



OFFICIAL VISIT CHECKLIST

Prospect's Name and Sport

Dates of Official Visit

_____ **Official Visit Approval Form**

- Must submit one completed packet to the Compliance Office five working days prior to the prospect initiating transportation for the visit **with a six semester transcript including senior courses, test scores, and official visit itinerary attached.**
- The Assistant Director of Athletics / Compliance Officer / Senior Administrator will approve the visit and send notification to the head coach.
- The Assistant Director of Athletics / Compliance Officer / Senior Administrator will forward the paperwork to the Department of Athletics Secretary and Academic / Athletic Coordinator.

_____ **Official Visit Record Form**

- Must be submitted to the Compliance Office within one week of the prospect's official visit.
- No Expense Reports related to official visit expenses will be approved without this form on file and completed in full.

_____ **Student-Athlete Host Instructions**

- Must be signed by the host prior to receiving the host money.

_____ **Student-Athlete Receipts / Host Money**

- All student-athlete host money must be reconciled at the conclusion of the visit with The Assistant Director of Athletics / Compliance Officer / Senior Administrator.

_____ **Official Visit Cancellation Notification (if applicable)**