state, and local highways:

<table>
<thead>
<tr>
<th>County Highway ###</th>
<th>County Road ###</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: County Highway 140</td>
<td>Example: County Road 453</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Highway ###</th>
<th>Highway ### Byp.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Interstate ###</th>
<th>Road ###</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Interstate 85</td>
<td>Example: Road 55A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route ###</th>
<th>State Highway ###</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Route 66</td>
<td>Example: Highway 41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Road ###</th>
<th>State Route ###</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: State Road 319</td>
<td>Example: State Route 33</td>
</tr>
</tbody>
</table>
Rural Route Standardization

Always abbreviate Rural Route as R.R.

Rural Route information should always be entered on Street 1. Do not use the words Rural, Number, No., or the pound sign (#).

Rural route information should adhere to the “R.R. ### Box ###” format.

Example:
Correct
R.R. 2 Box 264
R.R. 14 Box 23

There should be no additional designations, such as town or street names, on the Delivery Address Line of rural route addresses. These used with route and box numbers can create potential matching difficulty.

Example:
Correct
R.R. 2 Box 18
Incorrect
RR 2 Box 18 Water Mill Rd.
Hyphens can be entered as part of the box number when it is indicated that one should be used.

Example:
Correct
RR 4 Box 19-1A

City Standards

City names should never be abbreviated with the following three exceptions:

City names including the word “Fort” can be abbreviated to “Ft.”

City names including the word “Saint” can be abbreviated to “St.”

City names including the word “Mountain” can be abbreviated to “Mtn.”

Do not abbreviate city names that include compass directions.
Example:

Correct
East Orange, CA

Incorrect
E. Orange, CA

State Standards

Only U.S. state abbreviations, U.S. territory abbreviations, and Canadian province abbreviations should be entered into the state field.

These abbreviation values entered should match the abbreviations contained in the validation tables in both Recruitment Plus and Banner.

Questions regarding the correct abbreviation for any U.S. state, U.S. territory, or Canadian province should always be addressed.

Country Standards

The nation/country field should only be used for international addresses. Do not enter U.S. or U.S.A. into the nation/country field for any domestic address.

Zip Code Standards

Zip Codes must be entered for all domestic U.S., U.S. territory, overseas U.S. military and Canadian addresses.
When provided, international postal codes should be entered in the Zip Code field.

The Zip Code field should not be used for anything but Zip and postal codes.

At a minimum, the five digit Zip must be entered. If the Zip + 4 is known, this information should also be entered. A hyphen must be used when using the Zip + 4 code.

U.S. Territory Addresses

U.S. territories can be entered into the State field of Recruitment Plus and Banner.

The following abbreviations should be used for the U.S. territories:

American Samoa- AS

Federated States of Micronesia- FM

Guam- GU
Marshall Islands- MH
Northern Mariana Islands- MP
Palau- PW
Puerto Rico- PR
Virgin Islands- VI

**International Address Information**

**City Standards**

Only enter city names into the City field. If you are unsure of the city name in an international address, it is recommended the address be researched using an atlas or the internet as a resource. Never attempt to guess the name of the city!

**City Suffix and Prefix (Recruitment Plus)/Street 3 (Banner)**

The Street 3 field in Banner and the City Prefix and City Suffix fields in Recruitment Plus should be used in the same way. Both are available for use when the address provided exceeds that which can fit on Street 1 and Street 2. The length of many international addresses means that these fields will be commonly used when entering addresses from other countries. When using these fields, it should be remembered that all addresses should move from specific to general to specific when read from top to bottom.

**Country Standards**

The country field should be used for international addresses only. A country must be entered in the country field for international addresses.

If you are unsure of the country name for an international address, it is recommended the address be researched using an atlas or the internet as a resource. Never attempt to guess the name of the country!

**International Postal Codes**

International postal codes/international identification numbers should be entered (without hyphens) into the Zip Code field when those codes should follow the state/province (or when state/province does not exist). When the postal code precedes the city, it should be entered in the city field if the total length of the city and postal code combined is no more than 20 characters. If more than 20 characters, enter the postal code on street 3 in Banner.
**Canadian Addresses**

Enter the appropriate abbreviation for the Canadian province/territory into the State field in Recruitment Plus and Banner.

Alberta --- AB

British Columbia --- BC

Manitoba --- MB

New Brunswick --- NB

Newfoundland and Labrador --- NF

Northwest Territories --- NT

Nova Scotia --- NS

Ontario --- ON

Prince Edward Island --- PE

Quebec --- QE

Saskatchewan --- SK

Yukon Territory --- YT

Canadian postal codes should be entered into the Zip Code field without any hyphens.

**Example:**

**Correct**
Ms. Allison Clarke  
129 Hartford Ln.  
Ottawa, Ontario K1A OB2  
Canada

**United Kingdom Addresses**

Both Recruitment Plus and Banner include “United Kingdom” in the country validation table.

For countries located in the United Kingdom (England, Scotland, Wales, N. Ireland), it is necessary to add the actual country name in the City Suffix field.

The postal code should be entered in the Zip Code field.
Military Address Standards

Overseas Military Addresses

The Delivery Address Line for all APO/FPO military mail must be standardized as follows:

[[PSC (CMR or Unit) ####] [Box ####]] or [Ship Name]
[APO or FPO designator] [AE, AP, or AA designator] [Zip Code]

Example:

Correct
SGT Henry Jones
PSC 324 Box 45
APO AE 09499-0074

SGT Melissa Harris
Unit 9754 Box 29
FPO AP 96667-3931

Seaman Ronald Anderson
USCGC Roosevelt
FPO AP 96667-3931

Overseas military addresses must contain the APO or FPO designation along with a two-character “state” abbreviation of AE, AP, or AA and the Zip Code or Zip + 4.

Enter the APO or AFO code into the City Field. Do not use periods with these abbreviations.

In the State Field enter:

AE (09### Zip)– Europe, Middle East, Africa, Canada
AP (96### Zip)- Pacific
AA (34### Zip)- The Americas, excluding Canada

Example:

Correct
APO AE 09602-8802
FPO AP 96606-2783
APO AA 34035-4198

Domestic U.S. Military Addresses
All domestic military mail should have a conventional street style address.
Enter the APO or AFO code into the City Field.
Enter the normal state code into the State Field.

**Telephone Numbers**

Enter the full phone number, including the area code and an extension, when it is available. Do not use hyphens or parentheses to separate the numbers. Banner separates the area code and extension with spaces automatically:

617 2831000 1234 rather than 617-283-1000 x 1234

Telephone number types may be associated with an address type and sequence numbers in Banner. (See Appendix B)

NOTE: Only one phone number per telephone type will be converted from the legacy systems. Phone numbers converted from legacy will not be linked to an address type.

**International Phone Number Information**

Country Code and Area Code

For international phone numbers, the Country Code and Area code fields will be used instead of the International Access field in SPATELE effective with the Banner 8 upgrade. By using the country code field in SPATELE, it will be consistent with the Emergency Contact information on international phone numbers on both forms.

<table>
<thead>
<tr>
<th>Note: Maximum character limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country code field: 4</td>
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<tr>
<td>Area Code field: 6</td>
</tr>
<tr>
<td>Phone Number field: 12</td>
</tr>
<tr>
<td>Extension field: 10</td>
</tr>
</tbody>
</table>
APPENDIX A
Address Type Definitions

BI (Billing Address) This is a Banner system required code but not a required code for Georgia State processes.

BU (Business Address) This is system required and to be used only for organizations.

B1 (Business Address) This is a person's primary business address. Line 1 will be used for business department only. If there isn't one, it will be left blank.

B2 (Business Address) This is a person's second concurrent business address, if there is such. Line 1 will be used for business department only. If there isn't one, it will be left blank.

CA (Campus Address) This is for non-student persons on the GSU campus. This equates to the location in a building, department, office. This is not a USPS address.

CH (Corporate Headquarters) Used for non-person records, this is the permanent address for corporations or foundations. BANNER distinguishes between "person" and "non-person" records. A "person" record refers to an individual. A "non-person" record refers to a business, agency, foundation, or other non-human entity.

DA (Diploma Address) Maintained by the Graduation office, this is the address to which the diploma will be sent.

E1 (Emergency Contact 1) Used for emergency contact address information.

E2 (Emergency Contact 1) Used for emergency contact address information.

E3 (Emergency Contact 1) Used for emergency contact address information.

HA (University Housing) Maintained by the Housing Office, this is a student's on-campus housing address. It is not a USPS address.

IA (International Address) Do not use. For conversion purposes only.

LA (Locator Address) Used to locate a person when his/her mailing address is a P.O. Box. This is the physical location/address of where the person "stays."

MA (Mailing Address) This address type is required. Address where official university correspondence is sent. In most cases this will be the home address. Students can maintain this address on -Banner Self-Service. This is system required.

PE (Permanent Address) The address of a person's roots if different from the mailing address. Unlike Local Address, this is not where the person stays. Rather, this is where a person goes home.
APPENDIX A
Address Type Definitions

**PA** (Parent's Address) Primary contact for parent(s) of a student. This would be the address to use if only one parent's address existed. This is system required.

**P2** (Parent's Address) If two different parents should receive mailings, then PA is the primary contact.

**XX** Reserved for TGRFEED use only. This is system required.
APPENDIX B
Telephone Type

BI (Billing Address) This is a Banner system required code but not a required code for Georgia State processes.

BU (Business Address) This is system required and to be used only for organizations

B1 (Employer/Busines) This is a person's employer or business phone. This phone number will be fed from BUS-PHONE on legacy SIS and BUS-PHONE on legacy Alumni.

B2 (Employer/Busines) This is a person's additional employer or business phone, if there is one.

CA (Campus Phone) This phone number is the campus extension recorded on HR for current employees, and is generated by an interface with legacy HR.

CH (Corporate Headquarters) For Alumni/Development use with non-person records, this is the main phone number for a corporation or foundation. For Purchasing use, this is a company's headquarters' phone. BANNER distinguishes between "person" and "non-person" records. A "person" record refers to an individual. A "non-person" record refers to a business, agency, foundation, or other non-human entity.

CP (Cellular or Car Phone) A cellular phone.

E1, E2, E3, etc. (Emergency Contact) Used for emergency contact phone

EM (Emergency Phone) A person's emergency phone number. This phone number will be fed from EMRG-PHONE in legacy SIS. No longer in use.

FX (Fax) Fax number

HA (University Housing Phone) This phone will be maintained by the University Housing Office.

INT (International Telephone Number) International Telephone Number to recode country code, area code, phone number, and if appropriate, extension.

MA (Main/Local Phone) Phone where the person wishes to receive calls. The Primary Indicator for MA phone type must be checked in Banner.

PA (Parent's) A student's parent or relative, this is usually the phone of the parent where the student lives.

P2 (Parent/Guardian 2) A student's parent or relative, this is usually the phone of the parent where the student does not live.

PE (Permanent Phone) The permanent home phone if different from the main (MA) phone.
## APPENDIX C
Street Suffix Abbreviations

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<thead>
<tr>
<th>A</th>
<th>G</th>
<th>R</th>
</tr>
</thead>
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<tr>
<td>Allee, Alley---All</td>
<td>Garden---Gdn</td>
<td>Plain---Pl</td>
</tr>
<tr>
<td>Annex---Anx</td>
<td>Gardens ---Gdns</td>
<td>Plaines---Pns</td>
</tr>
<tr>
<td>Arcade---Arc</td>
<td>Gateway---Gtwy</td>
<td>Plaza---Plz</td>
</tr>
<tr>
<td>Avenue --- Ave</td>
<td>Green --- Grn</td>
<td>Point --- Pt</td>
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<td>Bayoo, Bayou --- Byu</td>
<td>Grove --- Grv</td>
<td>Prairie---Pr</td>
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<td>Harbor---Hbr</td>
<td>Radial ---Rad</td>
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<td>Bluff --- Blf</td>
<td>Haven ---Hvn</td>
<td>Ranch---Rch</td>
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<td>Bottom --- Btm</td>
<td>Height --- Ht</td>
<td>Ranches---Rchs</td>
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<td>Heights --- Hts</td>
<td>Rapid --- Rpd</td>
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<td>Highway --- Hwy</td>
<td>Rapids---Rpd</td>
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<td>Hills --- Hls</td>
<td>Ridge --- Rdg</td>
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<tr>
<td>Brook --- Brk</td>
<td>Hollow --- Holw</td>
<td>River--- Riv</td>
</tr>
<tr>
<td>Bypass --- Byp</td>
<td>Island --- Isl</td>
<td>Road --- Rd</td>
</tr>
<tr>
<td>Canyon --- Cyn</td>
<td>Islands --- Isls</td>
<td>Shoal --- Shl</td>
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<tr>
<td>Causeway --- Cswy</td>
<td>Junction --- Jct</td>
<td>Shore --- Shr</td>
</tr>
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<td>Center --- Ctr</td>
<td>Key --- Ky</td>
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<td>L</td>
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<td>Stream---Strm</td>
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<td>Landing --- Lndg</td>
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<td>Major --- Mjr</td>
<td>Union--- Un</td>
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<td>Manor --- Mnr</td>
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<tr>
<td>Extension --- Ext</td>
<td>Meadow--- Mdw</td>
<td>View --- Vw</td>
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<tr>
<td>F</td>
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<td></td>
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<td>Falls --- Fls</td>
<td>Mills --- Mls</td>
<td>Village --- Vlg</td>
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<tr>
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<td>Mission--- Msn</td>
<td>Vista --- Vis</td>
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<td>Field --- Fld</td>
<td>Mountain---Mtn</td>
<td>Wells --- Wls</td>
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<td>Orchard --- Orch</td>
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<td>Parks --- Pks</td>
<td>Xing --- Xg</td>
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<td>Fort --- Ft</td>
<td>Parkway--- Pkwy</td>
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<tr>
<td>Freeway --- Fwy</td>
<td>Pines --- Pns</td>
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</table>
APPENDIX D
Valid Social Security Numbers

Social Security Number Allocations

Since 1973, social security numbers have been issued by our central office. The first three (3) digits of a person's social security number are determined by the ZIP Code of the mailing address shown on the application for a social security number. Prior to 1973, social security numbers were assigned by our field offices. The number merely established that his/her card was issued by one of our offices in that State. See also High Group List of SSN's.

THIS DATA IS STRICTLY FOR INFORMATIONAL PURPOSES

The chart below shows the first 3 digits of the social security numbers assigned throughout the United States and its possessions. See "Note" at bottom of page.

<table>
<thead>
<tr>
<th>Digits</th>
<th>State</th>
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<tbody>
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<td>001-003</td>
<td>New Hampshire</td>
</tr>
<tr>
<td>004-007</td>
<td>Maine</td>
</tr>
<tr>
<td>008-009</td>
<td>Vermont</td>
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<tr>
<td>010-034</td>
<td>Massachusetts</td>
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<td>035-039</td>
<td>Rhode Island</td>
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<tr>
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<td>New York</td>
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<td>New Jersey</td>
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<td>Pennsylvania</td>
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<td>Virginia</td>
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<td>Guam</td>
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<td>American Samoa</td>
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<td>586</td>
<td>Philippine Islands</td>
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<tr>
<td>700-728</td>
<td>Railroad Board**</td>
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<tr>
<td>729-733</td>
<td>Enumeration at Entry</td>
</tr>
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</table>

**NOTE:** The same area, when shown more than once, means that certain numbers have been transferred from one State to another, or that an area has been divided for use among certain geographic locations.

The SSN is divided as follows: the area number (first three digits), group number (fourth and fifth digits), and serial number (last four digits).

To determine if an SSN is invalid consider the following: No SSNs with an area number in the 800 or 900 series, or "000" area number, have been assigned. No SSNs with an area number of "666" have been or will be assigned.

The information in our records about an individual is confidential by law and cannot be disclosed except in certain very restricted cases permitted by regulations.

* = New areas allocated, but not yet issued

** 700-728 Issuance of these numbers to railroad employees was discontinued July 1, 1963.

Please refer to the Social Security website below for the latest information.

[http://www.socialsecurity.gov/employer/stateweb.htm](http://www.socialsecurity.gov/employer/stateweb.htm)
Appendix E

SEVIS Name and Address Data Standard for International Students

According to the SEVIS site, the data standard for First, Middle, and Last Names are below. However, please be mindful of the Georgia State Data Standard.

- Latin (Roman) alphabet
- No hyphens
- No apostrophes
- No special characters
- One space between names
- No names of: FNU, Unknown, Not Applicable, or None
- UNK and NA entries require confirmation that UNK or NA is the nonimmigrant's name

According to the SEVIS site, the data standard for address fields are below. However, please be mindful of the Georgia State Data Standard.

<table>
<thead>
<tr>
<th>U.S. Address Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Street Address**<sup>*</sup> | * Required field  
  • SEVIS validates field text for a valid street name within the Zip Code area  
  • Follows the U.S. Postal Service (USPS) street and secondary unit abbreviations  
  • 64-character limit |
| **Suite/Apt** |  
  • Number field used for apartment numbers, suite numbers, etc. that follow the street address  
  • 6-character limit |
| **Other** |  
  • SEVIS does not validate Other field text  
  • Allows university names, residence names, hotel names, room numbers, PO Box  
  • Numbers, or any non-standard address designations  
  • Comma delimited  
  • 64-character limit  
  **Note:** If the Street Address is accepted, the Other field text never rejects. |
| **City** |  
  • SEVIS validates field text for a valid city name |
| **State** |  
  • SEVIS validates field text for a valid U.S. state or possession name  
  • Follows USPS states and possessions abbreviations  
  **Note:** The State field is a drop-down list selection. |
| **Zip**<sup>*</sup> | * Required field  
  • Zip code must be five digits  
  **Note:** SEVIS will automatically add the plus four zip routing number, where available.  
  • If the zip code is incorrect, the address will be considered invalid, even if all the other address fields are correct. |