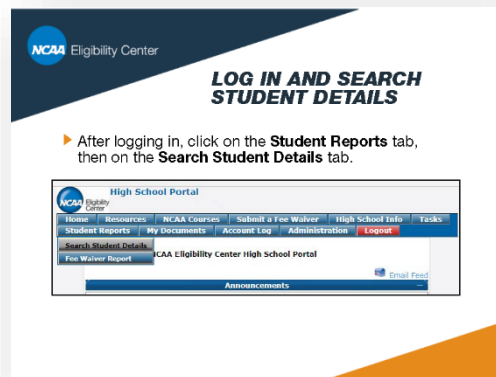




## SUBMITTING DOCUMENTS REMINDERS



### Upload Best Practice

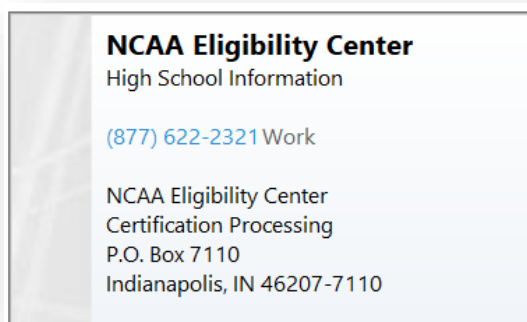
Please keep in mind that the preferred method for providing documents, transcripts, and task requests to the Eligibility Center is by the upload process in your High School Portal account.

For additional information on how to upload via the High School Portal, [click here](#).

### Post Office Box Changes

When you can't upload through the High School Portal, and need to mail in documents on behalf of your student-athletes, please note that the Eligibility Center has also discontinued use of P.O. Box 7136. Any mailed correspondence is now directed to P.O. Box 7110. Please update your records accordingly with the address below to ensure we receive correspondence in a timely manner.

NCAA Eligibility Center Waiver Certification Processing  
P.O. Box 7110  
Indianapolis, IN 46207-7110



### Eligibility Center Contact Card

Click on the image at left to download a business card for your Outlook contacts list.

*Never be without easy access to the Eligibility Center's contact information!*

After clicking, the business card will download to your usual download location. Open and add to your Outlook contacts for future reference.