



PSA INSTRUCTIONS FOR REGISTERING WITH THE NCAA ELIGIBILITY CENTER

- 1- Go to www.ncaaeligibilitycenter.org
- 2- Click on *NCAA College Bound Student-Athletes*
- 3- Follow the interactive instructions in order to register. Complete all sections of the application; including the \$70 (\$120 for international students) fee payment. If eligible for fee waiver, school counselor must submit appropriate paperwork before registration will be processed.
- 4- Submit registration; provide Compliance Office with NCAA ID (Clearinghouse) number
- 5- Send official high school transcripts from all schools you have attended AND have test scores sent directly from the testing agency to the following address:

FED-EX/OVERNIGHT ADDRESS

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

*If sending Overnight or Priority, please provide the Compliance Office with a tracking number.

NCAA Eligibility Center Phone Number: 1-877-622-2321

SAT Testing Agency: www.collegeboard.com (866) 756-7346

ACT Testing Agency: www.actstudent.org (319) 337-1313

PSA Instructions for FINAL AMATEURISM CERTIFICATION with the NCAA Eligibility Center

- 1- Go to www.ncaaeligibilitycenter.org
- 2- Login to Clearinghouse account with email and password. Click on *My Planner*
- 3- On right-hand side underneath your listed sport, click red *Request Final Amateurism* button
- 4- Review Amateurism questionnaire and check the box to certify you have read and agree to statements below.
(If not completed, please answer the questions)
- 5- Click the *Request Final* button, and follow instructions to complete process in entirety! You should see an orange box appear that states, "You have successfully requested your final amateurism certification for (your sport)." Click *OK*.
- 6- Make sure you have marked that task as complete in you're *My Task List*.