

College-Bound Student-Athletes

Submitting Dual-Enrollment Transcripts

Students who have completed college coursework while in high school will need to have the college transcript(s) representing the completed college coursework submitted to the Eligibility Center. Transcripts should be submitted at the end of the term when the coursework has been completed. Official college transcripts are required for college coursework completed post-high school graduation. Transcripts can be submitted in the following ways.

Note: If the coursework was completed while attending a high school with a "Cleared" account status, and the college coursework is clearly designated as dual-enrollment coursework on the high school transcript with grade and credit, a college transcript is not required. Dual-enrollment coursework reported on a homeschool transcript will always require a separate college transcript for consideration.

TRANSCRIPT UPLOAD

High schools can upload dual-enrollment transcripts via the [High School Portal](#). Please keep in mind, high school administrators will need to contact the Eligibility Center and let them know that the transcript previously uploaded was for college coursework so it can be reflected correctly in the student's account.

EMAIL FROM HIGH SCHOOL

Email is the preferred method of document submission for dual-enrollment transcripts and can be sent to ec-processing@ncaa.org. Transcripts sent via email need to be official copies and must come from a high school domain address (e.g., janedoe@schoolk12.org). Please keep in mind, this email inbox is intended for document submission only. Please direct any case-specific or process related questions to the Eligibility Center's membership support line at 877-262-1492, Monday-Friday 9 a.m. to 5 p.m. Eastern time.

Note: Documents submitted via email for homeschooled students will only be accepted if sent from the email address listed on the [Administrator and Accordance Statement](#).

SUBMISSION VIA NCAA SCHOOL

If your NCAA school has a copy of your college coursework transcript, that transcript can be submitted by the NCAA school using the Academic Records Submission Form (available only to NCAA schools).

STANDARD MAIL

If your high school cannot upload or email records, they may use the following addresses to mail in your college transcripts:

Mailing Address

NCAA Eligibility Center
P.O. Box 6222
Indianapolis, IN 46202-6222

Overnight Express Mailing Address

NCAA Eligibility Center
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202

