

Where does this document go?

Academic Standing Advising	B-S-ADV	AA-Advising
Adjusted Credit Option	B-S-SR	SR-Grade Cr
Advising Interaction Documentation (e.g., CAASS Advising)	B-S-ADV	AA-Advising
Air Force ROTC Form 48 Academic Planning Worksheet	B-S-MV	MV-VACert
AP15-Application Fee	B-S-ADMN	SR-App Dom or SR-App Grad or SR-App Intl
AP30-Application Fee Graduate	B-S-ADMN	SR-App Dom or SR-App Grad or SR-App Intl
AP50-\$50 App Fee for International	B-S-ADMN	SR-App Dom or SR-App Grad or SR-App Intl
Application for Senior Citizen Reduced Tuition	B-S-SR	SR-Exceptions
Army ROTC 104R Planned Academic Program Worksheet	B-S-MV	MV-VACert
Asylum Paperwork	B-S-ADMN	SR-Citizenship
Athletic Eligibility Report (AER)	B-S-SR	SR-AthlComp
Athletic Historical (including backup such as Matriculation Letter, Transfer Course Equivalency done by Athletics)	B-S-SR	SR-AthlComp
Athletic Progress Report (APR)	B-S-SR	SR-AthlComp
Basic Skills Contract	B-S-ADV	AA-Advising
CELP-CELP Certificate	B-S-TT	SR-Test Results
Certificate of Eligibility (COE) or eBenefits Edu Enrollment Status	B-S-MV	MV-VAForms
Certificate of Release or Discharge from Active Duty (DD Form 214) due to the Military Experience Waiver	B-S-MV	MV-VAForms
CH31 Book/Supplies receipts	B-S-MV	MV-VACert
Change of Campus	B-S-ADMN	SR-App Dom or SR-App Grad or SR-App Intl
Change of Grade	B-S-SR	SR-Grade Cr
Change of Major	B-S-ADV	AA-Advising
Change of Schedule (formerly Add/Drop Forms) when NOT an Exception	B-S-ADV	AA-Advising
Change of Schedule (only if processed by University Student R	B-S-SR	SR-Exceptions
College of Business Lower Division Waiver	B-S-ADV	AA-Advising
College of Education Time Frame Appeal	B-S-DEGR	SR-DEGCOMP
Concise Student Schedule	B-S-MV	MV-VACert
Confidentiality Hold & Revoke of Information forms	B-S-SR	SR-Stu Info
Credit by Exam	B-S-SR	SR-Grade Cr
CTF0-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF1-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF2-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF3-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF4-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF5-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF6-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF7-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF8-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTF9-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTFA-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTFB-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTFC-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTFD-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTFE-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTFF-Final College Transcript	B-S-TT	SR-Official Coll Transcript
CTP1-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTP2-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTP3-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTP4-Partial College Transcript	B-S-TT	SR-Official Coll Transcript

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Academic Standing Advising	B-S-ADV	AA-Advising
CTP5-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTP6-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTP7-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTP8-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTP9-Partial College Transcript	B-S-TT	SR-Official Coll Transcript
CTU1-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU2-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU3-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU4-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU5-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU6-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU7-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU8-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
CTU9-Unofficial College Transcript	B-S-TT	SR-Unofficial Coll Transcript
Deceased Notification	B-S-SR	SR-Stu Info
Deferral of Admission	B-S-ADMN	SR-App Dom or SR-App Grad or SR-App Intl
Degree Applications (not received through Self-Service)	B-S-DEGR	SR-Degree App
Degree Certification List (Grad School)	B-S-DEGR	SR-DEGCOMP
Degree Plan	B-S-MV	MV-VACert
Degree Plans (if annotated)	B-S-ADV	AA-Advising
Demographics Form	B-S-SR	SR-Stu Info
Departmental Referrals	B-S-ADMN	SR-App Dom or SR-App Grad or SR-App Intl
Doctoral Dissertational Title Submission Form (Grad School)	B-S-DEGR	SR-DEGCOMP
Driver's License	B-S-SR	SR-ID
Dual Credit Packet (and related documents)	B-S-ADMN	SR-Dual Credit
Education Abroad Breakdown Sheet and Course Equivalency Form (study abroad students)	B-S-MV	MV-VACert
Enrollment Verification (letters & backup)		Does not go into BDMS
Enrollment Verification (order forms) (currently only kept for 6 months)		Does not go into BDMS
EVAL-Foreign Credential Evaluation	B-S-TT	SR-Official Coll Transcript
Examination Forms (Grad School)	B-S-DEGR	SR-DEGCOMP
Final Degree Check (STAR Audit and Email/Letter explaining why not graduating)	B-S-DEGR	SR-DEGCOMP
GED-Official GED	B-S-TT	SR-Test Results
Hi Set	B-S-TT	SR-Test Results
Holistic Admissions (HA)	B-S-SR	SR-Stu Info
HTC1-Current High School Transcript	B-S-TT	SR-All HS Transcript
HTF1-Final HS Trans/With Grad Date	B-S-TT	SR-All HS Transcript
HTP1-Partial High School Transcript	B-S-TT	SR-All HS Transcript
HTP2-Need 7th Semester for Decision	B-S-TT	SR-All HS Transcript
HTP3-Need 6th Semester for Decision	B-S-TT	SR-All HS Transcript
HTU1-Unofficial H S Transcript	B-S-TT	SR-All HS Transcript
IELTS- Official IELTS	B-S-TT	SR-Test Results
International Sponsor Notices	B-S-ADV	AA-Advising
International Study Plan Form (for International Students)	B-S-ADV	AA-Advising
Letter of Completion (Grad School)	B-S-DEGR	SR-DEGCOMP
MAP (Masters Accelerated Program)	B-S-SR	SR-Grade Cr
Memos from Departments	B-S-SR	SR-Stu Info
Mid Year Degree Check (Star Audit)	B-S-DEGR	SR-DEGCOMP
Military Transcripts & Evaluation	B-S-MV	MV-Trans
MVP Checklist	B-S-MV	MV-VACert

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Academic Standing Advising	B-S-ADV	AA-Advising
MVP Course Approval Form (CAF)	B-S-MV	MV-VACert
MVP Dual Major Form	B-S-MV	MV-Forms
MVP Residency Waiver Form (supporting docs)	B-S-MV	MV-Forms
MVP Secondary Enrollment Form	B-S-MV	MV-VACert
MVP Student Information Sheet	B-S-MV	MV-Forms
MVP Student Responsibilities Form	B-S-MV	MV-Forms
Navajo Nation Degree Check	B-S-ADV	AA-Advising
Notary Letters	B-S-SR	SR-Legal
Notes Page	B-S-MV	MV-Forms
Nursing Rubrics	B-S-ADV	AA-Advising
Onboarding Documentation (e.g., AWO (Aggie Welcome & Orientation) Advising Worksheet & AWO Registration	B-S-ADV	AA-Advising
Out to Director Worksheet	B-S-ADMN	SR-App Dom or SR-App Grad or SR-App Intl
Parent Letter	B-S-MV	MV-VACert
Permanent Resident Card	B-S-ADMN	SR-Citizenship
Petition for Early Commencement	B-S-DEGR	SR-DEGCOMP
Petition for Graduate Student to use Grad Courses toward Second UG Degree	B-S-SR	SR-Exceptions
Petition for Medical Withdrawal	B-S-SR	SR-Med WD
Power of Attorney (POA)	B-S-SR	SR-Legal
Program of Study (Grad School)	B-S-DEGR	SR-DEGCOMP
Program of Study Change Form (Grad School)	B-S-DEGR	SR-DEGCOMP
Program of Study for Graduate Students	B-S-MV	MV-VACert
Proof of Citizenship/Naturalization	B-S-ADMN	SR-Citizenship
PSAT-PSAT CUM Score	B-S-TT	SR-Test Results
Report of Thesis Grade	B-S-SR	SR-Grade Cr
Residency--Documentation of Petition	B-S-SR	SR-Residency
Residency--Petition	B-S-SR	SR-Residency
Resident Tuition Application for Active Duty Military	B-S-SR	SR-Residency
ROTC Degree Plan Verification	B-S-ADV	AA-Advising
Senior Petitioner	B-S-SR	SR-Exceptions
SOATEST printout (Accuplacer test scores)	B-S-MV	MV-VACert
Social Security Card		Does not go into BDMS (Do not scan)
Star Degree Audit (for certification for VA Benefits)	B-S-MV	MV-VACert
Student Records Documents (for certification for VA Benefits) (e.g., admissions application, enrollment agreement, add/drop information, probation or suspension information – if	B-S-MV	MV-Forms
Study Abroad Paperwork (as advised)	B-S-ADV	AA-Advising
Subpoenas	B-S-SR	SR-Legal
Substitution/Waiver	B-S-DEGR	SR-DEGCOMP
Supporting Certification Documents (banner screen shots, correspondence)	B-S-MV	MV-VACert
Suspension/Readmit	B-S-SR	SR-Exceptions
Test scores that receive credit (CLEP, DANTE, etc.)	B-S-SR	SR-Grade Cr
TOEF-TOEFL score	B-S-TT	SR-Test Results
TOFU-unofficial TOEFL	B-S-TT	SR-Test Results
Transcript Request forms (whether Official & Unofficial)		Does not go into BDMS
Transfer Credit	B-S-SR	SR-Grade Cr
Transfer of Credit Form (Grad School)	B-S-DEGR	SR-DEGCOMP
TSICSRV printout	B-S-MV	MV-VACert
TSTS-ACT or SAT scores	B-S-TT	SR-Test Results
TSTU-Unofficial test score	B-S-TT	SR-Test Results

Where does this document go?

Academic Standing Advising	B-S-ADV	AA-Advising
UGED-Unofficial GED	B-S-TT	SR-Test Results
UIEL-Unofficial Intr Engl Lang Test	B-S-TT	SR-Test Results
Unofficial Transcript i.e., Advising Document from Cognos	B-S-MV	MV-Trans
VA Application for Reimbursement of Licensing Fees (VA Form 22-0803)	B-S-MV	MV-VAForms
VA Change of Place of Training Form (VA Form 22-1995 or 5495)	B-S-MV	MV-VAForms
VA Form 1999/1999b (Certification) or equivalent	B-S-MV	MV-VACert
VA Tutorial Assistance Application (VA Form 22-1990t)	B-S-MV	MV-VAForms
VA VR&E Authorization (formerly known as 1905)	B-S-MV	MV-VAForms