



# Frequently Asked Questions for International College-Bound Student-Athletes

## ***Why do I need to register with the NCAA Eligibility Center?***

Any college-bound student-athlete (incoming freshman or first-year enrollee) interested in enrolling at an NCAA Division I or II college or university and competing as a varsity student-athlete on behalf of that NCAA school's intercollegiate athletics program, must receive an academic and amateurism evaluation certification decision from the NCAA Eligibility Center. If you are currently enrolled (or have previously been enrolled) as a full-time student at a university in a non-U.S. foreign country, you will be considered a transfer student-athlete during the process to enroll at an NCAA college or university. Please see the [NCAA Transfer Guide](#) for more information regarding your eligibility.

## ***How do I register with the NCAA Eligibility Center?***

First, go to the NCAA Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and click the link to enter for NCAA College-Bound Student-Athlete's. Click the cell phone or navigate to the "New Account" section at the top right of the page to create a new account and complete the registration application. This online application requires a payment of \$95 by MasterCard, Visa, American Express or Discover (credit or debit) card. The fee is nonrefundable should you decide not to attend an NCAA college or university or decide not to participate in athletics. In addition, please click on the website's "Resources" link to access information specific to international students.

## ***What are the initial-eligibility requirements for international college-bound student-athletes?***

There are different initial-eligibility requirements for NCAA Divisions I and II colleges and universities. For either division, an international college-bound student-athlete must meet minimum academic standards in order to be eligible for practice, competition and athletics financial aid his or her first year. These standards are outlined in the [NCAA's Divisions I and II bylaws](#) (specifically NCAA Bylaw 14.3) and also the [Guide to International Academic Standards for Athletics Eligibility](#).

Since each international college-bound student-athlete's academic circumstances are unique, the NCAA division and the respective country determines the standards. A minimum score on either the ACT or the SAT plus an acceptable grade-point average is required [Division I uses a sliding scale for the test score and core-course grade-point average (the higher the test score the lower the grade-point average required and vice versa) and Division II requires a minimum score of 820 for the SAT or 68 for the ACT and a 2.000 grade-point average]. In addition, a minimum number of approved core courses [Division I is 16 and Division II is currently 14 (will be 16

beginning August 1, 2013)] must be achieved, which will be equivalent to a country's academic credential presented. And finally, proof of graduation must be included on the academic credential or submitted separately. Again, please consult the [NCAA Guide to International Academic Standards for Athletics Eligibility](#) to learn the requirements for an international college-bound student-athlete's country (countries).

### ***What academic documents are required for an international college-bound student-athlete?***

Please note that there are several academic documents required to receive an academic certification decision following registration with the NCAA Eligibility Center. The NCAA Eligibility Center must receive **all** of the required academic documents before an academic certification evaluation may begin. Please do not send any academic documents until **after** you have registered with the NCAA Eligibility Center. Click [here](#) for country-specific document requirements and [here](#) to access the [NCAA Guide to International Academic Standards for Athletics Eligibility](#).

International college-bound student-athletes must submit all of the following academic documents (**Warning – make sure you read the section entitled “Document delivery requirements” below before sending any documents.**):

1. **Original academic records** [or certified (attested) copies of the original documents]. This includes, but is not limited to, academic documents such as, transcripts and/or yearly grade reports and/or mark sheets and/or official leaving exam results;
  - a. **Note:** Original academic documents, or certified (attested) copies of the original academic documents, for secondary school education **includes at least school years nine (9) and higher for all college-bound student-athletes.**
  - b. **Note:** Canadian college-bound student-athletes are reminded that high school transcripts issued by the provinces of Saskatchewan, Alberta, Quebec, Prince Edward Island, Newfoundland and Labrador, Nova Scotia, Northwest Territory, Nunavut, New Brunswick, Yukon Territory and British Columbia **do not** include ninth grade marks. These Canadian college-bound student-athletes must contact the school where ninth grade was completed to have the transcript mailed to the NCAA Eligibility Center (preferably together with the 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;

2. **Certified, literal (line-by-line) English translations** for *all* academic records not *originally* in English. Please note the following:
  - a. The translation must be completed by an independent certified translator or performed by a qualified professor from a higher level university/college. (**Note:** Translations will be accepted by qualified professors from NCAA Divisions I and II colleges/universities but will NOT be accepted from junior colleges or community colleges);
  - b. The translation must be provided by a person who is not related or associated with the college-bound student-athlete or the college-bound student-athlete's recruiting college or university's athletics department;
  - c. The translator must provide a letter, including any appropriate stamps or seals, explaining his or her qualifications as a certified translator;
  - d. Translations from unverifiable sources will not be accepted; and
  - e. Translations must *always* accompany the academic documents (original or certified copies) written in the native language.
  
3. **Test score(s)** from either the ACT or SAT. (**Note:** When registering for either test, be sure to enter code "9999" to request that your score is sent electronically directly to the NCAA Eligibility Center). Please also pay attention to the following:
  - a. Paper test score results *will not be accepted*;
  - b. TOEFL exam results *should not* be forwarded to the NCAA Eligibility Center. These scores are *not* used for academic certification purposes;
  - c. If the ACT or SAT is taken *following* high school/pre-university schooling, *but prior to* enrolling in full-time college/university (international or U.S.) studies, a *matriculation form* must be completed by the international college-bound student-athlete's recruiting college or university and sent (fax is acceptable) to the NCAA Eligibility Center confirming that the test was *not* taken following full-time college or university enrollment; and
  - d. The NCAA Eligibility Center *cannot* use an ACT/SAT score for a test administered *after* full-time college or university enrollment. If this is the only test score available to an international college-bound student-athlete, then the academic certification evaluation will not occur or the academic certification evaluation may be formally requested with affirmation that the academic certification decision will be a nonqualifier result.
  
4. **Proof of graduation** (official document/credential that represents completion of upper secondary or pre-university schooling). Please pay attention to the following:

- a. The academic document issued by a college-bound student-athlete's country after completion of secondary school must be provided before an academic certification can be completed;
    - o This academic 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.
  - b. The academic document must include the official name or type of diploma and date issued;
  - c. When completing your NCAA Eligibility Center registration, make sure you *include the name of your academic documents in either the "My Coursework" section or in the "Additional Questions" section*;
  - d. If the proof of graduation includes a leaving certificate, maturity exam, records of learning, higher certificates or exam certificates, the college-bound student-athlete must provide original academic documents or photocopies of the original documents certified by his or her secondary school (see document delivery requirements in next section below);
  - e. Provisional results will not be used. The exam results must be presented on final certificates.
    - o **Exception:** international college-bound student-athletes presenting the International General Certificate of Secondary Education (IGCSE), Higher International General Certificate of Secondary Education (HIGCSE), General Certificate of Secondary Education (GCSE), General Certificate of Education (GCE), Caribbean Examinations Council (CXC), Council for American Private Education (CAPE), Irish Senior Certificate or South African Senior Certificates may forward school stamped copies of provisional results for academic certification purposes;
      - **Note:** All exceptions for provisional results must be sent *directly* from the awarding agency or exam council. The results cannot come from the school.
  - f. Some documents are considered by themselves as proof of graduation. A partial list of examples includes:
    - o Kenya Secondary Exam certificate (KCSE), Abitur, Bagrut, French Baccalaureate, GCSE, GCE, West African Examinations Council (WAEC) exam results, South African Senior Certificate, and all Indian Senior Certificate; and
5. **Additional supporting documentation** (if necessary) – in special circumstances, the NCAA Eligibility Center will require that additional academic documentation be sent directly to the NCAA Eligibility Center to clarify that a college-bound student-athlete's academic information is complete, valid and accurate. In these situations, the NCAA Eligibility Center international academic certification staff will notify the international

college-bound student-athlete and the recruiting NCAA college or university (if applicable).

**Note:** If an international college-bound student-athlete is unsure of whether an academic document is required, he or she can call the NCAA Eligibility Center's international academic certification staff at 317/223-0700 from 10 a.m. to 5 p.m. Eastern time Monday through Friday. In most cases, the NCAA Eligibility Center's international academic certification staff will advise the college-bound student-athlete to mail any questionable academic document.

### ***What are the document delivery requirements to send transcripts, mark sheets and/or leaving exam results to the NCAA Eligibility Center?***

#### **For college-bound student-athletes and parents:**

In general, ***all original academic documents*** must be ***received by mail directly from the source responsible for creating the document*** (lower/upper secondary school(s); high school; exam agency; ministry, etc.). Transcripts of a previous secondary school sent by another secondary school are not useable. If a college-bound student-athlete presents one of the following three scenarios below where his or her upper/lower secondary school(s) will not provide the English line-by-line translation and the college-bound student-athlete is forced to take his or her transcript/credential (by hand) to an independent certified translator, then the college-bound student-athlete must complete one of the following depending on the scenario at play:

**Scenario 1** – The lower/upper secondary school(s) will issue multiple certified official copies but do not provide translation service thus requiring a separate translation service. Further, either the secondary school(s) and/or the translation service will not pay to send the official documents to the NCAA Eligibility Center.

- The college-bound student-athlete will do the following:
  - a. Instruct his or her secondary school(s) to send official (original or certified copy) academic document(s) ***directly*** to the NCAA Eligibility Center (**Note:** make sure ***your school includes your NCAA ID number*** when it sends your official academic documents);
  - b. Instruct the secondary school(s) to provide the college-bound student-athlete a second official copy to have translated;
  - c. Give the second copy to a certified translator;
  - d. The translator will send the second copy (with certified translation) ***directly*** to the NCAA Eligibility Center; and

- e. If the school or translator refuses to pay to send the academic documents, the college-bound student-athlete should arrange to pay the high school and/or translator the cost of the delivery.

**Scenario 2** – The lower/upper secondary school(s) will only issue one official document requiring the college-bound student-athlete to share the one copy with the translation service before giving it back to the secondary school to then be sent to the NCAA Eligibility Center. Further, either the secondary school(s) and/or the translation service will not pay to send the official documents to the NCAA Eligibility Center.

- The college-bound student-athlete will do the following:
  - a. Receive one official (original or certified copy) from his or her high school;
  - b. Take the copy to a certified translator;
  - c. Have the translation completed;
  - d. Take the same official (original or certified copy) and the English line-by-line translation **back to** the high school and have the high school send the official (original or certified copy) and accompanying translation document **directly** to the NCAA Eligibility Center; and
  - e. If the high school refuses to send the academic documents, the college-bound student-athlete should arrange to pay the high school the cost for delivering the academic documents.

**Scenario 3** – The college-bound student-athlete’s lower/upper secondary school(s) will not issue an official document or will not send an official document.

- If a college-bound student-athlete, or his or her secondary school(s), cannot (or will not) comply with the delivery requirements above, then the college-bound student-athlete should contact the NCAA Eligibility Center international academic certification staff immediately to inform them of the situation. The international academic staff will work with the college-bound student-athlete to resolve the situation.

**For NCAA Divisions I and II Colleges or Universities:**

For a college or university to send academic documents, only certified copies of the originals sent by mail from a college or university’s **admissions office** are acceptable. In addition, please include the following:

- A cover letter from an authorized officer within the department of admissions with the following required information:
  - a. The date (mm/dd/yyyy) admissions received the academic documents;

- b. The chain of custody – the source(s) who provided the documents to admissions (admissions must provide all names and titles to establish the chain of custody for all of the college or university’s staff or college-bound student-athlete’s back to the original source (i.e., the high school, exam council, Ministry of Education, etc.).
  - o **Note:** (e.g., if a college-bound student-athlete handed his coach his transcripts and the coach handed the transcripts to admissions and admissions sent them to the NCAA Eligibility Center, the college or university’s admissions department will need to state the people involved, their titles, the dates the transactions occurred and also resolve the gap between the college-bound student-athlete and his or her high school;
- c. A statement by an authorized officer within the department of admissions that the documents are authentic and, therefore, official for use in determining the academic integrity of the college-bound student-athlete; and
- d. Signed by the director of admissions.

***What are the acceptable delivery requirements to send ACT and/or SAT score results to the NCAA Eligibility Center?***

Test score(s) from either the ACT or SAT can only be received and accepted as official via electronic transmission directly from the testing agency. As a reminder, please be sure, when registering for either the ACT or SAT, to enter recipient code “9999” to request that your score is sent electronically directly to the NCAA Eligibility Center.

***What are the acceptable delivery requirements to send additional supporting academic documentation to the NCAA Eligibility Center?***

Secondary documentation (correspondence) from information sources to explain case issues may be received by mail or electronic method (fax, email) directly from the source.

**Note:** *General correspondence* with lower/upper secondary schools, high schools, exam councils, ministries of education, etc., may be accepted via fax from the high school, exam council or ministry of education (not from other source like parent or coach).

Letters to explain curriculums, timelines, course grades, delayed graduation, any academic discrepancies, etc., fall into this “general correspondence” category. Even though they could be received via the typical unofficial delivery method of fax/email, they are considered official and thus acceptable because the information is merely providing supplemental explanation to help validate the primary official academic documentation received.

**Note:** If a school administrator sends a letter, it should come on the school's letterhead/fax cover letter, from the school's fax machine, not from the administrator's personal home fax machine.

### ***What are the situations where you will not accept academic documents sent to the NCAA Eligibility Center?***

The situations are the following:

1. **Any** documents received electronically or via fax (aside from exceptions for general correspondence that are from the original source mentioned above);
2. **Any** documents received, regardless of delivery method, that are not from the original source. Specific examples include:
3. Originals sent by mail from a party that is not the original source (e.g., the wrong source that makes the academic document unofficial would be when a parent or college-bound student-athlete sends documents on behalf of a high school; when a credential evaluation service sends documents on behalf of a high school; or a certified translator sends academic documents on behalf of a high school (the official/original academic documents, in addition to the certified translation academic documents). All of these examples have a third party sending the documents instead of the original, official, owner or source (the high school). **Any** documents received by mail from an NCAA college or university's ***athletics*** department.
  - Again, the exception is academic documents received from a college or university's ***admissions*** department (per the [document delivery requirements for NCAA Divisions I and II colleges and universities](#) above).

### ***What are the special delivery requirements to send Kenyan Certificates and West African Exam Council results?***

**Kenya Certificates of Secondary Education (KCSE)** must be sent directly from the Kenya Examination Office. Photocopies of KCSE certificates are not useable.

**West Africa Exam Council (WAEC) results** will be validated using specific information from a WAEC Buddie card. Please provide the unofficial results of the WAEC and WAEC Direct access card information (Scratch or Buddie card) including the serial number and card PIN. The NCAA Eligibility Center's international academic certification staff will access official results from the West Africa Senior School Certificate Examination (WASSCE).

***Additional reminders for sending academic documents:***

1. Please **include the NCAA ID with all mailings** of documents;
2. Please **include the actual first name and last name you used when registering** with the NCAA Eligibility Center;
3. Please note **documents sent via fax or email generally will not be accepted**; and
4. ***DO NOT MAIL DOCUMENTS UNTIL YOU HAVE COMPLETED YOUR NCAA REGISTRATION.***

***International academic certification staff's advice:***

The NCAA Eligibility Center's international academic certification staff highly recommends that international college-bound student-athletes do the following:

1. Review the NCAA initial-eligibility requirements;
2. Take ownership and personal interest of their academic education history;
3. Investigate registering and taking the next available ACT or SAT; and
4. If there are any concerns or any uncertainties, please immediately telephone or email the international academic certification staff.
  - a. By doing so, the staff will answer all your questions, learn your country and educational standing, educate you on the process, navigate the requirements and resolve exactly what must be done in order to ensure that the academic certification decision occurs in the timeliest manner.
  - b. Please, do not wait to contact the international academic staff or assume that your academic situation is immune from irregularities. The best course of action is early registration and then immediate submission of all necessary academic documents (as soon as they become available).

***How do I contact the NCAA Eligibility Center's international academic certification staff?***

The NCAA Eligibility Center can be contacted directly by telephone or by mail. The country code for the United States is "1" and the NCAA Eligibility Center telephone number is 317/223-0700. The fax number is 317/968-5100. The NCAA Eligibility Center office is open Monday through Friday between the hours of 10 a.m. and 5 p.m. U.S. Eastern time. The NCAA Eligibility Center can be contacted via mail at:

**Mailing Address:**

NCAA Eligibility Center  
Certification Processing  
P.O. Box 7136  
Indianapolis, Indiana 46207  
USA

**Overnight or Express Mailing Address:**

NCAA Eligibility Center  
Certification Processing  
1802 Alonzo Watford Sr. Drive  
Indianapolis, Indiana 46202  
USA

***Can you forward information on NCAA universities that offer my sport?***

College-bound student-athletes will need to contact each university on their own. Since telephone calls from foreign countries can be expensive, the NCAA Eligibility Center suggests using the Internet for your research. Most universities have web pages with information about their athletics programs. A list of links to college website can be found in the [College Sports Links Section](#).