

## NCAA ELIGIBILITY CENTER REGISTRATION...

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**STEP 1:** Register with the NCAA Eligibility Center at [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

**STEP 2:** Send your ACT or SAT score to NCAA Eligibility Center.

Option 1: For those students who have already taken the ACT or SAT but have not had a test score sent to the Clearinghouse the following links will bring you to the sending score reports page for the testing centers. All test scores must come directly from the testing center.

ACT: <http://www.actstudent.org/scores/send/index.html>

SAT: <http://www.collegeboard.com/student/testing/sat/scores/sending.html>

Option 2: If you have not taken the ACT or SAT already when you are filling out where to have the test scores sent mark 9999 in the code section and they will automatically send a copy of your scores to the NCAA Eligibility Center.

**STEP 3:** Contact your High School and have them send an official copy of your transcripts to the Eligibility Center at:

NCAA Eligibility Center  
Certification Processing  
BOX 7136  
Indianapolis, IN 46207-7136

**STEP 4:** As soon as you graduate from High School contact your school again and have them send a final copy of your official High School transcript with proof of graduation on the transcript to the NCAA Eligibility Center.

**STEP 5:** Fill out the Amateurism section of the NCAA Eligibility Center.

Once you are logged into the eligibility center site click on Enter/Update Amateur Questionnaire on the left side of the screen. Next, answer section I by filling in the term and year on when you expect to first attend an NCAA Division I or Division II institution. Then you will need to select a sport in which you plan on playing in college (a certification will not be done if you leave this section blank). Next, you will need to read section III on NCAA Bylaw 10.1. After you have read that section you will click on ENTER/UPDATE AMATEURISM QUESTIONNAIRE. You will be asked to answer a series of questions. After you have completed all the questions you will need to sign off on your answers. Please make sure and scroll down to the bottom of each page so you do not miss any required sections. When you are done answering the questions and signing off on them you will need to done one of two things...

\*If you plan on enrolling at an NCAA Division I or II school in four months or less then you will want to choose Final Authorization Signature. By clicking on this button you will be signing off stating all the information you have entered on your questionnaire is accurate and up to date. Once you have requested the final authorization then the clearinghouse will pull your file for a final certification.

\*If you will not be enrolling at an NCAA Division I or II school for more than four months please wait until you are within four months of enrolling and then update your amateurism questions first and then click on Final Authorization Signature. (For Fall first time enrollees you will not be able to submit for a final authorization until April 7<sup>th</sup> of your senior year)