

## External Organization Request Form Instructions

If a code is not found for an External Organization, the appropriate form must be completed fully and submitted with a PTR. Please follow the listed directions. If the form is not completed fully, it will be returned to the requestor for more information prior to the creation of the external organization code.

**Description:** The full name of the institution, organization or company for which the code is being requested. Examples include: Greenleaf High School, the University of Western Canada, or Jumping Jim's Hot Dog Stand.

**Organization Type:** Please choose the appropriate type. They include School, Business, Non-Profit, or Other.

**School Type:** Please choose the appropriate type. They include; Alternative, Bible College, College, Community College, Correspondence College, High School, Home School, Junior College, Military College, Not Applicable, Secondary School, Technical School, Trade School, University, Vocational School.

**FICE Code:** Please look up and enter the assigned FICE code for this institution. These codes may be found at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (for US colleges and universities) and at [www.actstudent.org/regist/lookuphs.html](http://www.actstudent.org/regist/lookuphs.html) (for high schools). This applies to educational institutions only.

**Career Default:** Please choose one from the following list of careers. They include: Graduate, High School, Law, Medical, or Undergrad. This applies to educational institutions only.

**Term Type Default:** Please choose one from the following list of term types: Full Year, Miniterm, Other, Quarter, Quinmester, Semester, Trimester, Unknown. This applies to educational institutions only.

**Unit Type Default:** Please choose one from the following list of unit types; Adult, CEU, Carnegie, No Credit, Other, Quarter, Semester, Units, Unknown, Vocational. This applies to educational institutions only.

**Country:** Please indicate the country in which the institution/organization resides.

**Address 1-4:** Please complete the lines necessary to include the institutions/organization complete street mailing address.

**City:** Please indicate the city in which this institution/organization is located.

**Postal:** Please indicate the appropriate Zip or Postal code for the institution/organization address.

**State:** Please indicate the state in which this institution/organization is located.

**Please Note:** The address information is very important. If it is not provided to you, please search for this information before submitting the request. Web site searches may provide this information. There are several sites for this type of information. They include [www.greatschools.net](http://www.greatschools.net) (high schools); [www.uwaterloo.ca/canu](http://www.uwaterloo.ca/canu) (Canadian Universities) and [www.chem.tufts.edu/univ-full](http://www.chem.tufts.edu/univ-full) (World Wide List of Colleges and Universities).