


NCAA TRANSFER PORTAL DIVISION II

Updated: 9/20/2018

Permission to Contact

This screen displays the student information entered by the compliance administrator or other institutional designee for submission of the permission to contact.

 **Transfer Portal**

PERMISSION TO CONTACT

Notification of Transfer

Student NCAA ID:

[Lookup Student NCAA ID](#)

Student First Name:

Student Last Name:

Student Email:

Student Mobile Phone:

Domestic

Int'l

Student wishes to be contacted by other institutions:

Yes

No

Sport(s):

Comments:

Email Contact List:

Add Email Contact

Email

No additional email contacts to notify

Submit

Permission to Contact

#1

NCAA ID

The permission to contact must start with the NCAA ID to identify the student. If the student does not have an NCAA ID, the student must create an Eligibility Center certification account or profile account to establish an NCAA ID.

#2

Student Name

The student's name will populate once the NCAA ID is entered.

#3

Student Email

The student's email address must be entered. This should be a current email address for student's receipt of notifications when action occurs in the Transfer Portal. This email address will be visible to other institutions.

#4

Student Mobile Phone

The student's mobile phone number must be entered. This phone number will NOT be visible to other institutions. The student's mobile number may be used in future Transfer Portal enhancements to send text notifications when action occurs in the portal.

#5

Sport

The student's sport must be selected from the drop down box. Multiple sports can be selected. The sport identified is the sport the student is a participant in at the current institution.

#6

Comments

The comments box provides the opportunity to add additional comments such as any institution or conference permission to contact restrictions.

#7

Yes/No Contact

The student has the option to NOT be contacted by other institutions. "Yes" is the default. If "No" is selected, the student's record will be listed as "no contact" which is visible to other institutions.



Email Contact List

Emails are sent to any individuals entered in the email contact list.

Submit

Other institutions can view the student after clicking the submit button.



Date Initiated

The date is NOT entered but will populate when the permission to contact is submitted. The date will appear when viewing the permission to contact after submission. This date is when it is permissible for other coaches to begin contact with the student.

Frequently Asked Questions

The following FAQs are specific only to Transfer Portal access and Permission to Contact.

-  **What information about the student should institutions attain to submit the permission to contact?**
The permission to contact includes limited information for a timely response to begin the portal process. As shown in the permission to contact screen, it is necessary to have the student's NCAA ID, Name, Email Address, Mobile Number, Sport and if the student wishes to not be contacted.
-  **Is the Transfer Portal available to all NCAA divisions?**
Division I and II institutions have access to all functions of the Transfer Portal. Division III institutions have read only access. NAIA institutions have no access. Division I and II must work outside of the transfer portal for students from Division III or NAIA.
-  **How do coaches or institutional staff members get access to the Transfer Portal?**
The athletic department staff member(s) designated as the NCAA Single-Source Sign-On (SSO) Administrator must add the Transfer Portal for each individual. The default access is view only. Edit access can be assigned by adding edit privileges. Coaches should have view only access. See the Transfer Portal resources for instructions.
-  **How can a student be entered if the student does not have an NCAA ID?**
If the student does not have an NCAA ID, the student must create an Eligibility Center certification account or profile account to establish an NCAA ID. A fee is associated with a certification account. There is no fee to create a profile account.
-  **What if a student does not want to be contacted by other coaches?**
A Yes/No selection is included in the permission to contact if the student does not want to be contacted. The student will appear on the transfer list with the "no contact" visible to other institutions. Coaches should respect the student's desire to not be contacted. This will not result in a violation if a coach contacts a student with the "no contact" listed.
-  **How can institution or conference restrictions be included in the Transfer Portal?**
A comment box is available for any other information the institution wants to include with the permission to contact.
-  **Will the student know when the permission to contact is submitted?**
The student's email address must be entered for communication to the student when actions occur in the Transfer Portal. Email notifications are automatically sent to the student.
-  **Can information in the Transfer Portal be updated at any time?**
After the student's permission to contact is submitted, the student's record can be updated throughout the transfer process.
-  **How can the student be withdrawn if the student no longer wants to transfer?**
The Transfer Portal allows the student's record to be withdrawn any time during the transfer process. The "withdraw request" button is visible once the student's permission to contact is submitted. The action to withdraw the student is the responsibility of the "transferring from" institution. The student receives an email notification when this withdraw occurs. The student's record will remain in the transfer list with a "withdrawn" notation and date.
-  **What will other institutions see once the student's permission to contact is submitted?**
Other institutions see the student's NCAA ID, Name, Sport and the Institution (transferring from) provided in list format. This list can be sorted by column order and can be downloaded in other document form. This list can also be searched by Sport or by any other columns (NCAA ID, Name, Institution). Other institutions can also view the transfer tracer from this list.
-  **Are there FERPA issues with the permission to contact?**
Since the permission to contact does not disclose the student's education records, there are no FERPA issues with the permission to contact. However, before an institution enters information in the transfer tracer, the institution must have the student's signed consent. This NCAA signature form will be available online with the NCAA compliance forms and in the Transfer Portal resources by October 15, 2018.