



ELIGIBILITY CENTER

# REVIEWING RECRUIT INFORMATION

## For Division III Schools



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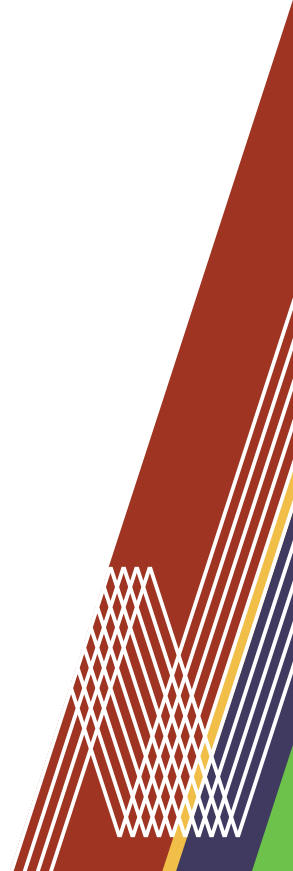
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## AGENDA

- » Who Needs a DIII Amateurism Certification?
- » Finding or Activating PSAs.
  - Tracking Your Recruits.
- » Understanding the Right EC Account.
- » Which Sports are Certified?
- » PSA Steps to Certification.
  - Enrollment Dates.
- » Understanding Matriculation Dates.
- » When are Academic Documents Needed?
- » Why Isn't My PSA Certified?
- » Questions.
- » Resources.





# WHO NEEDS A DIII AMATEURISM CERTIFICATION FROM THE EC?

» Any PSA enrolling at a DIII school for the first time after fall 2023 who meets any of the [following criteria](#):

| YES | NO | INTERNATIONAL STUDENT-ATHLETE CRITERIA   |
|-----|----|--|
| ✓   |    | <b>School:</b> PSA attended secondary or post-secondary school outside the U.S. (except U.S.-based students who study abroad).   |
| OR  |    |  |
| ✓   |    | <b>Address:</b> PSA's permanent residence is outside the U.S.  |
| OR  |    |  |
| ✓   |    | <b>Athletics Participation (age 13 or older):</b><br><i>Team Sports:</i> PSA's team was based and competed outside the U.S.<br><i>Individual Sports:</i> PSA was based and competed outside the U.S. |



## CASE STUDY 1: YES OR NO?

- » Fall 2024 – initial full-time enrollment at an NCAA school.
- » Permanent residence in France.
- » Attended secondary school in Miami, FL.
- » Has not competed outside of the U.S. since turning 14 years old.

*Does this student need an amateurism certification from the Eligibility Center?*



Yes

***Add your vote to the chat!***



## CASE STUDY 2: YES OR NO?

- » Fall 2021 enrollee at Division III.
- » Transferred to Division I in fall 2022.
- » Transferred back to Division III in fall 2024.

*Does this student need an amateurism certification from the Eligibility Center?*



No

***Add your vote to the chat!***



## CASE STUDY 3: YES OR NO?

- » Fall 2024 – initial full-time enrollment at an NCAA school.
- » United States citizen.
- » Attended a U.S. Department of Defense secondary school in Germany.

*Does this student need an amateurism certification from the Eligibility Center?*



Yes

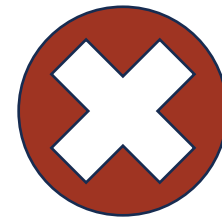
***Add your vote to the chat!***



## CASE STUDY 4: YES OR NO?

- » Fall 2024 enrollee from Indiana.
- » Studied abroad in Spain, senior year of high school.
- » Did not play their sport while studying abroad.

*Does this student need an amateurism certification from the Eligibility Center?*



No

***Add your vote to the chat!***



## WHY CAN'T I FIND MY PSA?

- » Account not paid, including incomplete [fee waiver](#).
- » Incorrect name spelling or NCAA ID.

The screenshot shows a web application interface for the IRL Activation Search. At the top is a navigation bar with buttons for Home, IRL, Reports, Resources, Contact Us, and Exit. Below this is a header for the 'IRL Activation Search' section. The form contains several input fields and dropdown menus: NCAA ID, First Name (begins with), City, Country (set to ALL), Date of Birth (mm/dd/yyyy) with a calendar icon, Last Name (begins with), State (set to ALL), Sort By (Last Name, ASC), and Search Limit (50). A blue link 'Use Student's current High School in search' is present. At the bottom are 'Go Search' and 'Reset' buttons.

| IRL Activation Search       |                      |
|-----------------------------|----------------------|
| NCAA ID:                    | <input type="text"/> |
| First Name (begins with):   | <input type="text"/> |
| City:                       | <input type="text"/> |
| Country:                    | ALL                  |
| Date of Birth: (mm/dd/yyyy) | <input type="text"/> |
| Last Name (begins with):    | <input type="text"/> |
| State:                      | ALL                  |
| Sort By                     | Last Name ASC        |
| Search Limit                | 50                   |

[Use Student's current High School in search](#)





## WHAT IF I ACTIVATE A PROFILE PAGE ACCOUNT TO IRL?

- » Cannot Track PSA with a Profile Page account.
- » The PSA will not receive an amateurism certification with a Profile Page account.

**IRL Activation Search Result**

To select multiple sports, you need to hold down the control key (Ctrl) for each selected item after the first one.

Select one or more sports \* 

Baseball  
Men's Basketball  
Men's Cross Country  
Football  
Men's Golf  
Men's Soccer  
Men's Swimming and Diving  
Men's Tennis

Recruitment Cycle \* 2324 PSA's enrolling 23/24 Acad. Yr ▼

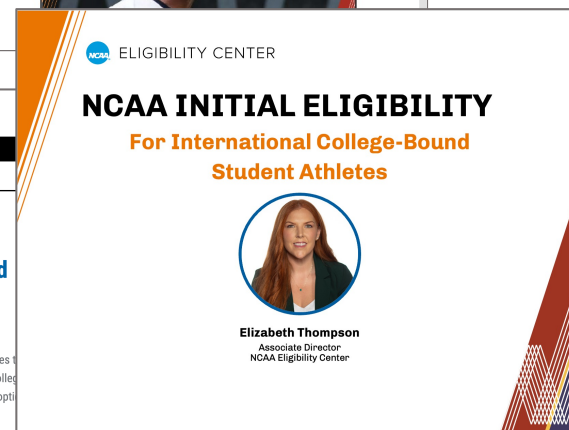
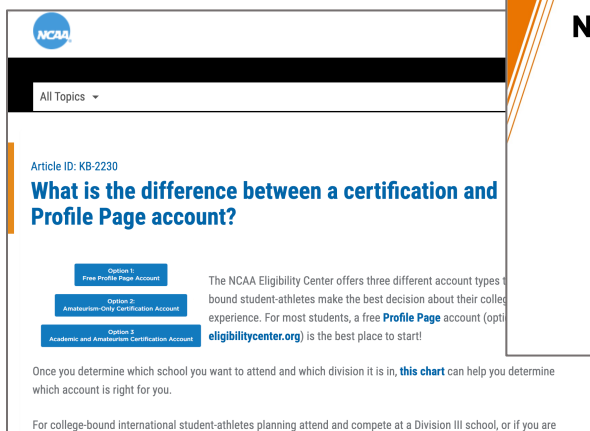
**Select Student**

|    |                          |            |      |         |       |   |                         |
|----|--------------------------|------------|------|---------|-------|---|-------------------------|
| 4. | <input type="checkbox"/> | 2110342958 | No ▼ | Betties | Smith | M | Academic And Amateurism |
| 5. | <input type="checkbox"/> | 2208647457 | No ▼ | Bumpers | Smith | F | Academic And Amateurism |
| 6. | <input type="checkbox"/> | 2107239102 | No ▼ | Carter  | Smith | M | <b>Profile</b>          |
| 7. | <input type="checkbox"/> | 1909692207 | No ▼ | Casper  | Smith | M | Academic And Amateurism |
| 8. | <input type="checkbox"/> | 1910710629 | No ▼ | Cathey  | Smith | F | Academic And Amateurism |

# HELPING RECRUITS UNDERSTAND SELECTING THE RIGHT ACCOUNT

## What we share:

- » Newsletters.
- » FAQ articles.
- » International-specific webinars.



# HELPING RECRUITS UNDERSTAND SELECTING THE RIGHT ACCOUNT

What you can share:

- » [Amateurism flyer for Division III recruits.](#)
- » [Registration checklist.](#)
- » Encourage review of task and prompt response to requests.



## Registration Checklist

If you want to compete in NCAA sports, you need to register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org). Plan to register before your freshman year of high school (or year nine of secondary school).

**Which account type do I need?**

- 1. Profile Page Account:** If you're not sure in which division you want to compete, or are a domestic student who plans to compete at a Division III school, register for a free Profile Page account. If at any time you wish to pursue a Division I or II path, you'll be able to transition your account to the required certification account.
- 2. Academic and Amateurism Certification Account:** You must receive an academic and amateurism certification from the Eligibility Center to compete at an NCAA Division I or II school. You must complete the Academic and Amateurism Certification account registration (including payment or fee waiver) before you go on official visits, sign a National Letter of Intent, receive an athletics scholarship or compete at a Division I or II school.

| NCAA ELIGIBILITY CENTER ACCOUNT TYPES   |        |
|---|--------|
| Division  | Center |
| <b>Division I</b>   |        |
| Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.   |        |
| Transferring from a two- or four-year college or university. Check with the compliance office at the school you may attend.   |        |
| <b>Division II</b>  |        |
| Any recent high school graduate (domestic or international), first-time enrolling at NCAA school.   |        |
| Transferring from a two- or four-year college or university. Check with the compliance office at the school you may attend.   |        |
| <b>Division III</b>   |        |
| Recent high school graduate (domestic only), first-time enrolling at NCAA school.   |        |
| Recent high school graduate who maintains a permanent residence outside of the U.S.   |        |
| Recent high school graduate who attended high school or college outside of the U.S. for any time (including U.S.-based students who study abroad).  |        |
| Recent high school graduate (international only), first-time enrolling at NCAA school.  |        |
| Recent high school graduate who competed outside of the U.S.  |        |
| Transferring from a two- or four-year college or university, attended domestic high school only.  |        |
| Transferring from a two- or four-year college or university, attended at least one international high school (U.S. territories are considered domestic).                                  |        |
| <b>Division Undecided/Unknown</b>   |        |
| Never enrolled full time at a two- or four-year college or university. Best for younger students or before recruiting begins. Can be transitioned to a certification account when needed. |        |

## DIVISION III AMATEURISM

**CERTIFICATION REQUIREMENTS**

International college-bound student-athletes (first-year enrollees and transfers) who initially enroll full time at an NCAA Division III school on or after Aug. 1, 2023, must have their amateur status certified by the NCAA Eligibility Center. (Academic documents may be requested to establish your official graduation timeline for amateurism certification purposes.)

**ADDITIONAL INFORMATION**

You must be on a Division III school's institutional request list before your certification will be started.

**START YOUR AMATEURISM CERTIFICATION IN THREE EASY STEPS!**

- 1. CREATE YOUR ACCOUNT**  
International student-athletes (first-year enrollees and transfers) planning to study and compete at a Division III school are required to complete an Amateurism-Only Certification account with the Eligibility Center.
- 2. ENTER YOUR INFORMATION**  
When you register for an Amateurism-Only Certification account with the Eligibility Center, you will be asked a series of questions about your sports participation to determine your amateur status. In some instances, the Eligibility Center may need to gather additional information to evaluate your amateur status.
- 3. REQUEST YOUR FINAL AMATEURISM CERTIFICATION**  
You must request your final amateurism certification through your Eligibility Center account; the Eligibility Center cannot finalize your amateurism certification without your request. You can request your final amateurism certification even if other tasks are still open in your account. When you can request your final amateurism certification depends on when you are initially enrolling full time at a Division III school:

**Fall Enrollment:** If you are initially enrolling at a Division III school in the fall semester, you may request a final amateurism certification on or after April 1 prior to enrollment.

**Winter/Spring Enrollment:** If you are initially enrolling at a Division III school in the spring semester, you may request a final amateurism certification on or after Oct. 1 prior to enrollment.

**Want more DIII information?**  
Visit [ncaa.org/d3](http://ncaa.org/d3).

**CONTACT THE NCAA ELIGIBILITY CENTER**  
International (including Quebec):  
[ncaa.org/contactinternational](http://ncaa.org/contactinternational)  
@ncaasoc @ncaacollegiate @ncaasoc





NCAA is a trademark of the National Collegiate Athletic Association. September 2022.



# WHAT SPORTS ARE CERTIFIED BY THE ELIGIBILITY CENTER?

**17.02.13.1 Team Sports. [#]** The following are classified as team sports for purposes of this bylaw: *(Revised: 1/17/09 effective 8/1/09, 1/17/15, 8/1/15, 8/19/15)*

|                           |                 |
|---------------------------|-----------------|
| Acrobatics and Tumbling   | Lacrosse        |
| Beach Volleyball, Women's | Rugby, Women's  |
| Baseball                  | Rowing, Women's |
| Basketball                | Soccer          |
| Field Hockey              | Softball        |
| Football                  | Volleyball      |
| Ice Hockey                | Water Polo      |

*(Revised: 1/27/20 effective 8/1/20)*

**17.02.13.2 Individual Sports. [#]** The following are classified as individual sports for purposes of this bylaw: *(Revised: 4/28/05, 1/17/09 effective 8/1/09, 10/19/10 effective 8/1/11, 1/18/14 effective 8/1/14)*

|                  |                                     |
|------------------|-------------------------------------|
| Bowling, Women's | Skiing                              |
| Cross Country    | Swimming and Diving                 |
| Fencing          | Tennis                              |
| Golf             | Track and Field, Indoor and Outdoor |
| Gymnastics       | Triathlon, Women's                  |
| Rifle            | Wrestling, Men's and Women's        |

*(Revised: 1/27/20 effective 8/1/20)*



# WHAT SPORTS ARE CERTIFIED BY THE ELIGIBILITY CENTER?

## How to Update Your Sports List

## » [Membership Portal Quick Start Guide.](#)

### MEMBERSHIP PORTAL QUICK START GUIDE

Once logged in to MyApps, click the **Eligibility Center** tile to navigate to the Membership Portal. The Membership Portal homepage is where important announcements and updates are posted. The exact number of tabs at the top of the page will depend on the access granted by your school, but typically your screen will include tabs for the topics shown below.

[Home](#)
[IRL](#)
[Reports](#)
[Resources](#)
[Contact Us](#)
[Exit](#)

**THE IRL TAB IS WHERE YOU CAN:**

- Activate a student or deactivate a student.
- Update sponsored sport list.

**THE REPORTS TAB IS WHERE YOU CAN:**

- Search and track student transcripts, task assignments, receipt of documents and status.
- Run additional reports.

**THE RESOURCES TAB IS WHERE YOU WILL FIND:**

- How-to videos.
- Update contacts.
- Request academic certification.
- Upload documents.

### IRL

[Home](#)
[IRL](#)
[Reports](#)
[Resources](#)
[Contact Us](#)

#### TO ACTIVATE / DEACTIVATE A STUDENT

Click the appropriate option under the IRL tab.

Fill in your search criteria and click **Go Search**.

On the next screen, select:

- Sport (you can select multiple sports).
- Recruiting cycle.

Check the box next to selected student's NCAA ID.

Click to activate or deactivate.

#### TO ACTIVATE/DEACTIVATE SPORTS YOUR SCHOOL OFFERS

Click **Update Sports** and follow [these instructions](#).

Your school's current sports are on the left. Sports that can be added are on the right.

### How To's

- » [Membership Portal Quick Start Guide](#)
- » [Request Final Amateurism Certification](#)
- » [Activate/Deactivate a Sport](#)
- » [How to Track Student-Athletes](#)

# WHAT SPORTS ARE CERTIFIED BY THE ELIGIBILITY CENTER?

## How to Update Your Sports List

- » Update Sports: On this tab, you can:
  - Click deactivate or add a sport.







# WHAT SPORTS ARE CERTIFIED BY THE ELIGIBILITY CENTER?

## How to Update Your Sports List

- » Click “Deactivate” or “Add Sport,” located to the right of the appropriate sport code.

| Sport Activation and Inactivation |                     |        |                            |            |                    |                           |
|-----------------------------------|---------------------|--------|----------------------------|------------|--------------------|---------------------------|
| Sport Activation and Inactivation |                     |        |                            |            |                    |                           |
| Sport Code                        | Sport Description   | Gender |                            | Sport Code | Sport Description  |                           |
| MBA                               | Baseball            | M      | <a href="#">Deactivate</a> | MAR        | Men's Archery      | <a href="#">Add Sport</a> |
| MBB                               | Men's Basketball    | M      | <a href="#">Deactivate</a> | MBM        | Men's Badminton    | <a href="#">Add Sport</a> |
| MCC                               | Men's Cross Country | M      | <a href="#">Deactivate</a> | MBO        | Men's Bowling      | <a href="#">Add Sport</a> |
| MFB                               | Football            | M      | <a href="#">Deactivate</a> | MCH        | Men's Cheerleading | <a href="#">Add Sport</a> |



## WHAT IS A MATRICULATION DATE AND WHY IS IT NEEDED?

- » May be needed to confirm previous full-time status if legislative application changes based on [full-time enrollment](#).
- » Member school confirms the PSA's initial full-time enrollment at any college or university.
  - Two-year college.
  - International college or university.
  - Non-NCAA school.
  - Another NCAA school.
- » Can be submitted by any person listed in the member school's contact list.





# WHAT IS A MATRICULATION DATE AND WHY IS IT NEEDED?

» Why are matriculation dates requested?

- To confirm initial full-time enrollment at any institution of higher education (NCAA, two-year school, NAIA or other domestic/international college or university).
- *For amateurism reviews:*
  - > “Enrollment Verification Document Needed” task.
  - > Often used to confirm endpoint of delayed enrollment review.

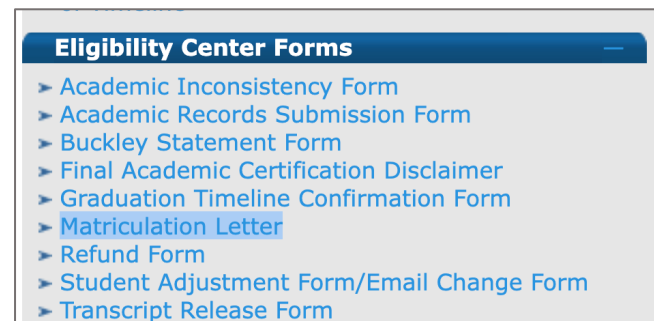
# WHAT IS A MATRICULATION DATE AND WHY IS IT NEEDED?

## How to Submit Matriculation Date

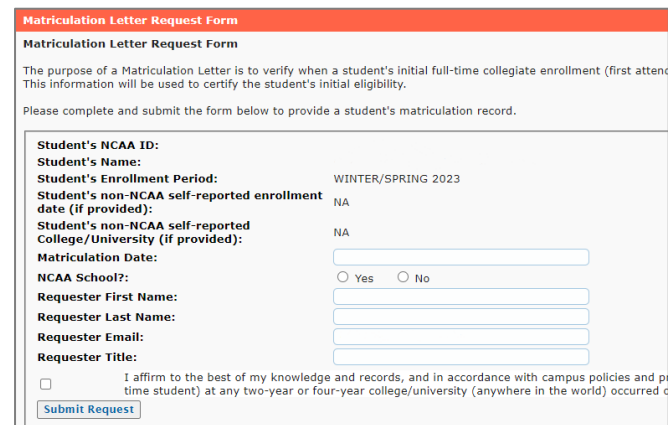
Submitted online via the Membership Portal.

1. On the [Membership Portal](#), click Resources tab.
2. In the Eligibility Center Forms section of the right-hand column.

Can also access the matriculation form by hovering over the Resources tab and selecting “Matriculation Letter” from the available dropdown.



A screenshot of a web interface titled "Eligibility Center Forms". It features a list of links for various forms, each preceded by a right-pointing arrow. The links are: Academic Inconsistency Form, Academic Records Submission Form, Buckley Statement Form, Final Academic Certification Disclaimer, Graduation Timeline Confirmation Form, Matriculation Letter (highlighted with a blue background), Refund Form, Student Adjustment Form/Email Change Form, and Transcript Release Form.



A screenshot of the "Matriculation Letter Request Form". The form has a red header bar with the title "Matriculation Letter Request Form". Below the header, there is a paragraph explaining the purpose of the form: "The purpose of a Matriculation Letter is to verify when a student's initial full-time collegiate enrollment (first attendance) occurred. This information will be used to certify the student's initial eligibility." Below this, it says "Please complete and submit the form below to provide a student's matriculation record." The form contains several fields: "Student's NCAA ID:" (text input), "Student's Name:" (text input), "Student's Enrollment Period:" (dropdown menu with "WINTER/SPRING 2023" selected), "Student's non-NCAA self-reported enrollment date (if provided):" (text input with "NA" selected), "Student's non-NCAA self-reported College/University (if provided):" (text input with "NA" selected), "Matriculation Date:" (text input), "NCAA School?:" (radio buttons for "Yes" and "No", with "No" selected), "Requester First Name:" (text input), "Requester Last Name:" (text input), "Requester Email:" (text input), and "Requester Title:" (text input). At the bottom, there is a checkbox for "I affirm to the best of my knowledge and records, and in accordance with campus policies and procedures, that the information provided is true and accurate." and a "Submit Request" button.



# WHAT IS A MATRICULATION DATE AND WHY IS IT NEEDED?

## How to Submit Matriculation Date

### Matriculation Letter Request Form

#### Matriculation Letter Request Form

The purpose of a Matriculation Letter is to verify when a student's initial full-time collegiate enrollment (first attendance) occurred. This information will be used to certify the student's initial eligibility.

Please complete and submit the form below to provide a student's matriculation record.

**Student's NCAA ID:**

**Student's Name:**

**Student's Enrollment Period:**

WINTER/SPRING 2023

**Student's non-NCAA self-reported enrollment date (if provided):**

NA

**Student's non-NCAA self-reported College/University (if provided):**

NA

**Matriculation Date:**

**NCAA School?:**

☐ Yes ☐ No

**Requester First Name:**

**Requester Last Name:**

**Requester Email:**

**Requester Title:**

☐

I affirm to the best of my knowledge and records, and in accordance with campus policies and procedures, that the student (current or former full-time student) at any two-year or four-year college/university (anywhere in the world) occurred on or before the date of the student's initial enrollment at the institution.

[Submit Request](#)



# WHAT IS A MATRICULATION DATE AND WHY IS IT NEEDED?

## How to Update a Matriculation Date

Members can update a previously submitted matriculation date.

### Matriculation Letter Request Form

**Student's Name:**

**Current Matriculation Date:** 08/31/2023

If you feel this date is correct, no further action is needed.

A matriculation date indicating initial full-time collegiate enrollment at a two-year, four-year, or international institution has already been provided for this student. If your institution would like to submit a revised matriculation date, please complete and submit a [Revised Matriculation Letter](#).



## **WHEN ARE ACADEMIC DOCUMENTS NEEDED?**

- » When the EC needs to determine delayed enrollment timeline using graduation dates.
- » Account may be certified without graduation dates if PSA did not participate in organized competition.
- » New and updated tasks:
  - Academic Documents Needed for DI/DII Amateurism Certification.
  - DIII – Academic Documents Needed for Amateurism Certification.



# WHY ISN'T MY PSA YET CERTIFIED?

- ☒ Registration is complete.
- ☒ Sports participation complete.
- ☒ Enrollment date correct.
- ☒ No open amateurism tasks.

*If so, account is in line to receive amateurism certification decision!*

- [Submit urgent request](#) for expedited processing.



## Working with Accounts

### Understanding Matriculation Dates and Expedited Reviews

As you work with your spring recruits' accounts, you may need to submit a matriculation date or request an expedited review. Here's a few things to know prior to either process.

#### Need to Submit a Matriculation Date?

In some instances, the Eligibility Center may request your Division III school declares a student's initial full-time enrollment at any institution of higher education (NCAA, NAIA, two-year institutions and international colleges/universities) for the amateurism review process. This is known as the "matriculation date" or a "matriculation letter."

Assigning the "Enrollment Verification Document Needed" task to a student's account is a clear signal that you should submit the date of initial full-time enrollment. This information is submitted via the "Matriculation Letter" option in the Resource dropdown on the Membership Portal.

Before submitting the date via the Membership Portal, please verify the student's date of initial full-time enrollment by following any established policy in place on your campus, which may include seeking confirmation from your admissions/registrar's office.

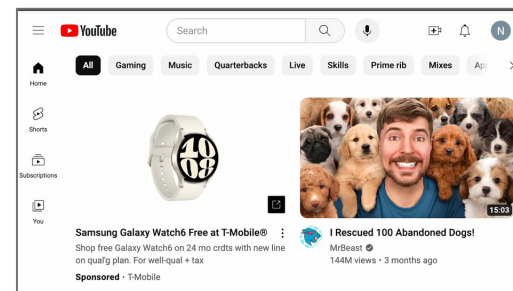
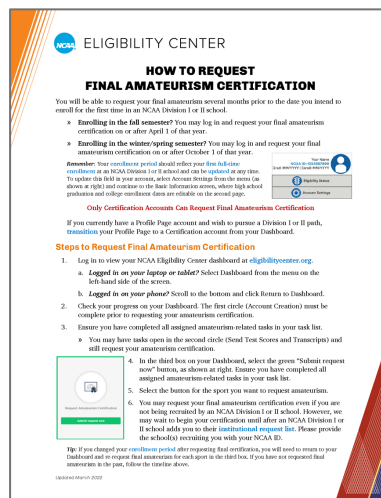
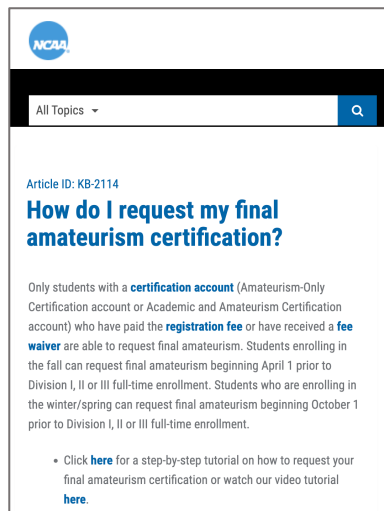
#### Need to Submit an Expedited Amateurism Review?

The EC uses a 10 business-day service standard for processing amateurism reviews once an account reaches a "Ready to Process-Final" status. To reach a "Ready to Process-Final" status, your student's certification account must:



# WHAT DOES MY PSA NEED TO DO TO BE CERTIFIED BY THE EC?

## RFA Resources for Recruits



## FAQ Articles

- » [How do I request my final amateurism certification?](#)
- » [Why can't I request my final amateurism certification?](#)

## PDF Resources

- » [How to Request Final Amateurism Certification.](#)

## YouTube Video

- » [Request Final Amateurism Certification.](#)



ELIGIBILITY CENTER

# QUESTIONS?



**Take a Short Survey  
on How We Did Today**





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## RESOURCES



**Subscribe to the  
Division III  
Membership Newsletter**

- » [Guide for the NCAA Compliance Administrator.](#)
- » [Guide for the College-Bound Student-Athlete.](#)
- » [Division III Amateurism Flyer.](#)
- » Visit the [Membership Portal.](#)
  - [Membership Portal Quick Start Guide.](#)



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ELIGIBILITY CENTER

# SOCIAL MEDIA

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**YouTube**  
[@ncaaec](https://www.youtube.com/ncaaec)



ELIGIBILITY CENTER

# THANK YOU FOR JOINING!

## Contact the Eligibility Center



Connect with the  
Eligibility Center  
Staff

- » Membership support line.
  - 877-544-2950.
    - > Monday-Friday.
    - > 8:30 a.m. to 5 p.m. Eastern time.
- » Document submission only.
  - [Ec-processing@ncaa.org](mailto:Ec-processing@ncaa.org).
- » Account inquiries (NCAA membership only).
  - [Ecinfo@ncaa.org](mailto:Ecinfo@ncaa.org).



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