



STUDENT NAME: _____

ARCHER HIGH SCHOOL

NCAA Checklist for College-Bound Student Athletes

- Register with the NCAA Eligibility Center by the end of your junior year at www.elibigilitycenter.org
- Transcripts will be uploaded at the end of each semester. If you are graduating 1st semester / December, please let us know, so we can take care of any necessary requirements needed for early graduation.
- Transcripts *can* be mailed to:
NCAA Eligibility Center
Certification Processing
P.O. Box 7136
Indianapolis, Indiana 46207-7136
- Take the ACT or SAT and use the code 9999 to have your official scores sent directly to the Eligibility Center (**if you have already taken either test, you can request additional copies of score reports to be sent to the NCAA Eligibility Center through your College Board account**)
- Check with your guidance counselor to make sure you are on track to graduate on time (4 years) and have the required amount of core credits
- Go back into your Eligibility Center account to update your academic and amateurism information and request final amateurism certification. Request final amateurism certification during your senior year beginning April 1. You will receive a “task notice” from the NCAA Eligibility Center.
- Request your final transcript with proof of graduation.

If you wish to participate in NCAA Division I or II athletics, you need to be certified by the NCAA Eligibility Center. You need to qualify academically and need to be cleared as an amateur student-athlete. You are responsible for achieving and protecting your eligibility status!



Eligibility
Center

Registration Checklist

Below is a list of items that you may want to have prepared prior to beginning your registration with the NCAA Eligibility Center.

Allow at least **15 minutes to one hour** to register completely. If you need to exit and come back at later time, you can save and exit once your account has been created.

- Valid Email Address.** You need a valid email address that you check regularly for any possible updates that the Eligibility Center might send. If you do not currently have one, several providers that provide free accounts (e.g., AOL, Gmail, Hotmail, Yahoo, etc.)
- Basic Personal Information.** This includes information such as your name, gender, date of birth, contact information and a list of any other countries in which you have lived.
- Basic Education History.** This includes a list of all high schools or secondary schools you have attended and the dated during which you attended them.
- Additional Coursework.** This includes details pertaining to any coursework you may have taken in addition to your normal high school or secondary school education (e.g., courses taken to improve a grade, summer school courses taken at a location other than your high school or secondary school, courses taken at a college or junior college, or any type of correspondence or internet courses).
- Sports Participation History.** This includes details for any teams with which you have practiced or played or certain events in which you may have participated, as well as information about any individuals that have advised you or marketed your skills in a particular sport.
- Payment.** The Eligibility Center accepts Visa, MasterCard, Discover and American Express. If you are a U.S. resident, you can choose to pay by electronic check. Some individuals *may* qualify to apply for a fee waiver (in order for a student to qualify, the student must currently receive Free/Reduced lunch)