

Membership

Academic Records Submission Form

Student Name: _____ NCAA ID: _____

ADMISSIONS/REGISTRAR INFORMATION

I, the undersigned, am not employed solely by an NCAA school's athletics department and confirm that, to the best of my knowledge, the documents provided here are official and valid in accordance with NCAA Bylaw 14*.

Name: _____ Title: _____

Signature: _____

Member School: _____

Document(s) Submitted

- ☐ Official high school transcript, examination results or yearly marks.
- ☐ Domestic students: Official transcripts from multiple high schools.
- ☐ Official diploma or proof of graduation.
- ☐ Line-by-line English translation(s) (of corresponding record(s) above).

Delivery Method

- | | | |
|---|--|--|
| <input type="checkbox"/> Direct upload to:
Student's NCAA
Eligibility Center account. | <input type="checkbox"/> Mail to:
NCAA Eligibility Center
Certification Processing
P.O. Box 7110
Indianapolis, IN 46207 | <input type="checkbox"/> Overnight/Express Mail
(FedEx, UPS, DHL) to:
NCAA Eligibility Center
Certification Processing
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202 |
| <input type="checkbox"/> Email to:
ec-processing@ncaa.org | | |

*Related NCAA Bylaws

14.1.2 Validity of Academic Credentials. As a condition and obligation of membership, an institution is responsible for determining the validity of a student-athlete's academic record.

14.1.2.2 Invalidation of Academic Credentials After Initial-Eligibility Certification. If a student-athlete's academic credentials (e.g., transcript, test scores) are invalidated after his or her initial eligibility has been certified, the institution must report any violation that may have occurred as a result of the student-athlete's receipt of financial aid or participation in practice or competition and declare the student-athlete ineligible for competition. If such a violation occurred, the student-athlete remains ineligible for intercollegiate competition unless eligibility is restored by the Committee on Student-Athlete Reinstatement regardless of whether an initial eligibility waiver is granted after the invalidation of the academic credentials.

14.1.2.5.1 Institutional Responsibility. An institution is responsible for promptly reporting all discrepancies in information used in a student-athlete's initial-eligibility certification to the Eligibility Center. Discrepancies in information include, but are not limited to, corrections, additions, potential academic misconduct with regard to high schools attended, grades, completion of coursework or test scores.

Questions? Review the [Academic Records Submission Form FAQ](#).



ELIGIBILITY CENTER

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