



TRANSFER PORTAL

USER GUIDE

OCTOBER 2018



The Transfer Portal is an NCAA application to manage the transfer process for Division I and II student-athletes. The portal is the first step in the application of the Division I notification of transfer and Division II permission to contact.

Students are entered into the portal by a compliance administrator or designee. The student's record is then managed by the compliance office, including the transfer tracer. The transfer portal also features search navigation, email notifications and integration with other NCAA systems.

A single-source sign-on (SSO) administrator can provide edit or view only privileges for transfer portal users. When providing access to the transfer portal for coaching or staff members, by default, the individual will have view only privileges. Edit privileges should only be provided to individuals who will enter and update the student's record.

This User Guide supplements other educational resources located in the transfer portal resources section.

TABLE OF CONTENTS

page

1

NOTIFICATION OF TRANSFER

- enter student - NCAA ID lookup - submit notification - receive email



page

6

MY TRANSFERS

- transfer list view - completing the transfer tracer - withdraw request



page

16

OTHER TRANSFERS

- transfer list - filter and search - add student to transfer watch list



page

19

TRANSFER WATCH LIST (TWL)

- transfer list - view student record - receive update emails



TABLE OF CONTENTS

page

24

MATRICULATE

- action after the student transfers



page

27

MOBILE VIEW

- compatibility with mobile devices



page

29

CONFERENCE OFFICE VIEW

- view transfers from member institutions



page

31

COACH VIEW

- other transfers - transfer watch list



HOW DO I SUBMIT A
NOTIFICATION OF TRANSFER



NOTIFICATION OF TRANSFER

[Home](#) **NOTIFICATION OF TRANSFER** MY TRANSFERS OTHER TRANSFERS TRANSFER WATCH LIST RESOURCES CONTACT US

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

Enter NCAA ID

- If you do not have the student's NCAA ID, click the lookup (see page 3).

Student's name populates

Enter student's email

- The portal sends emails to this email address.

Enter student's mobile phone

- Select Domestic or International phone number.
- Phone number is not visible to other institutions.

Student wishes to be contacted by other institutions

- Defaults to Yes. Select No if student does not want to be contacted by other coaches.

Enter sport(s)

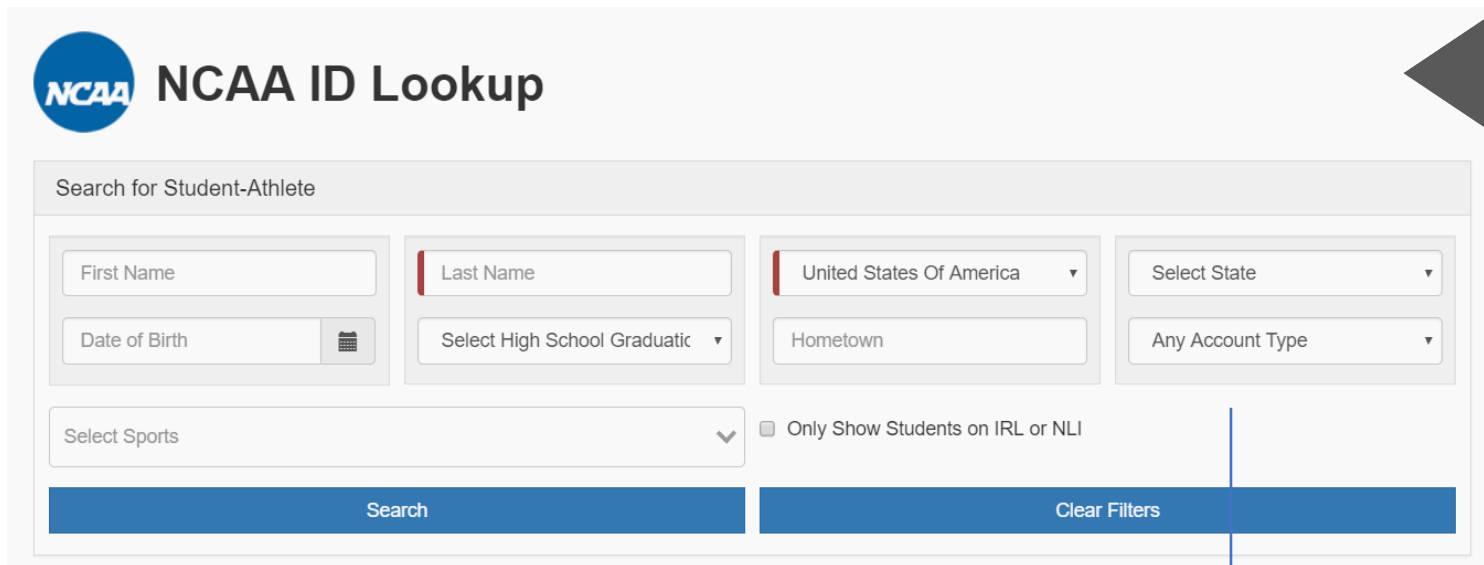
- Drop down list of sports sponsored at your institution.
- Discontinued sport(s) listed if discontinued in last four years.
- No Sport option available.
- Sports at multidivisional institutions are noted with the division the sport is sponsored.

Enter comments, if necessary

Enter email contact list

- Any individual(s) on the email contact list will receive emails when the notification of transfer is submitted and will receive future emails specific to this student.

NCAA ID Lookup



The screenshot shows the NCAA ID Lookup interface. At the top left is the NCAA logo followed by the title "NCAA ID Lookup". Below this is a section titled "Search for Student-Athlete". The form contains several input fields: "First Name", "Last Name", "Date of Birth" (with a calendar icon), "United States Of America" (a dropdown menu), "Select State" (a dropdown menu), "Select High School Graduated" (a dropdown menu), "Hometown", "Any Account Type" (a dropdown menu), and "Select Sports" (a dropdown menu). There is also a checkbox labeled "Only Show Students on IRL or NLI". At the bottom of the form are two blue buttons: "Search" and "Clear Filters". A blue arrow points from the "Any Account Type" dropdown menu to a separate list of options.

Search for Student-Athlete

First Name

Last Name

Date of Birth

United States Of America

Select State

Select High School Graduated

Hometown

Any Account Type

Select Sports

Only Show Students on IRL or NLI

Search

Clear Filters

- Any Account Type
- Certification
- Profile

If you do not have the student's NCAA ID, click the lookup.

You may have a student without an NCAA ID in cases of club sports, non-NCAA sports, students with a limited tryout, etc.

The student can create a profile account with the NCAA Eligibility Center. There is no fee for a profile account since it is not a certification account.

If the student has a profile account, you can select the profile under the account type in the NCAA ID Lookup.

Ready to Submit Notification of Transfer

[Home](#) [NOTIFICATION OF TRANSFER](#) [MY TRANSFERS](#) [OTHER TRANSFERS](#) [TRANSFER WATCH LIST](#) [RESOURCES](#) [CONTACT US](#)

Notification of Transfer

Student NCAA ID:

1507234718

[Lookup Student NCAA ID](#)

Student First Name:

SKIP

Student Last Name:

PASS

Student Email:

pass@gmail.com

Student Mobile Phone:

Domestic

Int'l

317-867-5309

Student wishes to be contacted by other institutions:

Yes

No

Sport(s):

Men's Basketball x

Comments:

Comments

Email Contact List:

Add Email Contact

Email

↑↓

coach@victory.edu

AD@victory.edu

Submit

A blue square icon with a white envelope symbol, representing email.

EMAIL IS SENT TO THE STUDENT, INDIVIDUALS ON THE EMAIL CONTACT LIST AND THE INDIVIDUAL SUBMITTING THE NOTIFICATION OF TRANSFER.

4

NOTIFICATION OF TRANSFER EMAILS

Student Email



Victory College has submitted your notification of transfer. Your information is now visible on the NCAA Transfer Portal. Please contact your institution's athletics compliance office if you have any questions, if you want your notification of transfer withdrawn, or to designate that you do not want coaches to contact you.

Institution Email



The compliance office for Victory College has submitted a notification of transfer for:

Student Name: **SKIP PASS**

NCAA ID: **1507234718**

Sport(s): **Men's Basketball**

Institution: **VICTORY COLLEGE**

The student-athlete's information is now visible on the NCAA Transfer Portal for any NCAA coaches to contact the student-athlete about transferring. As a reminder, the student-athlete should contact the compliance office if the student-athlete wants the notification of transfer withdrawn or for the compliance office to designate if the student-athlete does not want contacted by coaches.

HOW DO I COMPLETE THE
TRANSFER TRACER



MY TRANSFERS

NOTIFICATION OF TRANSFER					
MY TRANSFERS					
OTHER TRANSFERS					
TRANSFER WATCH LIST					
RESOURCES CONTACT US					
My Transfers -- Includes only YOUR institution's transfers					
Show 10 entries Search:					
NCAA ID	Student Name	Initiated Date	Sport		
1507234718	SKIP PASS	10/22/2018	Men's Basketball	Transfer Tracer	

After submitting the notification of transfer, the student appears on the MY TRANSFERS list.

This list includes only your institution's transfers.

All students submitted will show on MY TRANSFERS.

Students are listed in order by the initiated date (past to present). The initiated date is the date the student's notification of transfer was submitted. This initiated date is automatically populated when you click submit.

List can be reordered by sorting each column.

Transfer Tracer

Tracer Information ?

The student must sign the NCAA compliance form to give consent to disclose the student's information in the Transfer Portal pertaining to NCAA eligibility.

General Information Eligibility Participation Exceptions

Reason for Transfer:

Comments

Did the student-athlete only attend a summer term or participate in preseason practice prior to initial full-time enrollment?

Yes No

Comments

Initial Full-Time Enrollment:

Any institution: Select Term Select Year

This institution: Select Term Select Year

Full-time Terms Completed:

Is the student-athlete currently receiving athletically related financial aid?

Yes No

Did the student-athlete previously transfer from another collegiate institution?

Yes No

NLI Status:

Signed National Letter of Intent (NLI)			
Signing Date	Status	Institution	Release Status (if any)
11/09/2016	VALID	Victory College	

Save General Information

The transfer tracer can be completed by the compliance office at anytime or if requested by another institution.

The student must sign the NCAA compliance form to give consent to disclose the student's information pertaining to NCAA eligibility.

Reason for Transfer is a drop-down list. This is not visible to other institutions and is for data research purposes.

If the student is a previous transfer, a box will appear to enter previous two or four-year institutions.

NLI information populates from the NLI Portal.

Each time the tracer information is saved, the date and time of last update will show on each screen next to the save button.

Print Preview

Option to print transfer tracer

Transfer Tracer

▼ Tracer Information ?

The student must sign the NCAA compliance form to give consent to disclose the student's information in the Transfer Portal pertaining to NCAA eligibility.

General Information **Eligibility** Participation Exceptions

Eligibility Center Academic Certification:

Div I	Div I Waiver	Div II	Div II Waiver
Final Qualifier	Early Academic Qualifier	Final Qualifier	Early Academic Qualifier

Eligibility Center Amateurism Certification:

Division I	Division II	Sport
Final: Certified	Final: Certified	Men's Basketball

Is the student-athlete currently in good academic standing?

Yes No

Comments

? Is the student-athlete meeting all progress-toward-degree requirements?

Yes No In Progress

Comments

? Student-athlete would be academically eligible if he or she remains at the institution?

Yes No In Progress

Comments

Student-athlete has graduated from the current institution?

Yes No

Comments

Save Eligibility

Initial eligibility information populates from the Eligibility Center Portal.

In progress is an option if academic status is not complete.

If the student received an undergraduate degree, the text field to enter date will appear.

Division I Football - Additional eligibility question will show only if football was selected as the student's sport.



? Did the student-athlete earn nine credits and the APR eligibility point during the most recent fall term?

Yes No In Progress

Comments

Transfer Tracer

Tracer Information ?

The student must sign the NCAA compliance form to give consent to disclose the student's information in the Transfer Portal pertaining to NCAA eligibility.

General Information

Eligibility

Participation

Exceptions

Has the student-athlete participated in intercollegiate athletics (practiced and/or competed) beyond a 14 consecutive-day tryout period?

YesNo

Sports Participation ?

Add Participation

Sport	Term(s)	Academic Year	Practice?	Season Used?	Hardship Waiver?	Received Athletic Aid?
Participation has not been entered						

Add Participation

Sport

Term(s)

Academic Year

Practice?

Season Used?

Hardship Waiver?

Received Athletic Aid?

Close

Save

Include all known intercollegiate participation history, including that at previously attended institutions and in-progress seasons, if applicable.

Participation by term or academic year will be in list order. You can add as many rows as necessary.

Transfer Tracer

▼ Tracer Information ?

The student must sign the NCAA compliance form to give consent to disclose the student's information in the Transfer Portal pertaining to NCAA eligibility.

General Information Eligibility Participation **Exceptions**

Has the student-athlete been disqualified or suspended for disciplinary reasons? Yes No Unsure
Comments

Has the student-athlete's sport been discontinued (or publicly announced it will be dropped)? Yes No
Comments

Has the student-athlete's academic program been discontinued? Yes No
Comments

? Does the institution object to granting the one-time transfer exception? Yes No Not Applicable
Comments

Does the student-athlete meet the two-year non-participation exception? Yes No
Comments

Do any other four-year transfer exceptions apply? Yes No
Comments

Save Exceptions

The most common transfer exceptions are listed in the transfer tracer.

If the applicable transfer exception is not listed, see the last question and include what exception applies in the comment box.

If your institution does not object to granting the one-time transfer exception, but restrictions apply for specific institutions or conferences, add the restrictions to the comment box.

REMINDERS



The transfer tracer is a tool for institutions to share a student-athlete's academic and athletic history to determine the student-athlete's eligibility status.

The transfer tracer can be completed by the compliance office at anytime or if requested by another institution.

The student-athlete's information can be updated and saved independently (by question or section) without completing the full transfer tracer.

The transfer tracer is not verified through the transfer portal. It is the institution's responsibility to verify any information and/or seek more clarification.

HOW DO I WITHDRAW A STUDENT
WHO DECIDES TO NOT TRANSFER



Withdraw Request

SKIP PASS NCAA ID: 1507234718

Print Preview Withdraw Request

Are you sure?

This withdraw is at the student's request if the student wishes to not continue with the transfer process.

Withdraw

Cancel

Notification of Transfer

Student NCAA ID: 1507234718
[Lookup Student NCAA ID](#)

Student First Name: SKIP

Student Last Name: PASS

Student Email: pass@gmail.com

Student Mobile Phone: Domestic Int'l
317-867-5309

Student wishes to be contacted by other institutions: Yes No

Sport(s): Men's Basketball

Comments: Comments

Date Initiated: 10/22/2018 3:06 PM

Email Contact List:

[Add Email Contact](#)

Email		
coach@victory.edu	Edit	Delete
AD@victory.edu	Edit	Delete

WITHDRAWN: 11/12/2018 10:31 AM

If the student later decides to not transfer and the student requests the notification of transfer be withdrawn, the withdraw request is visible under MY TRANSFERS by clicking on the transfer tracer.

Click on the withdraw request button and confirm the student's request to withdraw the notification of transfer.

The withdraw action is only available to an individual with edit privileges and by the institution who entered the student in the transfer portal.

The withdrawn date and time will show in the student's notification of transfer.



Emails will be sent to the student, individuals on the email contact list, individual submitting the withdraw and anyone tracking the student on their transfer watch list.



WITHDRAWN EMAILS

Student Email



Victory College has withdrawn your notification of transfer as you have requested. Please contact your institution's athletics compliance office if you have any questions.

Institution Email



Student Name: **SKIP PASS**
NCAA ID: **1507234718**
Sport(s): **Men's Basketball**
Institution: **VICTORY COLLEGE**

The notification of transfer has been withdrawn as requested by the student-athlete. The student-athlete's record is noted as withdrawn in the NCAA Transfer Portal.

HOW DO I VIEW
OTHER TRANSFERS



Division I Student's Notification of Transfer

▼ Permission to Contact

Student NCAA ID:	1601102587	1.Sport(s):	Women's Golf x
Student First Name:	TEE	2.Comments:	
Student Last Name:	SHOT	Date Initiated:	10/22/2018 3:06 PM
Student Email:	tshot@gmail.com		
3.Student wishes to be contacted by other institutions:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

If the student is transferring from a Division I institution, the student's record will show the Notification of Transfer.

If the student is transferring from a Division II institution, the student's record will show the Permission to Contact.

These are both NCAA rules that apply to communication with the student.

Since Division II applies the Permission to Contact legislation, check the comments box to see if the Division II institution included restrictions related to communication with the student.

The Division I Notification of Transfer and the Division II Permission to Contact does not identify if the student is granted a transfer exception for immediate eligibility. This information would be included in the transfer tracer exceptions.

Division II Permission to Contact

▼ Permission to Contact

Student NCAA ID:	1711659371	1.Sport(s):	Women's Gymnastics x
Student First Name:	TRIPLE	2.Comments:	
Student Last Name:	TUCK	Date Initiated:	1/5/2019 11:30 AM
Student Email:	tuck@gmail.com		
3.Student wishes to be contacted by other institutions:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

HOW WILL I KNOW WHEN A
STUDENT'S RECORD IS UPDATED?



STUDENT RECORD UPDATE EMAILS

(See withdraw email on page 15)

Institution Email



Student Name: **SKIP PASS**
NCAA ID: **1507234718**
Sport(s): **Men's Basketball**
Institution: **VICTORY COLLEGE**

You are receiving this email because updates have occurred in the student's transfer portal record.

Transfer Watch List Institution Email



Student Name: **SKIP PASS**
NCAA ID: **1507234718**
Sport(s): **Men's Basketball**
Institution: **VICTORY COLLEGE**

You are receiving this email because this student is on your Transfer Watch List (TWL). When updates occur in the student's transfer portal record, you will receive this email notification. Please check the record for any updates. If you no longer want to include this student in your TWL, you can uncheck the star in the TWL column.

Withdraw Request

Other Transfers View

SKIP PASS NCAA ID: 1507234718

Print Preview

Notification of Transfer

Student NCAA ID: 1507234718

1 Sportist

Men's Basketball x

Student First Name: SKIP

2 Comments

Student Last Name: PASS

Student Email: pass@gmail.com

Date Initiated: 10/22/2018 3:06 PM

3 Student wishes to be contacted by other institutions:

Yes No

WITHDRAWN:

11/12/2018 10:31 AM

If a student's notification of transfer is withdrawn, the transfer tracer button will change to a red withdrawn button.

You can click on the withdrawn button located on the OTHER TRANSFERS to see the date and time in the student's notification of transfer.

It is permissible for the student to communicate with other coaches during the time period between the initiated date and the withdrawn date.



WHAT ACTION IS TAKEN
AFTER THE STUDENT TRANSFERS



Matriculated

SKIP PASS NCAA ID: 1507234718

Print Preview Matriculate

Are you sure?

By clicking the Matriculate button, you are confirming that the student has transferred and is now attending classes at your institution.

Matriculate

Cancel

Notification of Transfer

Student NCAA ID: 1507234718

Sports:

Men's Basketball x

Student First Name: SKIP

Comments:

Student Last Name: PASS

Student Email: pass@gmail.com

Date Initiated: 10/22/2018 3:06 PM

Student wishes to be contacted by other institutions:

Yes No

Matriculated: 01/10/2019 11:09 AM

The matriculate action is the responsibility of the institution where the student transferred.

The compliance office will identify the student as matriculated once the student has matriculated by attending the first day of class.

The matriculate button can be accessed by clicking on the student's transfer tracer in the OTHER TRANSFERS view.

Click on the matriculate button and confirm that the student matriculated at your institution.

The matriculated date and time will show in the student's notification of transfer.



Emails will be sent to the student, individuals at previous institution, individual submitting the matriculate and anyone tracking the student on their transfer watch list



MATRICULATED EMAILS

Student Email



Your record in the NCAA Transfer Portal has changed to show that you have now transferred. Please contact your institution's athletics compliance office if you have any questions.

Institution Email



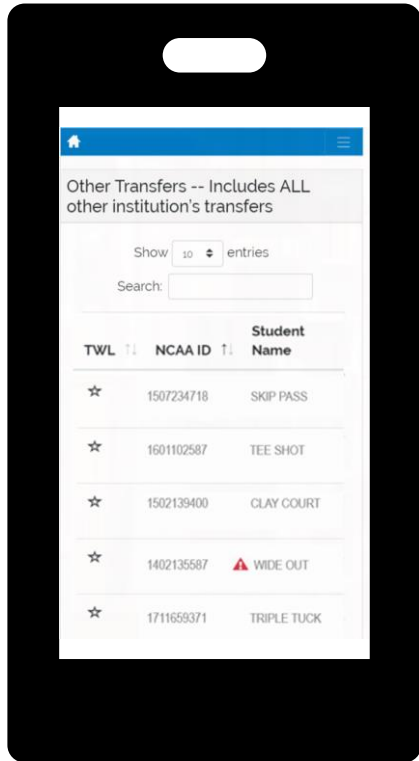
Student Name: **SKIP PASS**
NCAA ID: **1507234718**
Sport(s): **Men's Basketball**
Institution: **VICTORY COLLEGE**

The student-athlete's record is noted as matriculated in the NCAA Transfer Portal. This means the student-athlete has transferred and is attending classes at another institution.

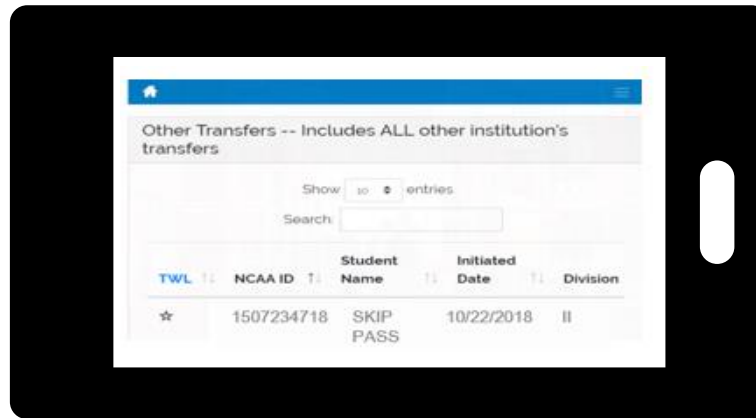
CAN THE TRANSFER PORTAL
BE USED ON A MOBILE DEVICE



MOBILE VIEW



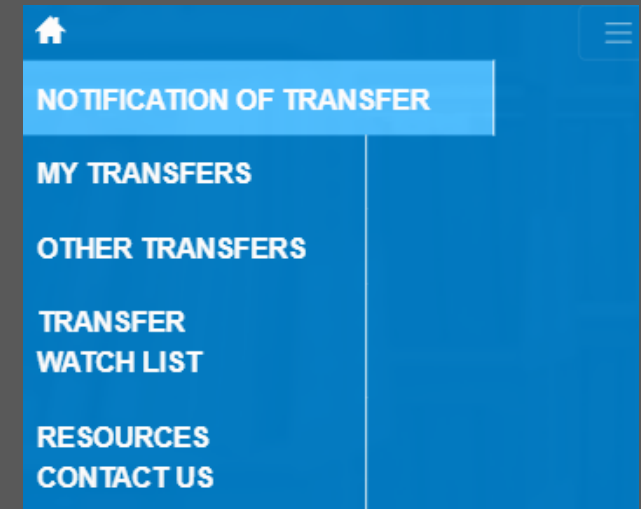
Scroll across
screen →



Scroll across
screen →

The Transfer Portal can be viewed on a mobile device.

Click on the  to show the menu of tabs.



CAN THE CONFERENCE OFFICE
VIEW THE TRANSFER LIST



CONFERENCE OFFICE VIEW

MY TRANSFERS						
RESOURCES CONTACT US						
My Transfers -- Includes only YOUR institution's transfers						
Show 10 entries Search:						
NCAA ID	Student Name	Initiated Date	Institution	Sport		
1502139400	CLAY COURT	11/28/2018	Achieve State	Men's Tennis	Transfer Tracer	
1402135587	WIDE OUT	12/13/2018	Champion Institute	Football	Transfer Tracer	

Conference office administrators have access to view their member institutions' transfers in MY TRANSFERS.

HOW WILL COACHES USE
THE TRANSFER PORTAL



OTHER TRANSFERS

Other Transfers -- Includes ALL other institution's transfers

Show entries ? Sport Filter: ? Search:

? TWL ↓	NCAA ID ↑↓	Student Name	Initiated Date	Sport	Conference	
★	1601102587	TEE SHOT	11/28/2018	Baseball	Great Nation Conference	Transfer Tracer
☆	1502139400	CLAY COURT	11/28/2018	Football	Conference Collegiate	Withdrawn
☆	1402135587	▲ WIDE OUT	12/13/2018	Men's Basketball	Conference Collegiate	Transfer Tracer
☆	1711659371	TRIPLE TUCK	01/05/2019	Men's Golf	Big 50 Conference	Matriculated

The most frequent view for a coach is OTHER TRANSFERS and TRANSFER WATCH LIST.

When a coach logs into the transfer portal and clicks on OTHER TRANSFERS, the coach will see all students in all sports in the transfer portal.

A coach can narrow the list to only his or her sport by selecting the sport in the sport filter. A more narrowed search can also occur by searching any column. For example, select a sport in the sport filter and type a conference name. Only students from that sport and conference will appear.

TRANSFER WATCH LIST

NOTIFICATION OF TRANSFER

MY TRANSFERS

OTHER TRANSFERS

TRANSFER WATCH LIST

RESOURCES

CONTACT US

Transfer Watch List -- Includes transfers you starred in the TWL column ?

Show 10 entries

? Sport Filter:

? Search:

? TWL	NCAA ID	Student Name	Initiated Date	Division	Institution	Sport	Conference	
★	1601102587	TEE SHOT	11/28/2018	I	Triumph University	Women's Golf	Great Nation Conference	Transfer Tracer

A coach can also add students to his or her TRANSFER WATCH LIST by clicking on a student's star in the TWL column from the OTHER TRANSFERS list.

If updates occur in the student's record, emails are sent to all individuals who have the student on their watch list.

Click the student's star in the TWL column if you want to remove the student from your watch list.

NCAA TRANSFER PORTAL

transfer@ncaa.org

