

## OFFICIAL VISIT FORM

PLEASE SEE NCAA BYLAW 13.6 FOR COMPLETE RULES & REGULATIONS REGARDING  
OFFICIAL VISITS

Prospect's Name \_\_\_\_\_ Sport \_\_\_\_\_  
Address \_\_\_\_\_ SS # or Eligibility Center ID \_\_\_\_\_  
\_\_\_\_\_  
Email \_\_\_\_\_  
HS Grad Date \_\_\_\_\_ Circle School Status: High School Two Year Four Year  
Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_ Estimated Visit Cost \$ \_\_\_\_\_

### Compliance Office Only

Academic Transcript? YES / NO Test Score \_\_\_\_\_ Test Date \_\_\_\_\_ On IRL? YES / NO  
Date official visit letter sent \_\_\_\_\_ Compliance Office Approval \_\_\_\_\_ Date \_\_\_\_\_ Registered with Eligibility Center  
YES / NO  
Funds available? YES / NO Budget Approval \_\_\_\_\_ Date \_\_\_\_\_

### OFFICIAL VISIT RECORD

Arrival Date / Time \_\_\_\_\_ Departure Date / Time \_\_\_\_\_  
Prospect Accompanied By  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Transportation  
\_\_\_\_\_ Car \_\_\_\_\_ Miles @ \$ \_\_\_\_\_ /mile)  
\_\_\_\_\_ Air/Ground From: \_\_\_\_\_  
Cost \$ \_\_\_\_\_

#### Accommodations

Accommodations For: \_\_\_\_\_ PSA \_\_\_\_\_ Travel Party \_\_\_\_\_

Residence Hall \_\_\_\_\_

Hotel Name \_\_\_\_\_ Cost \$ \_\_\_\_\_

#### Meals

Number of meals provided: \_\_\_\_\_ Attending: \_\_\_\_\_

#### Complimentary Admissions

Athletic Event \_\_\_\_\_ Attending: \_\_\_\_\_

#### Student Host

Name \_\_\_\_\_ Amount received: \$ \_\_\_\_\_ Amount Spent: \$ \_\_\_\_\_

Host Signature \_\_\_\_\_ Date: \_\_\_\_\_

**I certify that the information provided is accurate, has been fully completed, and that all NCAA rules pertaining to  
official visits have been satisfied.**

Signature of Coaching Staff \_\_\_\_\_

Date \_\_\_\_\_

### Actual Costs

Transportation \$ \_\_\_\_\_

Accommodations \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Entertainment \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**\*\* attach all receipts before  
submitting**

## OFFICIAL VISIT PROSPECT FORM

All recruiting visit activities shall be in full compliance with NCAA and Institutional rules and regulations, as well as all local and state laws. All coaches and prospects are expected to follow all rules regarding official visits. NCAA Bylaw 13.6 outlines all regulations governing a prospective student-athlete's official visit to this university. This form must be completed at the end of each visit to document all involved activities and turned in to the Assistant Athletic Director for Compliance with other post-official visit paperwork.

I, \_\_\_\_\_, affirm that with respect to my official (paid) visit to Big House College  
Prospect's Name (Printed)

on \_\_\_\_\_, I have not:  
(Month, Day(s), Year)

- Received transportation to and from the campus in excess of my actual round-trip costs on a direct route between my home (or site of my athletics competition or educational institution) and Big House College's campus for an official visit;
- Any knowledge that my friends or relatives received reimbursement or cost-free transportation or travel expenses for the visit except while accompanying me by car;
- Received transportation to, from, or during the campus visit in the use of a special vehicle (e.g., Hummer, Limo, vehicle modified with TVs or special décor, etc.) or received an automobile for use by myself or my student host;
- Received more than three meals per day, and a snack, that would be considered excessive (e.g., five-star restaurant);
- Received lodging or accommodations that would be considered excessive (e.g., suites, Jacuzzis, etc.);
- Received hard tickets to any Big House College athletic contest during the visit;
- Received complimentary or reduced-cost admissions from Big House College for an NCAA championship (all rounds);
- Received cash for entertainment purposes; cash for souvenirs (e.g., T-shirts or other institutional mementos) purchased by a student host or other individuals entertaining me; or received at no cost, athletics gear during the official visit;
- Received or been entertained outside the Indianapolis area during the visit;
- Had in-person, off-campus, contacts with athletics boosters, alumni, or former student-athletes who are not currently enrolled or employed by Big House College;
- Been involved in activities or events at any location that would cause a perception of impropriety (e.g., use of alcohol or drugs, sexual misconduct, adult entertainment facilities, gaming/gambling activities, etc.).

Prospect's Signature \_\_\_\_\_

Date \_\_\_\_\_