

# Admission Candidate Import Type

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

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The [Veracross Data Importer](#) allows you to import new admissions candidates and the most relevant information about them directly into Axiom. This import type is considered an importer only – it inserts new admissions candidates but does not update existing admission candidates. Learn more about the admissions process by [reviewing documentation on the topic](#).

This import type is intended to import new people with the following roles:

- Admissions Leads
- Prospects
- Applicants
- Cold Prospects
- Former Applicants

Uploading Admission Candidate records involves the following two steps:

1. Preparing the data for upload using the Admission Candidate import type template, which is provided before data import on the Importer site.
2. Uploading the data using the [Veracross Data Importer](#).

The Admission Candidate import type can import a maximum of 500 candidates per import; if you need to import more than that, you must split them across multiple imports.

## Important Automerging Considerations

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Category	Description	Public Value	User Value	Notes
<input type="checkbox"/>	Billing <a href="#">Activate GL Account link on Teacher Portal</a>	0		
<input type="checkbox"/>	SYSTEM <a href="#">Add Domain to Logins</a>	0		Add the school domain onto the end of new logins
<input type="checkbox"/>	SYSTEM <a href="#">Advisor Portal Enabled</a>	1		
<input type="checkbox"/>	SYSTEM <a href="#">Alumni Portal Enabled</a>	0		
<input type="checkbox"/>	SYSTEM <a href="#">Auto Merge Household Scenario</a>	2		0: No Auto Merging, 1: Only User Defined Auto Merging, 2 (DEFAULT): All Auto Merging
<input type="checkbox"/>	SYSTEM <a href="#">Auto Merge Organization Scenario</a>	2		0: No Auto Merging, 1: Only User Defined Auto Merging, 2 (DEFAULT): All Auto Merging
<input type="checkbox"/>	SYSTEM <a href="#">Auto Merge People Scenario</a>	2		0: No Auto Merging, 1: Only User Defined Auto Merging, 2 (DEFAULT): All Auto Merging
<input type="checkbox"/>	SYSTEM <a href="#">Axiom Root</a>	<a href="https://axiom.veracross.com/vc...">https://axiom.veracross.com/vc...</a>		
<input type="checkbox"/>	SYSTEM <a href="#">CEEB Code</a>	123456		Sets the schools CEEB code.
<input type="checkbox"/>	SYSTEM <a href="#">Checkout Help Email Address</a>	payments@veracross.com		
<input type="checkbox"/>	SYSTEM <a href="#">Default Country</a>	1		Sets the default country for the inquiry and application web forms. B&C sets this
<input type="checkbox"/>	SYSTEM <a href="#">Default Language</a>	en		Sets the language of the inquiry form. Only used for select schools.
<input type="checkbox"/>	SYSTEM <a href="#">Default State</a>	MA		
<input type="checkbox"/>	SYSTEM <a href="#">CC on all distribution list emails</a>			
<input type="checkbox"/>	SYSTEM <a href="#">Dynamic Photos</a>	2		
<input type="checkbox"/>	SYSTEM <a href="#">Automatically Remove Inactive Accounts</a>	1		
<input type="checkbox"/>	SYSTEM <a href="#">Enable/Disable Auto CC Processing</a>	1		
<input type="checkbox"/>	SYSTEM <a href="#">ESWeb Banner Image Path</a>	vc_demo_logo_web.jpg		Image to display in the ESWeb header. This value is used to generate global.asa. U

We strongly urge you to turn off auto-merging for households, people, and organizations via [the System Parameters query](#) on the System homepage before using this import type by setting the Public Value for each of these parameters to "0".

After you have imported all your admission candidates, go to [the Data Integrity homepage](#) and perform the following steps from the action menu in this order:

1. Run the **Find Duplicate Household** procedure and merge duplicated households that you have identified
2. Run the **Find Duplicate People** procedure and merge duplicated people that you have identified
3. Run the **Find Duplicate Organization** procedure and merge duplicated organizations that you have identified

Do not turn on auto-merging until you have resolved all duplicates that could be auto merged through the nightly processes. Please refer to [this documentation article on Deduping Categories](#) regarding deduping categories and the nightly auto merging processes.

After you have completed using this import type to create new admission candidates, please remember to set [the Auto-Merging system parameters](#) back to the values they were set to prior to you changing them.

## Preparing the Data for Upload

The user must prepare a comma-separated value (CSV) file containing all data to import. This file must contain all columns in the order listed below, even if no content is populated in the columns. If there is no content in a column, that row **must** be left blank.

**Recommendation:** Use the import template provided at [import.veracross.com/your\\_school](http://import.veracross.com/your_school), rather than creating your own CSV file. We **highly** recommend this workflow instead of creating your own spreadsheet as this can eliminate many unintentional errors.

## Fields in the Import Type Template

This template has a number of fields that are required conditionally. See the notes in the table below for more information about these conditions.

Column (field) Name	Notes
candidate_id	<b>Required field.</b> <i>Text format.</i> The ID assigned to this admission candidate in their legacy system. This field has a character limit of 50 characters.
name_prefix	<i>Text format.</i> The already-existing name prefix (e.g., Ms., Dr.) for this person. Options are available in <a href="#">this Name Prefix query</a> and may be one of the following options: <ul style="list-style-type: none"> <li>• ID (e.g., 101, 102, 103)</li> <li>• Description (Mr., Ms., Dr.)</li> </ul> If this is left blank, the name prefix defaults to .
first_name	<b>Required field.</b> <i>Text format.</i> The first name of the admission candidate. This field has a maximum character length of 50 characters.
preferred_name	<i>Text format.</i> The preferred name of the admission candidate. This field has a maximum character length of 50 characters.
middle_name	<i>Text format.</i> The middle name of the admission candidate. This field has a maximum character length of 50 characters.
last_name	<b>Required field.</b> <i>Text format.</i> The last name of the admission candidate. This field has a maximum character length of 50 characters.
name_suffix	<i>Text format.</i> The already-existing name suffix (e.g., jr., III) for this person. To find this value navigate to the query design screen of a Find Person query, click on the Name Suffix field, and choose from the available options on the right side of the screen. <p>If left blank, the name suffix defaults to .</p>
gender	<b>Required field.</b> <i>Text format.</i> The gender of the admission candidate. Options are available on <a href="#">the Genders query</a> on the System homepage and may be

Column (field) Name	one of the following options: <b>Notes</b>
	<ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Male, Female, Non-Binary)</li> <li>• Abbreviation (e.g., M, F, NoBin)</li> </ul>
<b>date_of_birth</b>	<p><i>Date format.</i> The date the admission candidate was born. Must be in the MM/DD/YYYY format.</p>
<b>place_of_birth</b>	<p><i>Text format.</i> The place the admission candidate was born. This field has a maximum character length of 50 characters.</p>
<b>race</b>	<p><i>Text format.</i> The race of the admission candidate. Options are available on <a href="#">the Person Races query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Asian, Black/African American, White)</li> </ul> <p>If left blank, this field defaults to "Race Unsure/Not Reported".</p>
<b>ethnicity</b>	<p><i>Text format.</i> The ethnicity of the admission candidate. Options are available on <a href="#">the Ethnicities query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Asian American, Multi-racial, Other)</li> </ul> <p>If left blank, this field defaults to.</p>
<b>email_1</b>	<p><i>Text format.</i> The primary email of the admission candidate. This field has a maximum character length of 100 characters.</p>
<b>email_2</b>	<p><i>Text format.</i> The secondary email of the admission candidate. This field has a maximum character length of 100 characters.</p>
<b>home_phone</b>	<p><i>Text format.</i> The home phone of the admission candidate. This field has a maximum character length of 30 characters.</p>
<b>mobile_phone</b>	<p><i>Text format.</i> The mobile (cell) phone of the admission candidate. This field has a maximum character length of 30 characters.</p>
<b>address_1</b>	<p><i>Text format.</i> The address 1 of the admission candidate. This field has a maximum character length of 200 characters.</p>
<b>address_2</b>	<p><i>Text format.</i> The address 2 of the admission candidate. This field has a maximum character length of 50 characters.</p>

address_3 Column (field) Name	Notes
	<i>Text format.</i> The address 3 of the admission candidate. This field has a maximum character length of 50 characters.
city	<i>Text format.</i> The city of the admission candidate. This field has a maximum character length of 50 characters.
county	<i>Text format.</i> The county of the admission candidate. This field has a maximum character length of 50 characters.
state	<i>Text format.</i> The state of the admission candidate. This field has a maximum character length of 50 characters.
postal_code	<i>Text format.</i> The postal code of the admission candidate. This field has a maximum character length of 20 characters.
country	<i>Text format.</i> The country of the admission candidate's primary residence. Options are available <a href="#">on this query</a> and may be one of the following options: <ul style="list-style-type: none"> <li>• Country ID (e.g, 1, 2, 3)</li> <li>• Country (e.g., United States, Aruba, Vietnam)</li> </ul>
family_awareness_reason	<i>Text format.</i> How the family of the admissions candidate became aware of your school. Options are available on <a href="#">this Awareness Reasons query</a> and may be one of the following options: <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Friends/Family, Current Family, Phone Book)</li> </ul> <p>If this is left blank, the family awareness reason defaults to .</p>
candidate_role	<b>Required field.</b> <i>Text format.</i> The current candidate role of this admission candidate. There are specific values that are allowed here; therefore the only accepted values are as follows: <ul style="list-style-type: none"> <li>• 5 or Prospect</li> <li>• 6 or Applicant</li> <li>• 8 or Prospect - Cold</li> <li>• 9 or Applicant - Former</li> <li>• 72 or Admission Lead</li> </ul> <p>Each numeric value in the bulleted list above corresponds to the role directly to its right.</p>
candidate_current_grade	<i>Text format.</i> The admission candidate's grade level upon applying. Options are available on <a href="#">the Grade Levels query</a> on the System homepage and may be one of the following options: <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> </ul>

Column (field) Name	Notes
	<ul style="list-style-type: none"> <li>Description (e.g., Pre-K, Grade 1, Grade 5)</li> <li>Abbreviation (e.g., PK, 3, 11)</li> </ul> <p>If left blank, this field defaults to.</p>
grade_applying_for	<p><b>Required field.</b> The admission candidate's grade level that they are applying for. Options are available on <a href="#">the Grade Levels query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>ID (e.g, 1, 2, 3)</li> <li>Description (e.g., Pre-K, Grade 1, Grade 5)</li> <li>Abbreviation (e.g., PK, 3, 11)</li> </ul>
year_applying_for	<p><b>Required field. Numeric format.</b> The school year that this admission candidate is applying for. Must be in the YYYY format.</p>
resident_status_applying_for	<p><i>Text format.</i> The admission candidate's resident status that they are applying for. Options are available on <a href="#">the Resident Status List query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>ID (e.g, 1, 2, 3)</li> <li>Description (e.g., Day, Boarding, Undecided)</li> </ul> <p><b><i>You should only populate this column/field if you are a boarding school. If you arent, populate the column header and then leave the rest of the column blank.</i></b></p>
student_group_applying_for	<p><i>Text format.</i> The student group that the admissions candidate is applying for. Options are available on <a href="#">the Student Groups query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>ID (e.g, 1, 2, 3)</li> <li>Description</li> </ul>
campus_applying_for	<p><i>Text format.</i> The campus that the admissions candidate is applying for. Options are available on <a href="#">the Campus List query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>ID (e.g, 1, 2, 3)</li> <li>Description (e.g., Edgewater Campus, Wakefield Campus)</li> </ul>
candidate_pool	<p><i>Text format.</i> The candidate pool that the admissions candidate is applying for. Options are available on <a href="#">the Candidate Pool query</a> on the Admissions homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>ID (e.g, 1, 2, 3)</li> <li>Description (e.g., Regular Cycle, Mid-Year)</li> </ul>

admissions_notes Column (field) Name	Notes
	<p><i>Text format.</i> Any admissions notes you want to carry over for this admission candidate. This field is stored as the Admission Notes field on the Notes tab of the candidate's person record. This field has a maximum character length of 2,000 characters.</p>
<p><b>person_notes</b></p>	<p><i>Text format.</i> Any general notes you want to carry over for this admission candidate. This field is stored as the General Notes field on the Notes tab of the candidate's person record. This field has a maximum character length of 1,000 characters.</p>
<p><b>inquiry_date</b></p>	<p><i>Date format.</i> The date on which you received the admission candidate's inquiry. Must be in MM/DD/YYYY format.</p>
<p><b>visit_date</b></p>	<p><i>Date format.</i> The date on which the admission candidate visited the school. Must be in MM/DD/YYYY format.</p>
<p><b>interview_date</b></p>	<p><i>Date format.</i> The date on which the admission candidate was interviewed. Must be in MM/DD/YYYY format.</p>
<p><b>interview_notes</b></p>	<p><i>Text format.</i> Any notes taken about the candidate during their interview. This field is accessible on the General tab of their candidate record.</p> <p>This field has no character limit.</p>
<p>These highlighted fields are <b>required</b> if the admission candidate has one of the following candidate roles:</p> <ul style="list-style-type: none"> <li>• <b>Applicant</b></li> <li>• <b>Applicant - Former</b></li> </ul>	
<p><b>application_date</b></p>	<p><i>Date format.</i> The date on which you received the admission candidate's application. Must be in MM/DD/YYYY format.</p>
<p><b>application_status</b></p>	<p><i>Text format.</i> The application status of the admission candidate's application. Options are available on <a href="#">the Application Statuses query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Accepted, Pending Review, Wait Pool)</li> </ul>
<p><b>enrollment_decision</b></p>	<p><i>Text format.</i> The current enrollment decision of this admission candidate. There are specific values that are allowed here; therefore the only accepted values are as follows:</p> <ul style="list-style-type: none"> <li>• 0 or N/A</li> <li>• 1 or Pending</li> <li>• 2 or Enrollment Complete</li> <li>• 3 or Declined Offer</li> </ul>

Column (field) Name	Notes
	<ul style="list-style-type: none"> <li>• 4 or Accepted Offer</li> <li>• 5 or Enrollment Withdrawn</li> <li>• 6 or Waitlist Accept</li> <li>• 7 or Waitlist Decline</li> <li>• 8 or No Response</li> <li>• 9 or Considering Offer</li> </ul> <p>Each numeric value in the bulleted list above corresponds to the decision directly to its right.</p>
<b>application_withdraw_reason</b>	<p><i>Text format.</i> The reason that the admission candidate withdrew their application. Options are available on <a href="#">the Withdraw Reasons query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Distance to School, School Size, Administrative Leadership)</li> </ul>
<b>entry_date</b>	<p><i>Date format.</i> The date on which the admission candidate begins school. Must be in MM/DD/YYYY format.</p>
<b>primary_language</b>	<p><i>Text format.</i> The primary language of the admission candidate. Options are available on <a href="#">the Languages query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., English, French, Japanese)</li> </ul>
<b>secondary_language</b>	<p><i>Text format.</i> The secondary language of the admission candidate. Options are available on <a href="#">the Languages query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., English, French, Japanese)</li> </ul>
<b>primary_citizenship</b>	<p><i>Text format.</i> The country where the admission candidate holds primary citizenship. Options are available on <a href="#">the Countries query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• Country ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., United States, China, India)</li> </ul>
<b>secondary_citizenship</b>	<p><i>Text format.</i> The country where the admission candidate holds secondary citizenship. Options are available on <a href="#">the Countries query</a> on the System homepage and may be one of the following options:</p>



Column (field) Name	Notes
	<ul style="list-style-type: none"> <li>Country ID (e.g, 1, 2, 3)</li> <li>Description (e.g., United States, China, India)</li> </ul>
visa_issue_date	<i>Date format.</i> The date on which the admission candidate's visa was issued. Must be in MM/DD/YYYY format.
visa_expiration_date	<i>Date format.</i> The date on which the admission candidate's visa expires. Must be in MM/DD/YYYY format.
visa_number	<i>Text format.</i> The admission candidate's visa number. This field has a maximum length of 100 characters.
visa_notes	<i>Text format.</i> Additional notes related to the admission candidate's visa. This field has a maximum length of 200 characters.

If the school that this admission candidate already exists within Veracross, you only need to populate the **vc\_school\_id** field.

If you are entering a new school that doesn't yet exist in Veracross as an Organization, you should populate as many of the additional fields as you can (see highlighted columns below).

vc_school_id	<i>Numeric format.</i> A unique ID number given to the associated other school that this admission candidate previously attended. This can be found as the Organization ID field in <a href="#">this Find Organization query</a> .
school_name	<i>Text format.</i> The name of the other school that this admission candidate previously attended. This field has a character limit of 200 characters.
school_city	<i>Text format.</i> The city that the other school that this admission candidate previously attended is located in. This field has a character limit of 50 characters.
school_state	<i>Text format.</i> The state that the other school that this admission candidate previously attended is located in. This field has a character limit of 50 characters.
school_country	<i>Text format.</i> The country that the other school that this admission candidate previously attended is located in. Options are available on <a href="#">the Countries query</a> on the System homepage and may be one of the following options: <ul style="list-style-type: none"> <li>Country ID (e.g, 1, 2, 3)</li> <li>Description (e.g., United States, China, India)</li> </ul>
school_type	<i>Text format.</i> The type of school of the school that this admission candidate previously attended. Options are available on <a href="#">this Find Organization query</a> by clicking on the Organization Type field and choosing from the available options on the right side of the screen.

The highlighted columns/fields below are all related to a singular parent. The "(#)" should be replaced with a number to indicate which parent it relates to.

For example: if the first field was related to parent 1, it should be: **parent\_1\_name\_prefix**

In the downloadable template (which we recommend you use), you must keep the additional parent columns, even if you don't use them. Deleting these columns will cause your import to fail.

Column (field) Name	Notes
parent_(#)_name_prefix	<p><i>Text format.</i> The already-existing name prefix (e.g., Ms., Dr.) for this person. Options are available in <a href="#">this Name Prefix query</a> and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g., 101, 102, 103)</li> <li>• Description (Mr., Ms., Dr.)</li> </ul> <p>If this is left blank, the name prefix defaults to .</p>
parent_(#)_first_name	<p><b>Required field.</b> <i>Text format.</i> The first name of this parent. This field has a maximum character length of 50 characters.</p>
parent_(#)_preferred_name	<p><i>Text format.</i> The preferred name of this parent. This field has a maximum character length of 50 characters.</p>
parent_(#)_middle_name	<p><i>Text format.</i> The middle name of this parent. This field has a maximum character length of 50 characters.</p>
parent_(#)_last_name	<p><b>Required field.</b> <i>Text format.</i> The last name of this parent. This field has a maximum character length of 50 characters.</p>
parent_(#)_name_suffix	<p><i>Text format.</i> The already-existing name suffix (e.g., jr., III) for this parent. To find this value navigate to the query design screen of a Find Person query, click on the Name Suffix field, and choose from the available options on the right side of the screen.</p> <p>If left blank, the name suffix defaults to .</p>
parent_(#)_maiden_name	<p><i>Text format.</i> The maiden name of this parent. This field has a maximum character length of 50 characters.</p>
parent_(#)_relationship_to_student	<p><b>Required field.</b> <i>Text format.</i> The relationship of this parent to the admission candidate. Options are available on <a href="#">the Find Relationships query</a> on the System homepage – click on the Relationship field, and choose from the available options on the right side of the screen.</p>
parent_(#)_lives_with_student	<p><b>Required field.</b> <i>Specific format.</i> Whether or not this parent lives with the admission candidate. Options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, or 1</li> </ul>

Column (field) Name	<ul style="list-style-type: none"> <li>• No, N, or 0</li> </ul> <b>Notes</b>
	<p>If left blank, this defaults to No.</p>
<b>parent_(#)_has_custody</b>	<p><i>Specific format.</i> Whether or not this parent has custody of the admission candidate. Options are:</p> <ul style="list-style-type: none"> <li>• Yes, Y, or 1</li> <li>• No, N, or 0</li> </ul> <p>If left blank, this defaults to No.</p>
<b>parent_(#)_gender</b>	<p><b>Required field.</b> <i>Text format.</i> The gender of this parent. Options are available on <a href="#">the Genders query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Male, Female, Non-Binary)</li> <li>• Abbreviation (e.g., M, F, NoBin)</li> </ul>
<b>parent_(#)_date_of_birth</b>	<p><i>Date format.</i> The date the parent was born. Must be in the MM/DD/YYYY format.</p>
<b>parent_(#)_date_of_death</b>	<p><i>Date format.</i> The date the parent died. Must be in the MM/DD/YYYY format.</p>
<b>parent_(#)_place_of_birth</b>	<p><i>Text format.</i> The place this parent was born. This field has a maximum character length of 50 characters.</p>
<b>parent_(#)_race</b>	<p><i>Text format.</i> The race of this parent. Options are available on <a href="#">the Person Races query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Asian, Black/African American, White)</li> </ul> <p>If left blank, this field defaults to "Race Unsure/Not Reported".</p>
<b>parent_(#)_ethnicity</b>	<p><i>Text format.</i> The ethnicity of this parent. Options are available on <a href="#">the Ethnicities query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., Asian American, Multi-racial, Other)</li> </ul> <p>If left blank, this field defaults to .</p>

parent_#_citizenship	Notes
Column (field) Name	
	<p><i>Text format.</i> The country where this parent holds citizenship. Options are available on <a href="#">the Countries query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• Country ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., United States, China, India)</li> </ul>
parent_#_language	<p><i>Text format.</i> The primary language of this parent. Options are available on <a href="#">the Languages query</a> on the System homepage and may be one of the following options:</p> <ul style="list-style-type: none"> <li>• ID (e.g, 1, 2, 3)</li> <li>• Description (e.g., English, French, Japanese)</li> </ul>
parent_#_graduation_year	<p><i>Numeric format.</i> The year this parent graduated from your school, if applicable. Must be in YYYY format.</p>
parent_#_email_1	<p><i>Text format.</i> The primary email of this parent. This field has a maximum character length of 100 characters.</p>
parent_#_email_2	<p><i>Text format.</i> The secondary email of this parent. This field has a maximum character length of 100 characters.</p>
parent_#_home_phone	<p><i>Text format.</i> The home phone of this parent. This field has a maximum character length of 30 characters.</p>
parent_#_mobile_phone	<p><i>Text format.</i> The mobile (cell) phone of this parent. This field has a maximum character length of 30 characters.</p>
parent_#_business_phone	<p><i>Text format.</i> The business phone of this parent. This field has a maximum character length of 30 characters.</p>
parent_#_address_1	<p><i>Text format.</i> The address 1 of this parent. This field has a maximum character length of 200 characters.</p>
parent_#_address_2	<p><i>Text format.</i> The address 2 of this parent. This field has a maximum character length of 50 characters.</p>
parent_#_address_3	<p><i>Text format.</i> The address 3 of this parent. This field has a maximum character length of 50 characters.</p>
parent_#_city	<p><i>Text format.</i> The city of this parent. This field has a maximum character length of 50 characters.</p>
parent_#_county	<p><i>Text format.</i> The county of this parent. This field has a maximum character length of 50 characters.</p>
parent_#_state	<p><i>Text format.</i> The state of this parent. This field has a maximum character length of 50 characters.</p>

Column (field) Name	Notes
parent_#_postal_code	<i>Text format.</i> The postal code of this parent. This field has a maximum character length of 20 characters.
parent_#_country	<i>Text format.</i> The country of this parent's primary residence. Options are available <a href="#">on this query</a> and may be one of the following options: <ul style="list-style-type: none"> <li>Country ID (e.g, 1, 2, 3)</li> <li>Country (e.g., United States, Aruba, Vietnam)</li> </ul>

## Q&A

In addition to the criteria set in the table above, this import type has a number of additional considerations that should be taken into account.

Question	Answer
Can this import type update existing admission candidates?	No – this import type is designed to only add new admission candidates and cannot alter data for existing admission candidates.
How can I add information about more than one parent?	When including more than one parent, the first field of a new parent should follow the last field of the previous parent.  For example: <b>parent_2_name_prefix</b> should follow immediately after <b>parent_1_country</b>
When are application_date, application_status, and enrollment_decision required fields?	These are only required fields if the admission candidate for this row has the candidate role of <b>Applicant</b> or <b>Applicant - Former</b> .
How many admission candidates can I import at a time through the Admission Candidate import type?	You can import up to a maximum of 500 admission candidates at a time; if you need to import more than that, you must split them across multiple imports.  <i>Example:</i> If you have 900 admission candidates to import, you would need to import twice. <ol style="list-style-type: none"> <li>1. Import 500 candidates in the first import.</li> <li>2. Import the remainder (400 candidates) in the second import.</li> </ol>
Can we add new Language, Country, Department, Ethnicity, Race, Gender, Name Prefix, or Name Suffix options through this import?	No – values that you select for these columns must already exist in Axiom. To add new options, we recommend you review documentation and/or submit a

Question	Answer
	ticket through the client support portal for further assistance.
What should I do if I have additional questions about this import type?	<p>If you have additional questions about this import type, please reach out to us by generating a ticket in the client support portal. Be sure to include:</p> <ul style="list-style-type: none"><li>• Which import type the question pertains to</li><li>• Your question</li><li>• Any error messages received (if applicable)</li></ul>