



NCAA INITIAL ELIGIBILITY CENTER CHECKLIST FOR GRADUATING HIGH SCHOOL SENIORS

The purpose of this checklist is to assist you in determining the steps you need to take to be certified by the NCAA Initial Eligibility Center. The steps outlined in this checklist are listed in chronological order:

- _____ Register with the NCAA Initial Eligibility Center (www.ncaaclearinghouse.net)
- _____ Arrange for my high school(s) to send directly to the NCAA Initial Eligibility Center a copy of my final high school transcript with my graduation date. Note: the Clearinghouse will not use a transcript that a prospect sends to the Clearinghouse.
- _____ If I attended more than one high school, ensure that an original transcript from **each** high school is sent to the NCAA Initial Eligibility Center. This may be accomplished one of two ways: (1) each high school attended may send a copy of the student's transcript from that school to the Clearinghouse, or (2) the last high school the student attended may forward original copies of each individual high school transcript to the NCAA Initial Eligibility Center. (Please note that it is not sufficient for the last high school attended to include on one transcript all courses taken at multiple high schools. The NCAA Initial Eligibility Center must receive individual transcripts from each high school attended.)
- _____ Ensure that all of my SAT or ACT test scores have been sent to the NCAA Initial Eligibility Center. The NCAA Initial Eligibility Center will accept test scores only when they are sent directly from the testing agency (i.e., Clearinghouse Code is 9999).
- _____ Immediately open and review all written NCAA Initial Eligibility correspondence via both regular mail and e-mail.
- _____ Complete the amateurism questionnaire for **each** sport I plan on participating in.

NCAA Initial Eligibility Center Mailing Address and Phone Numbers:

NCAA Initial Eligibility Center

P.O. Box 7136

Indianapolis, IN 46207

(877) 262-1492 (main line - Domestic)

(317) 223-0700 (main line - International)

(317) 968-5100 (fax)