

# **Information about the NCAA Eligibility Center**

Any student who plans to attend an NCAA Division I or II institution and who wishes to participate in intercollegiate athletics needs to register with the NCAA Eligibility Center at the completion of his/her sophomore year and send your transcript at the beginning of his/her junior and senior year. You will need to qualify academically and you will also need to be cleared as an amateur student-athlete.

You are responsible for achieving and protecting your eligibility status!

Registration is done on line at: [www.eligibilitycenter.org](http://www.eligibilitycenter.org) After you have completed the information, you will need to have a transcript sent to the NCAA. You can do this through PARCHMENT. The website for PARCHMENT is: [www.parchment.com](http://www.parchment.com)

When you register for the SAT or ACT, use the NCAA Eligibility Center code of **9999** to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

The NCAA Eligibility Center does not recognize high school credit classes taken in the 8<sup>th</sup> grade. Therefore, you will need to notify the compliance officer at the institution you are considering, so that they can take care of the necessary paperwork for these classes to be allowed. You will need to send a final transcript after graduation. Once the NCAA Eligibility Center receives a final transcript, a revised transcript will not be used. All transcript changes after graduation must be handled through the initial-eligibility waiver process.

As a prospective student-athlete at a Division I or II institution, you have certain responsibilities to attend to before you may participate. Information concerning who needs to register with the NCAA Eligibility Center and what documents should be submitted can be found in [The Guide for College-Bound Student-Athletes](#) (see General Information Menu).

## **Eligibility Center Address & Phone Numbers:**

- Eligibility Center mailing address:  
NCAA Eligibility Center  
PO Box 7136  
Indianapolis, IN 46207-7136
- Eligibility Center customer service hours:  
8 a.m. to 5 p.m. Central Time Monday through Friday
- Toll Free phone numbers (domestic callers only):  
Customer Service Line - 877/262-1492 or 317/223-0700
- Phone numbers (international callers):  
Customer Service Line - 319/337-1492
- Fax Number: 317/968-5102

### **Checklist for College-Bound Student-Athletes:**

1. Register at the beginning of your sophomore year
2. Have transcript sent to the NCAA using PARCHMENT
3. Take the ACT and/or SAT and use the code **9999** to have scores sent to the NCAA
4. Check with School Counselor to make sure you have taken correct core courses
5. Request final amateurism certification during your senior year
6. Submit final transcript with proof of graduation using PARCHMENT