

Code List Services for 2020–2021

College Board provides two separate and complete lists of institutional codes: one of secondary schools and one of colleges and scholarship programs. Both lists are available as data files or static PDFs delivered by email. If you choose the data file format, you also can order an optional updating service to keep your lists current.

You must supply an email address to order the code list service.

If you are a College Board member institution, you can request a complimentary copy of the Code List in PDF format.

To allow email delivery of your Code List files, please add OS_Internet@ets.org as a valid address to your email firewall/SPAM settings.

Questions?

- If you have questions about your order or downloading the files, contact Order Services at 609-771-7243 or OS_Internet@ets.org.
- If you have questions about the content of the code lists, contact Code Control at 609-771-7091 or codecontrol@ets.org.

Code List of Secondary Schools

This list includes the code numbers, names, addresses, and zip codes for more than 40,000 schools. We may abbreviate institution names, cities, and states to fit in set field positions. You will primarily find the following types of institutions in this list*:

- Secondary schools (in state order)
- Secondary schools in U.S. territories
- APO-FPO schools
- Foreign schools

Email data file: You can order the list to be emailed to you at the end of the month as a link to a downloadable file. The list comes in IBM ASCII format, with data provided in all CAPS as a flat file. **Price:** \$100.

Updating Service: You can order monthly updates, which are provided by email. At the end of each month, you will receive an email with updates indicating additions, deletions, and revisions. **The updating service is not retroactive. Price:** \$100.

Code List PDF: You can order the list as a PDF file. You will receive two PDFs of the list: one in code-number sequence and the other in city-within-state sequence. **Price:** \$35.

* A small number of community colleges (with AI codes starting with 00) are included. Some middle schools may also be listed.

If ordering the Code List PDF, please note: The PDF file will be locked, and therefore the data cannot be manipulated or imported into any software program.

How to Order:

To order by check, money order, or purchase order, fill out the order form on the back of this sheet and mail it along with your payment to the address listed on the back of this sheet. If ordering by credit card, fill out the order form and email to OS_Internet@ets.org. **Do not supply credit card information.** We will contact you upon receipt of your order and obtain this information.

Code List of Colleges and Scholarship Programs

This list includes code numbers, names, addresses, and zip codes for approximately 6,000 institutions that receive College Board score reports. We may abbreviate institution names, cities, and states to fit in set field positions. Institutions on this list are primarily two-year and four-year colleges, but also include career schools, scholarship programs, and others.

Email data file: You can order the list to be emailed to you at the end of the month as a link to a downloadable file. The list comes in IBM ASCII format, with data provided in all CAPS as a flat file. **Price:** \$100.

Updating Service: You can order annual updates, which are provided via email. **You will receive an email with updates in March indicating additions, deletions, and revisions made during the previous 12-month period. Price:** \$50.

Code List PDF: You can order the list as a PDF file. You will receive two PDFs of the list: one in code-number sequence and the other in city-within-state sequence. **Price:** \$35.

Please indicate below how you plan to use the Code List Services.

SAT Code List Services 2020-2021 Order Form

Contact and Shipping Information:

Name: _____

Title: _____

Institution: _____

Address: _____

Email: _____

Telephone: _____

I agree not to post any of the lists to websites or release them to other organizations or individuals, except in their capacity as employees of the above institution.

Signature: _____

Payment Information:

I am enclosing payment by check, money order, or purchase order made payable to **College Board**.

Mail your order and payment to:

College Board
P.O. Box 21535
New York, NY 10087-1535

I am emailing this form to request to pay by credit card. (We'll contact you to obtain your credit card information. Please don't include card information in your email.)

Scan and email the form to:

OS_Internet@ets.org

Call Order Services at 609-772-7243 with any questions.

Product Ordered	Item #	Description	Fee	Amount
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CODE LIST OF SECONDARY SCHOOLS

Email: _____

(REQUIRED - One email address per institution)

<input type="checkbox"/> Data file by email (full file)	819218	Link to downloadable file	\$100	\$ _____
<input type="checkbox"/> Updating Service	819219	Link to downloadable file	\$100	\$ _____
<input type="checkbox"/> New order				
<input type="checkbox"/> Renewal				
<input type="checkbox"/> Code List PDF	819220	PDF format	\$35	\$ _____

CODE LIST OF COLLEGES AND SCHOLARSHIP PROGRAMS

Email: _____

(REQUIRED - One email address per institution)

<input type="checkbox"/> Data file by email (pick one option below)		Link to downloadable file	\$100	\$ _____
<input type="checkbox"/> Alphabetical order	819221			
<input type="checkbox"/> Code-number order	819222			
<input type="checkbox"/> Updating Service (code-number sequence only)	819223	Link to downloadable file	\$50	\$ _____
<input type="checkbox"/> New order				
<input type="checkbox"/> Renewal				
<input type="checkbox"/> Code List PDF	819224	PDF format	\$35	\$ _____

Sales Tax for Publications

Refer to your state government's website for up-to-date sales tax information. If your institution is subject to sales tax on publications orders, please calculate the tax owed and include it in the space provided.

SUBTOTAL \$ _____

SALES TAX

Add state sales tax if applicable \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Orders received and processed by the 15th day of the current month are emailed at the end of the month.

