Florida Department of Education
Office of Student Financial Assistance (OSFA)
Secure File Transfer Protocol (SFTP) Setup

A Secure File Transfer Protocol (**SFTP**) is a standard network protocol used to transfer files from one host to another host over a Transmission Control Protocol (TCP)-based network. SFTP users authenticate themselves by using a username and password during sign-in.

Beginning with the 2013-14 academic year, any postsecondary institution that is determined eligible for state scholarships and grants **will be required to utilize the OSFA SFTP for file uploads and downloads** from the State Student Financial Aid Database (SSFAD). Files for your institution will consist only of students affiliated with your institution, as indicated on SSFAD. If your institution does not need to upload/download files from OSFA, you will continue to be able to determine eligibility and disburse students via the existing manual inquiry, regardless of SFTP use.

On behalf of your institution, you may request that OSFA provide access capability to transmit files via OSFA SFTP using the attached *OSFA SFTP Setup Request Form*. Institutions will have the capability to download files for their own students (per the SSFAD).

After requesting an SFTP account, you will receive an email from OSFA indicating that we have created an account for your institution to access our SFTP server through a secure batch process or manually with software, such as Secure Client, or through our Managed File Transfer (MFT) Internet Transfer Client website. The account ID is your 3-digit state account ID number. Your password will be sent under separate cover or by phone.

To reach our server with Secure Transfer Protocol (SFTP), visit https://transfer.fldoe.org.

For data which you are retrieving from us (the Master Eligibility List – MEL), there is a folder with the 3 character acronym, MEL, followed by "_out" (the terms "in and "out" are relative to our server). If you are providing Disbursement Eligibility Report (DER) or Grade & Hours (G&H) data, you will have folders called **DER_in** and **G&H_in** where you may place the data.

OSFA – SSFAD File Naming Conventions

A. Grade and Hours (G&H) Layout:
  - a. **{CCYYMMDD}SAIGRHR{PSI}.txt**
  - b. ex: 20140501SAIGRHR999.txt
B. Disbursement Eligibility Report (DER) Layout:
  - a. **{CCYYMMDD}SAIDER{PSI}T{Term Identifier}.txt**
  - b. ex: 20140830SAIDER999T1.txt
C. Master Eligibility List (MEL) File Layout:
  - a. **SAIALLMELD(YYYY)(YY+1)PSI.txt**
  - b. ex: SAIALLMELD201415999.txt
D. FSAG Eligibility Determination File Layout:
  - a. **{CCYYMMDD}SAIFSAG{PSI}.txt**
  - b. ex: 20140405SAIFSAG999.txt
E. FRAG Eligibility Determination File Layout:
  - a. **{CCYYMMDD}SAIFRAG{PSI}.txt**
  - b. ex: 20140405SAIFRAG999.txt
F. Reconciliation Report File Layout:
  - a. **{CCYYMMDD}SAIFRAG{PSI}.txt**
  - b. ex: 20140405SAIFRAG999.txt
G. Student Financial Aid Report (SFAR) File Layout:
  - a. **{CCYYMMDD}SAISFAR{PSI}.txt**
  - b. ex: 20150801SAISFAR999.txt

An example of an SFTP account (shown via FileZilla) is below.