



REGISTRATION CHECKLIST

Does your student want to compete in NCAA sports? Advise them to register with the Eligibility Center at eligibilitycenter.org before the ninth grade (year nine of secondary school).

Which account type is right for your student?

- 1. Profile Page Account:** Students who are younger or are not being recruited, are unsure in which division they want to compete, or are **domestic students** who plan to compete at a **Division III school**, should register for a free Profile Page account. They can **transition** their account to a **certification account** once they start being **actively recruited** by an NCAA school.
- 2. Academic and Amateurism Certification Account:** Students must receive academic and amateurism certifications from the Eligibility Center to compete at a Division I or II school. They must complete the Academic and Amateurism Certification account registration (including payment or **fee waiver**) before they go on Division I official visits, sign an **NLI**, receive an athletics scholarship or compete at a Division I or II school.
- 3. Amateurism-Only Certification Account:** **International student-athletes** (first-year enrollees and transfers) enrolling at a Division III school must register with an Amateurism-Only Certification account (or use an existing Academic and Amateurism Certification account, if they have one) and receive their final amateurism certification before they can compete.

This account may also be right for students transferring from a non-NCAA college or university to a Division I or II school who do not require an Eligibility Center academic certification. These students should check with the compliance office at the NCAA school they may attend to determine their required account type.

ELIGIBILITY CENTER ACCOUNT TYPES

| In which division do you plan to compete? | Profile Page* Account | Academic and Amateurism Certification Account | Amateurism-Only Certification Account |
|---|-----------------------|---|---------------------------------------|
| Division I or II | | | |
| Before recruiting begins or middle school and younger students (domestic or international). Can be transitioned to the right certification account when needed. | ✓ | | |
| High school student (domestic or international) enrolling for the first time at an NCAA school. | | ✓ | |
| Transferring from a two- or four-year college or university. (Check with the compliance office at the school you may attend.) | | ✓ | OR ✓ |
| Division III | | | |
| Domestic high school student enrolling for the first time at a Division III school. | ✓ | | |
| High school student with a permanent residence outside of the U.S. | | | ✓ |
| High school student who attended secondary or postsecondary school outside of the U.S. for any time (excluding U.S.-based students who study abroad). | | | ✓ |
| International high school student enrolling for the first time at a Division III school. | | | ✓ |
| High school student who was based and competed outside of the U.S. or participated on a sports team who was based and competed outside of the U.S. | | | ✓ |
| Transferring from a two- or four-year college or university; attended domestic high school(s) only. | ✓ | | |
| Transferring from a two- or four-year college or university; attended at least one international high school . (U.S. territories are considered domestic.) | | | ✓ |
| Division Undecided/Unknown | | | |
| Never enrolled full time at a two- or four-year college or university. Best before recruiting begins or for middle school and younger students. Can be transitioned to the right certification account when needed. | ✓ | | |

Once students have determined the right account for them, they should visit eligibilitycenter.org to register. A list of information they will need to complete their account is outlined below. For a Profile Page account, allow 15 minutes to complete. For certification accounts, allow between 30 and 45 minutes to complete. If they need to exit and come back at a later time, they can save and exit once their account is created.

***Unsure which account type is right for your student?** Have your student start with our [free Profile Page account](#), then check with the compliance office at the NCAA school they may attend. If the student needs assistance, have them contact the Eligibility Center's customer service team at 877-262-1492, Monday-Friday from 9 a.m. to 5 p.m. Eastern time. International students (including Quebec) should use the [International Contact Form](#) to submit questions.

ELIGIBILITY CENTER REGISTRATION ESSENTIALS

Below are some items students should have with them when creating an account at eligibilitycenter.org:

☐ **Valid Email**

To register, students need a valid email address that they check regularly and will have access to **after** high school. The Eligibility Center uses email to update students about their account throughout the process. **Note:** If they have a sibling who has previously registered, the student will need to use a different email address than the one in their sibling's account.

☐ **Basic Student Personal Information**

This includes information such as their name, gender, date of birth, primary and secondary contact information, address and mobile number.

☐ **Basic Student Education History**

When registering, students will be required to provide details about all secondary and high schools and additional programs they attended in the U.S. and internationally. All schools, regardless of whether students received grades or credits must be included. If they attended ninth grade at a junior high school located in the same school system in which they later attended high school, the ninth-grade school should not be listed.

☐ **Student Sports Participation History**

Students should select each sport they plan to participate in at an NCAA school. For [certification accounts](#), students will be required to provide

details on any expenses or awards they received, any teams they have practiced or played with, or certain events in which they participated. Students will also list any individuals who have advised them or marketed their skills in a particular sport. This information helps the Eligibility Center certify their amateur status once they [request their final amateurism certification](#).

☐ **Payment (Certification Accounts Only)**

Registration for a certification account is complete only after their registration fee is paid (or upon requesting a [fee waiver](#), if eligible). Students may pay online by debit, credit card or echeck. For an Academic and Amateurism Certification account, the fee for college-bound student-athletes attending a high school in the U.S., [U.S. territories](#) or Canada is \$100; the fee for international students is \$160. For students for which an Amateurism-Only Certification account is the right choice, the fee for all students is \$70. Profile Page accounts do not have a fee.

All fees are nonrefundable 30 days after the certification account fee is paid. If a student completed a duplicate registration and paid their registration fee twice, they may be eligible for a refund. To receive a refund, they will need to complete and submit an [NCAA refund form](#).

Unsure if your student already created an account? Contact customer service at 877-262-1492, Monday-Friday from 9 a.m. to 5 p.m. Eastern time, before creating a new account to avoid duplicate account issues during recruiting.



ELIGIBILITY CENTER

HOMESCHOOL CHECKLIST

Required Documentation

Each of the items listed below (A, B, C, D and E) must be on file with the Eligibility Center in order for homeschool coursework to be considered.

- ☐ **Item A: Homeschool Transcript.** The submitted homeschool transcript must include all [transcript information requirements](#).
- ☐ **Item B: Administrator and Accordance Statement.** The [Administrator and Accordance Statement](#) is a signed statement indicating who managed the homeschool program (e.g., who taught and evaluated the coursework, awarded grades and issued credit) and that homeschooling was conducted in accordance with state laws.
- ☐ **Item C: Core-Course Worksheet.** Submit a [Core-Course Worksheet](#) for each core course completed throughout homeschooling in the areas of English, math, science, social science, world language, comparative religion or philosophy. For more information, see [Core-Course Worksheet Information](#).
- ☐ **Item D: Proof of High School Graduation.** Proof of high school graduation must include the specific graduation date (mm/dd/yyyy). For more information, see [Accepted Proof of Graduation](#) and [Exceptions](#).

How to Submit Student Records

- » For more information on how to submit required and official documentation, see [submitting student records](#).

Review Process

The Eligibility Center will evaluate homeschool coursework only after all required documents have been received and after the student has been placed on an NCAA school's [institutional request list](#).

- » After the information listed above is received, the Eligibility Center may need to request additional information or clarification before completing an academic certification. Please note that homeschool-specific tasks will not be marked complete at the time of receipt, but instead are closed after the documents are reviewed. This review may take up to 10 business days.
- ☐ **Item E: Additional Information That May Be Needed.** Transcript from any other high school or college attended (official copy directly from issuing institution).

Additional Questions

If you need assistance, review our [Frequently Asked Questions](#) or contact the Eligibility Center's customer service team at 877-262-1492 Monday-Friday from 9 a.m. to 5 p.m. Eastern time.