



# THE NAIA ELIGIBILITY CENTER

## COLLEGE TRANSCRIPT SUBMISSION FORM

This form should be completed by a college official and included with the student's most recent official transcript.

### STUDENT INFORMATION

Student Name: \_\_\_\_\_

NAIA Eligibility Center ID #: \_\_\_\_\_

School: \_\_\_\_\_

Is this student currently enrolled at the school listed above?  Yes  No

### COLLEGE INFORMATION

Student's classification upon entrance to your institution:  FR  SO  JR  SR  Part-time only

Did the student transfer to your institution?  Yes  No

If yes, what school (s) did he/she previously attend? \_\_\_\_\_

Did this student-athlete participate in your athletic program?  Yes  No

If the student-athlete participated please list:

What sport(s)? \_\_\_\_\_

During what academic year(s)? \_\_\_\_\_

Seasons of eligibility used at your institution? \_\_\_\_\_

Was the student charged any seasons of competition prior to enrolling at your institution?  Yes  No

If yes, please list sport, dates of participation, and name of competition for each season charged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did this student-athlete receive a redshirt or hardship at your institution?  Yes  No

Was the student ever suspended from your institution?  Yes  No

If yes, please list date(s) and reasons below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign below to verify that the above information was completed by a school official and is accurate.

\_\_\_\_\_  
School Official Name (please print)

\_\_\_\_\_  
School Official Title

\_\_\_\_\_  
School Official (signature)

\_\_\_\_\_  
Date

# TRANSCRIPT SUBMISSION INSTRUCTIONS FOR COLLEGE INSTITUTIONS

The student listed on the Transcript Submission Form is registering with the NAIA Eligibility Center. Please include the completed submission form when sending the student's most recent official transcript to the NAIA Eligibility Center. PLEASE DO NOT INCLUDE THIS INSTRUCTION PAGE WHEN SENDING TRANSCRIPTS.

## **Official Transcript Guidelines**

Transcripts must be sent directly from the school to the NAIA Eligibility Center. Documents received from the student will not be accepted. Faxed or emailed transcripts are not accepted. To be considered official, transcripts must be:

- Stamped with the official school seal and/or signature, and
- sent in an official school envelope, marked over the seal with a school stamp or signature that shows a school official was the last person to handle the document.

Students should be registered with the NAIA Eligibility Center before official records are sent. .

## **Sending Transcripts**

- Hard copy transcripts should be mailed to:  
**NAIA Eligibility Center - Transcripts**  
**P.O. Box 15340**  
**Kansas City, MO 64106**
- Electronic Transcripts. Transcripts can be sent electronically using one of the following services: ConnectEdu, Docufide by Parchment, e-Script Safe and the National Transcript Center. Follow the instructions from the respective service and be sure to select the NAIA Eligibility Center as a designated recipient.