



# Incoming Collegiate Student-Athlete? Be sure to get cleared on time!



## NCAA Eligibility Center Instructions

**Go to: <http://eligibilitycenter.org>**

- ❖ Click on NCAA College Bound Student-Athlete
- ❖ Select new account (top right-hand corner)
  - If you have already registered, please sign in using your username and password.
  - \*Please keep track of your log-in information for future reference.
- ❖ Prior to your participation in Varsity, Division I intercollegiate athletics, your academic credentials and amateurism must be certified by the NCAA Eligibility Center (EC). While the tasks below are applicable to all incoming freshman, you may be prompted to do additional tasks. Please be sure to complete all that's asked of you per your account and any correspondence from the NCAA directly.

### ACADEMIC CERTIFICATION

- ❖ After the completion of your junior year in high school, please ask your high school to send your most up-to-date **official transcript** to the EC. This allows the EC to conduct a preliminary review of your records and potentially identify any concerns with enough time to correct them during your senior year.
- ❖ Upon graduation, be sure to request that your high school send the EC a **final transcript** with proof of graduation, showing every year's completed course work.
- ❖ If you have attended more than one high school, **official transcripts** must be sent to the EC from **every school**, even if you only attended for one semester/quarter, or even only taken one class. If you earned credits toward your high school diploma, the Eligibility Center needs records of it.
- ❖ When taking the SAT or ACT you may request where your scores go automatically. Use the **code "9999" to have your scores sent directly to the EC**. If you already took the SAT or ACT and did not send them, please log into the testing agency's website and request that your scores to be sent directly to the EC. \*Please note the EC takes your best scores from any test you've taken, so make sure you send **all of your test scores** to the EC, no matter how many times you have taken the exams.

### AMATEURISM CERTIFICATION

- ❖ Upon registering with the EC, be sure to indicate which sport you anticipate/would like to participate in as an intercollegiate student-athlete.
- ❖ You will be asked to complete the Amateurism Questionnaire, which encompasses all of your athletic activity prior to enrolling in college. Be sure to answer these questions truthfully and to the best of your abilities.
- ❖ In April of your senior year, you will be prompted to "**Request your Final Amateurism**," which will signify that everything you input into the questionnaire up until that date was accurate, and thereby indicating to the EC that there is no more information to report, at which point they will review all of your answers and perform a final certification.

If you have any questions about the status of your certification, you can contact the NCAA Eligibility Center directly at: **1-877-262-1492**. If you would like to speak with someone at Dartmouth about any part of the NCAA Eligibility Center Certification process, please contact:

**Jake Munick, Assistant Athletic Director for Compliance: 603-646-1378 // [jake.munick@dartmouth.edu](mailto:jake.munick@dartmouth.edu)**

#### For your records:

My NCAA Eligibility Center Username/email address: \_\_\_\_\_

My NCAA Eligibility Center Password: \_\_\_\_\_