



ELIGIBILITY CENTER

MATRICULATION LETTER

Student Name: _____ NCAA ID: _____

NCAA Contact Information

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

Contact Name: _____

Title: _____ Department: _____

Member School: _____ Member Code: _____

Signature: _____ Date: _____

Affirmation Regarding Initial Full-Time Collegiate Enrollment

I affirm to the best of my knowledge and records, and in accordance with NCAA bylaws and campus policies, I have verified the student's **initial full-time enrollment** (first attended class in a regular academic term [e.g., semester, quarter] while registered as a full-time student) at any college/university 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 (Bylaw 10.1)
- Institutional Responsibility/Sharing Information and Reporting Discrepancies (DI Bylaws 12.1.1.1.2.2 and 14.1.2.3.1; DII Bylaws 12.1.1.1.2.2 and 14.1.2.4.1; DIII Bylaw 12.1.1.3.2)
- Determining the Start of the Five-Year Period (DI Bylaw 12.8.1.1)
- Institutional Responsibility (DI/DII Bylaw 14.01.1; DIII Bylaw 14.01.4)
- Collegiate Institution (DI Bylaw 14.02.4; DII Bylaw 14.02.5; DIII Bylaw 14.02.2)
- Validity of Academic Credentials (DI/DIII Bylaw 14.1.2; DII Bylaw 14.1.1.1.2)
- Pre-Enrollment Academic Misconduct (DII Bylaw 14.2.10.2.1; DIII Bylaw 14.1.2.1)
- Use of Semester or Quarter (DII/DIII Bylaw 14.2.2.1)
- Pre-Enrollment Academic Integrity (DI Bylaw 14.9.3)

Triggering Initial Full-Time Collegiate Enrollment

Initial full-time collegiate enrollment occurs when the individual first attends class in a regular academic term (e.g., semester, quarter) while registered as a full-time student at any college/university (after high school graduation). If an individual registers as a full-time student but does not attend any class in a regular academic term, they do not trigger full-time enrollment.