

Graduation Timeline Confirmation 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. **Note:** If your final proof of graduation documents are available, we will need those documents officially submitted. 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 in the "Acceptable Proof of Graduation" section for each country listed in this guide.

DIRECTIONS

Please download (attempting to complete the form in a browser may cause errors) and complete the form. Once complete, email the form to ec-processing@ncaa.org. Forms submitted by high school or secondary school administrators will not be accepted after the student graduates if they are not received in the academic year the student completed or will complete the credential listed. High school or secondary school administrators must submit an official copy of the credential after that date.

Questions? Use the Eligibility Center's [International Contact Form](#).

Deadlines for Secondary School Administrators

If you are a secondary school administrator, this form must be submitted in the same academic year the credential will be earned. Forms for future academic years will not be considered. If the documents listed are available, work with the student to submit them to the Eligibility Center. Deadlines are as follows:

Northern Hemisphere Schools (Or Those on This Calendar)

- » Academic year is October 1 to September 30.
 - Forms submitted on or after October 1 post-graduation will not be accepted. Submit an official copy of the credential after that date.

Southern Hemisphere Schools (Or Those on This Calendar)

- » Academic year is March 1 to February 28/29.
 - Forms submitted on or after March 1 post-graduation will not be accepted. Submit an official copy of the credential after that date.

SUBMITTER INFORMATION

Name: _____ Email: _____

I am a: _____

Note: This form must be completed and emailed by the student or their high school or secondary school administrator.

If high school or secondary school administrator, list your title: _____

Signature: _____ Today's Date (mm/dd/yyyy): _____

STUDENT INFORMATION

Student Name: _____ NCAA ID: _____

The Eligibility Center does not request this form if we have an official copy of an acceptable proof of graduation credential on file with the longest timeline for your country (e.g., A-levels, BTEC Level 3 Diploma, CAPE exams) as listed in the [Guide to International Academic Standards for Athletics Eligibility](#). If a task is assigned to your account requesting this form, then the Eligibility Center does not have a credential with the longest timeline for your country on file.

Select one of the following options:

- ☐ I am a student who has graduated from high school or secondary school. I have reviewed the [Guide to International Academic Standards for Athletics Eligibility](#) for acceptable proof of graduation credentials for my country. The Eligibility Center has an official copy of my final proof of graduation on file, and I completed that credential before this year. I am submitting this form to finalize my Eligibility Center graduation date.
- ☐ I am a high school or secondary school administrator. I have reviewed the [Guide to International Academic Standards for Athletics Eligibility](#) for acceptable proof of graduation credentials for my student's country. This student will earn another acceptable proof of graduation credential this school year.
- ☐ I am a student and I do not have acceptable proof of graduation as listed in the [Guide to International Academic Standards for Athletics Eligibility](#). I am submitting this form to finalize my Eligibility Center graduation date.
- ☐ I am a student and I studied in Denmark or Ireland. I did not complete the optional year 10 *Afgangsbevis* or transition year, respectively.

Country/System Enrolled: _____

Final High School Proof of Graduation Credential Completed or to be Completed:

Actual or Anticipated Credential Completion Date (mm/dd/yyyy): _____

Select all options that apply:

- ☐ I have selected leaving exams above and understand multiple exam passes are required for proof of graduation listed in the [Guide to International Academic Standards for Athletics Eligibility](#) (e.g., GCSEs, IGCSEs, A-levels, CSECs, CAPEs), and am listing those exams below:

Actual or Anticipated Total Number of These Exams Completed: _____

Exam Subjects: _____

- ☐ I have reviewed the [Guide to International Academic Standards for Athletics Eligibility](#). My credential is specifically listed in the guide as acceptable, and I am listing the full name of the credential as is appears in the guide.

Country/System: _____

Credential Name: _____

- ☐ None of the above.

