

Where documents are in this Document Type?

BDMS Doc Type	Document	BDMS Application
AA-Advising	Academic Standing Advising	B-S-ADV
AA-Advising	Advising Interaction Documentation (e.g., CAASS Advising)	B-S-ADV
AA-Advising	Basic Skills Contract	B-S-ADV
AA-Advising	Change of Major	B-S-ADV
AA-Advising	Change of Schedule (formerly Add/Drop Forms) when NOT an Exception	B-S-ADV
AA-Advising	College of Business Lower Division Waiver	B-S-ADV
AA-Advising	Degree Plans (if annotated)	B-S-ADV
AA-Advising	International Sponsor Notices	B-S-ADV
AA-Advising	International Study Plan Form (for International Students)	B-S-ADV
AA-Advising	Navajo Nation Degree Check	B-S-ADV
AA-Advising	Nursing Rubrics	B-S-ADV
AA-Advising	Onboarding Documentation (e.g., AWO (Aggie Welcome & Orientation) Advising Worksheet & AWO Registration	B-S-ADV
AA-Advising	ROTC Degree Plan Verification	B-S-ADV
AA-Advising	Study Abroad Paperwork (as advised)	B-S-ADV
MV-Forms	MVP Dual Major Form	B-S-MV
MV-Forms	MVP Residency Waiver Form (supporting docs)	B-S-MV
MV-Forms	MVP Student Information Sheet	B-S-MV
MV-Forms	MVP Student Responsibilities Form	B-S-MV
MV-Forms	Notes Page	B-S-MV
MV-Forms	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-Trans	Military Transcripts & Evaluation	B-S-MV
MV-Trans	Unofficial Transcript i.e., Advising Document from Cognos	B-S-MV
MV-VACert	Air Force ROTC Form 48 Academic Planning Worksheet	B-S-MV
MV-VACert	Army ROTC 104R Planned Academic Program Worksheet	B-S-MV
MV-VACert	CH31 Book/Supplies receipts	B-S-MV
MV-VACert	Concise Student Schedule	B-S-MV
MV-VACert	Degree Plan	B-S-MV
MV-VACert	Education Abroad Breakdown Sheet and Course Equivalency Form (study abroad students)	B-S-MV
MV-VACert	MVP Checklist	B-S-MV
MV-VACert	MVP Course Approval Form (CAF)	B-S-MV
MV-VACert	MVP Secondary Enrollment Form	B-S-MV
MV-VACert	Parent Letter	B-S-MV
MV-VACert	Program of Study for Graduate Students	B-S-MV
MV-VACert	SOATEST printout (Accuplacer test scores)	B-S-MV
MV-VACert	Star Degree Audit (for certification for VA Benefits)	B-S-MV
MV-VACert	Supporting Certification Documents (banner screen shots, correspondence)	B-S-MV
MV-VACert	TSICSRV printout	B-S-MV

Where does this document go?

AA-Advising	Academic Standing Advising	B-S-ADV
MV-VACert	VA Form 1999/1999b (Certification) or equivalent	B-S-MV
MV-VACert	VA/NMSU Correspondence (eligibility, financial, debt letters)	B-S-MV
MV-VAForms	Certificate of Eligibility (COE) or eBenefits Edu Enrollment	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	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 Tutorial Assistance Application (VA Form 22-1990t)	B-S-MV
MV-VAForms	VA VR&E Authorization (formerly known as 1905)	B-S-MV
SR-All HS Transcript	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-App Dom or SR-App Grad or SR-App Intl	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	Change of Campus	B-S-ADMN
SR-App Dom or SR-App Grad or SR-App Intl	Deferral of Admission	B-S-ADMN
SR-App Dom or SR-App Grad or SR-App Intl	Departmental Referrals	B-S-ADMN

Where does this document go?

AA-Advising	Academic Standing Advising	B-S-ADV
SR-App Dom or SR-App Grad or SR-App Intl	Out to Director Worksheet	B-S-ADMN
SR-AthlComp	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-Citizenship	Asylum Paperwork	B-S-ADMN
SR-Citizenship	Permanent Resident Card	B-S-ADMN
SR-Citizenship	Proof of Citizenship/Naturalization	B-S-ADMN
SR-Citizenship	Visa (temporary)	B-S-ADMN
SR-DEGCOMP	College of Education Time Frame Appeal	B-S-DEGR
SR-DEGCOMP	Degree Certification List (Grad School)	B-S-DEGR
SR-DEGCOMP	Doctoral Dissertational Title Submission Form (Grad School)	B-S-DEGR
SR-DEGCOMP	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	Letter of Completion (Grad School)	B-S-DEGR
SR-DEGCOMP	Mid Year Degree Check (Star Audit)	B-S-DEGR
SR-DEGCOMP	Petition for Early Commencement	B-S-DEGR
SR-DEGCOMP	Program of Study (Grad School)	B-S-DEGR
SR-DEGCOMP	Program of Study Change Form (Grad School)	B-S-DEGR
SR-DEGCOMP	Substitution/Waiver	B-S-DEGR
SR-DEGCOMP	Transfer of Credit Form (Grad School)	B-S-DEGR
SR-Degree App	Degree Applications (not received through Self-Service)	B-S-DEGR
SR-Dual Credit	Dual Credit Packet (and related documents)	B-S-ADMN
SR-Exceptions	Application for Senior Citizen Reduced Tuition	B-S-SR
SR-Exceptions	Change of Schedule (only if processed by University Student R	B-S-SR
SR-Exceptions	Petition for Graduate Student to use Grad Courses toward Second UG Degree	B-S-SR
SR-Exceptions	Senior Petitioner	B-S-SR
SR-Exceptions	Suspension/Readmit	B-S-SR
SR-Grade Cr	Adjusted Credit Option	B-S-SR
SR-Grade Cr	Change of Grade	B-S-SR
SR-Grade Cr	Credit by Exam	B-S-SR
SR-Grade Cr	MAP (Masters Accelerated Program)	B-S-SR
SR-Grade Cr	Report of Thesis Grade	B-S-SR
SR-Grade Cr	Test scores that receive credit (CLEP, DANTE, etc.)	B-S-SR
SR-Grade Cr	Transfer Credit	B-S-SR
SR-ID	Driver's License	B-S-SR
SR-Legal	Notary Letters	B-S-SR
SR-Legal	Power of Attorney (POA)	B-S-SR
SR-Legal	Subpoenas	B-S-SR

Where does this document go?

AA-Advising	Academic Standing Advising	B-S-ADV
SR-Med WD	Petition for Medical Withdrawal	B-S-SR
SR-Official Coll Transcript	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	CTP5-Partial College Transcript	B-S-TT

Where does this document go?

AA-Advising	Academic Standing Advising	B-S-ADV
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	EVAL-Foreign Credential Evaluation	B-S-TT
SR-Residency	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-Stu Info	Confidentiality Hold & Revoke of Information forms	B-S-SR
SR-Stu Info	Deceased Notification	B-S-SR
SR-Stu Info	Demographics Form	B-S-SR
SR-Stu Info	Holistic Admissions (HA)	B-S-SR
SR-Stu Info	Memos from Departments	B-S-SR
SR-Test Results	CELP-CELP Certificate	B-S-TT
SR-Test Results	GED-Official GED	B-S-TT
SR-Test Results	Hi Set	B-S-TT
SR-Test Results	IELTS- Official IELTS	B-S-TT
SR-Test Results	PSAT-PSAT CUM Score	B-S-TT
SR-Test Results	TOEF-TOEFL score	B-S-TT
SR-Test Results	TOFU-unofficial TOEFL	B-S-TT
SR-Test Results	TSTS-ACT or SAT scores	B-S-TT
SR-Test Results	TSTU-Unofficial test score	B-S-TT
SR-Test Results	UGED-Unofficial GED	B-S-TT
SR-Test Results	UIEL-Unofficial Intr Engl Lang Test	B-S-TT
SR-Unofficial 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

Where does this document go?

AA-Advising	Academic Standing Advising	B-S-ADV
SR-Unofficial Coll Transcript	CTU8-Unofficial College Transcript	B-S-TT
SR-Unofficial Coll Transcript	CTU9-Unofficial College Transcript	B-S-TT
Does not go into	Enrollment Verification (letters & backup)	
Does not go into BDMS	Enrollment Verification (order forms) (currently only kept for 6 months)	
Does not go into BDMS	Transcript Request forms (whether Official & Unofficial)	
Does not go into BDMS (Do not scan)	Social Security Card	