

Graduation Timeline Certification Form

Purpose

This form is used to assist the NCAA Eligibility Center in establishing your official graduation timeline. Additional academic credentials (i.e., graduation diplomas, leaving certificates) you are currently pursuing may allow us to extend your official graduation timeline. Please note that if your final proof of graduation documents are available, we will need those documents submitted officially. Please review our [document submission policies](#).

For a list of academic credentials that may allow a graduation timeline to be extended, please review the [Guide to International Academic Standards for Athletics Eligibility](#). Academic credentials and their expected graduation timelines can be found under the “Acceptable Proof of Graduation” section for each country listed in this guide.

Instructions

If you have previously earned academic credentials listed in the [Guide to International Academic Standards for Athletics Eligibility](#), please submit them to the Eligibility Center prior to completing and submitting this form. Document submission guidelines can be found [here](#).

Based on your circumstances, please select the proper section of this form to complete.

Note: Complete only one section of this form. Forms with both sections completed will not be considered.

Who should complete Section A?

Only complete [Section A](#) if you:

- Are not currently pursuing any additional academic credentials listed in the [Guide to International Academic Standards for Athletics Eligibility](#) and;
- Have submitted all academic credentials earned, as listed in the [Guide to International Academic Standards for Athletics Eligibility](#).

Who should complete Section B?

Only complete [Section B](#) if you:

- Have not yet graduated and;
- Are currently pursuing any additional academic credentials listed in the [Guide to International Academic Standards for Athletics Eligibility](#) as acceptable forms of proof of graduation (and will complete these at the end of the current academic school year).

Note: This form may only be submitted during the academic year in which you will complete the academic credential listed in Section B. Forms submitted after the credential becomes available may not be reviewed and the actual credentials will need to be submitted.

Who should submit the form, and how?

- Forms must be emailed to ec-processing@ncaa.org with only **Section A or B** completed.
- Forms with Section A completed must be submitted **by the student**.
- Forms with Section B completed must be submitted **by the secondary school administrator**.



Forms with both sections completed **will not be considered**.

Section A: Student Information

Student Name: _____ NCAA ID: _____

Date (MM/DD/YYYY): _____

I have reviewed the information presented in the [Guide to International Academic Standards for Athletics Eligibility](#) for my country's educational system and confirm **I am not pursuing any additional academic credentials** that would extend my graduation timeline with the NCAA Eligibility Center and have no further academic credentials to provide. I most recently earned the academic credential indicated below.

- Please review the [Guide to International Academic Standards for Athletics Eligibility](#) to determine which academic credential (Proof of Graduation) you most recently earned.
- For students that earned multiple credentials, (e.g., 2 A-Levels), please indicate the amount completed, name of the credentials and corresponding subjects (e.g., 2 A-Levels in Mathematics and Biology).

Country/System Enrolled: _____

Final Academic Credential(s) Earned (amount, name, subject(s) and date):

Date of Completion (MM/DD/YYYY): _____

Note: Section A of this form should only be submitted after official copies of the credentials listed above have been submitted. If the documents are not yet available, review Section B.



Sign below only if Section B does *not* apply to you.

Student Signature: _____

- Forms must be emailed to ec-processing@ncaa.org with only **Section A or B** completed.
- Forms with Section A completed must be submitted **by the student**.



Forms with both sections completed **will not be considered**.

Please allow *five business days* from the date of submission for this document to be processed and associated with the student's account.

Section B: Secondary/High School Administrator Information

Student Name: _____ NCAA ID: _____

Date (MM/DD/YYYY): _____

I have reviewed the information presented in the [Guide to International Academic Standards for Athletics Eligibility](#) for my country's educational system and confirm that the student referenced above is currently enrolled in a program of study leading to attainment of the next academic credential indicated below.

- Please be sure the credential being pursued is listed in the International Guide as an acceptable form of proof of high school graduation. Credentials listed as "Not Acceptable Forms of Proof of High School Graduation" will not be considered.
- For students earning multiple credentials, (e.g., 2 A-Levels), please indicate the amount being pursued, name of the credentials and corresponding subjects (e.g., 2 A-Levels in Mathematics and Biology).

Country/System Enrolled: _____

Credential Pursuing (amount, name, subject):

Anticipated Date of Completion (MM/DD/YYYY): _____


Note: This form must be submitted in the **same academic year the credential will be earned** (e.g., forms submitted during the current academic year should reference credentials anticipated during this year; forms for credentials being earned in future academic years will not be considered). If the documents listed are available, work with the student to submit them to the NCAA Eligibility Center.

School Name: _____

Administrator's Name: _____ Title: _____

Administrator's Signature: _____

- Forms must be emailed to ec-processing@ncaa.org with only **Section A or B** completed.
- Forms with Section B completed must be submitted **by the secondary school administrator**.

 Forms with both sections completed **will not be considered**.