**Applicant Administration**

**Day-to-Day Forms and Set Up Needed**

**Purpose**
Use this table as a guide to the day-to-day forms and the set up forms needed for each.

<table>
<thead>
<tr>
<th>Day-to-Day Form</th>
<th>Setup Forms Needed</th>
</tr>
</thead>
</table>
| Applicant Entry by Requisition/Position Form (PAAAPPOS) | • Applicant Status (PTRAPPS)  
• Certification Code (PTRCERT)  
• Exam Code (PTREXAM)  
• Requisition Status (PTRREQS)  
• Skill Code (PTRSKIL)  
• Skill Level (PTRSKLV)  
• Degree Code (PTVDEGC)  
• Degree Level Code (STVDELC)  
• Language Code (STVLANG)  
• Legacy Code (STVLGACY)  
• Major/Minor/Concentration Code (STVMAJR)  
• Publication Code (PTVPUBL) |
| Applicant Information Form (PAAAPPL) | • Zip/Postal Code (GTZIPC)  
• EEO Ethnic Code (PTREEOC)  
• Address Type Code (STVATYP)  
• Citizen Type Code (STVCITZ)  
• County Code (STVCNTY)  
• Medical Equipment Code (STVMDEQ)  
• General Medical Information (GOAMEDI)  
• Martial Status Code (STVMRSL)  
• Nation Code (STVNNATN)  
• Port of Entry Code (STVPELT)  
• Religion Code (STVRELG)  
• Relation Code (STVRELRT)  
• Source/Background Institution Code (STVSBGI)  
• State/Province Code (STVSTAT)  
• Telephone Type (STVTELE)  
• Visa Type Code (STVVTYP) |
| Position Requisition Form (PAAREQU) | • Requisition Status (PTRREQS)  
• Applicant Source Code (PTRASRC)  
• Comment Code (PTVCMTY) |