

# TWO-YEAR COLLEGE STUDENT TRANSFERS BEST PRACTICES

## Before calling the NCAA Eligibility Center

Verify you have a Certification account with the NCAA Eligibility Center.

- The Eligibility Center will only evaluate students for eligibility who have a Certification account. Student-athletes with a free Profile Page account must [transition their account to a Certification account](#) (and be on an NCAA school's institutional request list) before their information will be reviewed.
  - » You'll need your NCAA ID number available when you call.

Verify your Certification account is up to date and includes:

- Your final high school transcript with proof of graduation. (If you attended more than one high school, you will need an official transcript from each school you attended submitted to the Eligibility Center.)
- Official SAT/ACT scores submitted directly to the Eligibility Center from the testing agency, using code 9999.
- Your current [enrollment date](#) (when you will *initially* enroll at an NCAA Division I or II college or university).
- Updated and complete sports participation answers. You can [request final amateurism certification](#) on or after April 1 before fall enrollment, or Oct. 1 before midyear (winter/spring) enrollment.
- Any additional open tasks in your Certification account are completed.

## Calling the NCAA Eligibility Center

The NCAA Eligibility Center staff is available at 877-262-1492, Monday-Friday, 9 a.m.-5 p.m. Eastern time.

- Notify the staff you are a two-year college student transferring to an NCAA Division I or Division II college or university and need an academic decision ahead of your transfer.
- If all academic tasks are complete within your Certification account, the Eligibility Center staff will be notified to review your account for a final academic decision.

During the review, you'll be notified via your Certification account if any additional academic or amateurism information is needed to continue the evaluation process.

- In some instances, the Eligibility Center will require your recruiting NCAA college or university to submit information as part of your academic and amateur status reviews.
- If you didn't complete a task (for example, you can't take the SAT or ACT before full-time collegiate enrollment), please notify the Eligibility Center. Also, notify the athletics compliance office at the NCAA college or university recruiting you to understand the impact on your transfer eligibility.

## Follow-Up Recommendations

- Contact the coaches at your selected NCAA college or university to notify them of your interest in their program. Any email or voicemail should include your name and NCAA ID number.
- Contact the athletics compliance office at the NCAA college or university recruiting you to discuss your transfer. The compliance office is responsible for adding you to the college or university's [institutional request list](#) (if they opt to recruit you) and making the final determination on your transfer eligibility.
- Regularly monitor your Eligibility Center account for academic and amateurism decisions and any tasks.
- International transfer students with questions should use the [International Contact Form](#).
- Respond to any new task assignment as soon as possible to avoid delays.
- Review the [ncaa.org/Transfer](#) page and read the [NCAA Guide for Two-Year Transfers](#) to learn more about NCAA transfer requirements.

Search Frequently Asked Questions: [ncaa.org/studentfaq](#)

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