

Required Credentials

College-bound student-athletes must submit all annual or semester transcripts displaying grades or scores and hours of study. College-bound student-athletes must also submit proof of graduation, line-for-line translations of all documents produced in a language other than English and results from standardized tests - SAT or ACT only.

Please note documents sent via fax or e-mail will not be accepted. See below for mailing instructions.

If a student is unsure of whether a document is required, he or she can either call the NCAA Eligibility Center or send copies of all credentials. In most cases, the staff will advise the college-bound student-athlete to forward any questionable credential.

Transcripts/Marks

Original documents or certified photocopies of semester or yearly marks for all years of secondary school education must be forwarded to the Eligibility Center before a certification can be rendered. *This shall include at least school years nine (9) and higher for all students.*

Canadian students are reminded that high school transcripts issued by the provinces of Saskatchewan, Alberta and British Columbia do not include ninth grade marks. College-bound student-athletes must contact the school where ninth grade was completed to have the transcript forwarded to the Eligibility Center (preferably together with your 10th through 12th grade transcript). In addition, official copies of final transcripts must be sent directly from the high school or Ministry of Education. The date of graduation and degree awarded must be marked on the transcript.

Proof of Graduation

The document issued by a college-bound student-athlete's country after completion of secondary school must be provided before a certification can be completed. This document varies by country. It may be a final diploma, a leaving exam, a maturity certificate, a record of learning, a higher certificate or other document. The document must include the official name or type of diploma and date issued.

If the proof of graduation includes a leaving certificate, maturity exam, records of learning, higher certificates or exam certificates (for example Senior Certificates, IGSCE, HIGSE, GSCE, GCE, CXC, or CAPE), the college-bound student-athlete must provide final credentials or photocopies of the original documents certified by his or her secondary school. Provisional results will not be used. The exam results must be presented on final certificates.

Some documents are considered by themselves as proof of graduation. A partial list of examples includes: Kenya Secondary

Exam certificate, Abitur, Bagrut, French Baccalaureate, GSCE certificate, GCE certificates, WAEC exam results, South African Senior Certificate, and All Indian Senior Certificate.

Standardized Tests

SAT or ACT scores must be sent directly to the Eligibility Center by the testing agency. Paper copies will not be accepted. College-bound student-athletes should use the reporting code **9999** when requesting a score from either testing agency.

TOEFEL exam results *should not* be forwarded to the Eligibility Center. These scores are *not* used for certification purposes.

Photocopies of Credentials

Photocopies of credentials will only be accepted if they are certified as true copies of original documents forwarded from the principal or headmaster of the college-bound student-athlete's secondary school. Photocopies that are not certified as true copies of originals or come from a source other than the principal or headmaster will not be used. Photocopies will not be accepted directly from a college-bound student-athlete or his or her relatives unless they are certified with a cover letter from the school official; each page is certified and stamped as a true copy; and arrive in an envelope sealed by the secondary school prior to providing the documents to the student.

Exceptions: Kenya Certificates of Secondary Education must be sent directly from the Kenya Examination Office. West Africa Exam Council results will only be accepted when a college-bound student-athlete provides a Buddie card used to access the WAEC exam. Photocopies of credentials from Kenya, and WAEC are *not* acceptable.

Translations

If documents are issued in a language other than English, line-for-line translations must be provided by a person not related or associated with the student or the athletics department at the institution the college-bound student-athlete plans to attend. The translator must provide a letter, including any appropriate stamps or seals, explaining his or her qualifications as a translator. It is recommended that translations be performed by a qualified professor from a university or college or a certified official translator. Translations from unverifiable sources will not be accepted. Translations must accompany the original documents written in the native language.

Forwarding Documents to the Eligibility Center

Original documents or certified photocopies of originals should be mailed to the Eligibility Center at the address listed below.

Mailing Address:
NCAA Eligibility Center
P.O. Box 7136
Indianapolis, IN 46207

Overnight or Express Mailing Address:
NCAA Eligibility Center
1802 Alonzo Watford Sr. Drive
Indianapolis, IN 46202