



ELIGIBILITY CENTER

MATRICULATION LETTER

Student Name: _____ NCAA ID: _____

NCAA Contact Information

I, the undersigned, confirm that, to the best of my knowledge, the information provided is accurate in accordance with [*NCAA bylaws](#).

Contact Name: _____

Title: _____ Department: _____

Member School: _____ Member Code: _____

Signature: _____ Date: _____

Affirmation Regarding Initial Full-Time Collegiate Enrollment

I affirm that to the best of my knowledge and records, I have verified the student's **initial full-time collegiate enrollment** (first attended class while registered as a full-time student) occurred or will occur on _____ (mm/dd/yyyy) at (name of initial collegiate institution) _____.

I recognize this information will be used to certify the student's initial eligibility.

Is this a revised matriculation letter?

Yes No

If yes, was the previous submission submitted by your member school?

Yes No

If this is a revised version of a previous submission from your member school, explain the rationale for the revision and provide documentation on which the revision was based.

Please upload this document via the [Membership Portal](#) or email it to ec-processing@ncaa.org.

***Related NCAA Bylaws**

Unethical Conduct (Division I Bylaw 10.1-e; Divisions II and III Bylaw 10.1-g). Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following: Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Institutional Responsibility (Bylaw 14.01.1). An institution shall not permit a student-athlete to represent it in intercollegiate athletics competition unless the student-athlete meets all applicable eligibility requirements, and the institution has certified the student-athlete's eligibility. A violation of this bylaw in which the institution fails to certify the student-athlete's eligibility before allowing him or her to represent the institution in intercollegiate competition shall be considered an institutional violation per Constitution 2.8.1; however, such a violation shall not affect the student-athlete's eligibility, provided all the necessary information to certify the student-athlete's eligibility was available to the institution and the student-athlete otherwise would have been eligible for competition.

Collegiate Institution (Divisions I and II Bylaw 14.02.4; Division III Bylaw 14.02.2). A collegiate institution is an institution of higher education that: (a) Is accredited at the college level by an agency or association recognized by the secretary of the Department of Education and legally authorized to offer at least a one-year program of study creditable toward a degree; (b) Conducts an intercollegiate athletics program, even though the institution is not accredited at the college level and authorized to offer at least a one-year program of study creditable toward a degree; or (c) Is located in a foreign country.

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

Pre-Enrollment Academic Integrity/Misconduct (Division I Bylaw 14.9.3; Divisions II and III Bylaw 14.1.2.1). A prospective student-athlete, student-athlete, representative of athletics interests or a current or former institutional staff member shall not: (a) Arrange for a false or inaccurate academic record (e.g., courses, grades, credits, transcripts, test scores) for a prospective student-athlete; or (b) Provide false, inaccurate or incomplete information to the NCAA or an institution regarding a prospective student-athlete's academic record.

Institutional Responsibility/Sharing Information and Reporting Discrepancies (Division I Bylaws 12.1.1.1.2.2 and 14.1.2.4.1; Division II Bylaws 12.1.1.1.2.2 and 14.1.2.5.1; Division III Bylaw 12.1.1.3.2). An institution is responsible for promptly reporting to the NCAA Eligibility Center all discrepancies in information related to a student-athlete's academic or amateurism certification, or if it receives additional information or believes a student-athlete's amateur status has been jeopardized.

****Triggering Initial Full-Time Enrollment**

Initial full-time enrollment occurs when the individual first attends class at a collegiate institution while registered as a full-time student (after high school graduation). If an individual registers as a full-time student but does not attend any class, they do not trigger full-time enrollment.