

# NCAA TRANSFER PORTAL DIVISION I AND II

## Notification of Transfer

This screen displays the student information entered by the compliance administrator or other institutional designee for submission of the notification of transfer.

Notification of Transfer

DI Transfer Windows

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

Is the student transferring to be a graduate student? 

Yes

No

Is the student receiving athletically related financial aid during the academic year? 

Yes

No

Was the student recruited at your institution? 

Yes

No

Is aid being cancelled due to entering the transfer portal? 

Yes

No

Pending

Not Applicable

Did the student transfer to your institution from another four-year institution? 

Yes

No

What date did the student request notification of transfer (Division I / Division II) or permission to contact (Division III)?

Did the student meet an exception to enter the transfer portal prior to or between when their sport applicable windows were open? (Only applies to Division I sports) 

Yes

No

Not Applicable

Sport(s):

Comments:

Email Contact List:

Add Email Contact

Email

No additional email contacts to notify

(Please include any transfer exception that applies to this student in the transfer tracer exceptions section.)

Once you submit, the student's record will be visible to other institutions.

Submit

# Notification of Transfer

## STUDENT NCAA ID AND NAME

1

The notification of transfer 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.

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

## STUDENT EMAIL AND MOBILE PHONE

2

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 if the student wishes to be contacted.

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

## STUDENT CONTACT REQUEST

3

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 identified as the student does not wish to be contacted. This warning will appear next to the student's name in the transfer list. ⚠️

## STUDENT IDENTIFIERS

4

**GRADUATE STUDENT:** Identify if the student is intending to participate as a graduate student at the next NCAA member institution.

**ATHLETICS AID:** Identify if the student is receiving athletically related financial aid during the regular academic year. This does not include aid for the summer term(s). This does not include aid awarded for the next academic year.

**RECRUITED:** Identify if the student was recruited at your institution per the NCAA definition of recruited status.

## SPORT

5

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. If the student wishes to participate in a different sport, the sport can be added in the comment box.

## COMMENTS

6

The comments box provides the opportunity to add additional comments regarding the notification of transfer.



### Email Contact List

Emails are sent to institutional personnel selected in the email contact list. The drop-down list includes institutional personnel listed in the NCAA membership directory.

Submit

Other institutions can view the student's transfer portal record after clicking submit.



### Date Initiated

The date is NOT entered but will populate when the notification of transfer is submitted. The date will appear when viewing the notification of transfer 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 the student submission for Notification of Transfer.



## **What information about the student should institutions attain to submit the notification of transfer?**

The notification of transfer includes limited information for a timely response to begin the portal process. As shown in the notification of transfer 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, II and III institutions have access to the Transfer Portal. NAIA and two-year colleges do not have access to the transfer portal.



## **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 selection is included in the notification of transfer 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 if the student wishes to not be contacted. 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 conference restrictions be included in the Transfer Portal?**

Intra-conference transfer restrictions may be entered in the transfer exceptions, not in the notification of transfer.



## **Will the student know when the notification of transfer 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 notification of transfer 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 action to withdraw the student is the responsibility of the institution entering the student record if the student decides to remain at the 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. A new record must be created if the student asks to enter the transfer portal again.



## **What will other institutions see once the student's notification of transfer 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). Key identifiers such as graduate student, athletic aid and multiple transfer can also be filtered.



## **Are there FERPA issues with the notification of transfer?**

The student's signed consent is included in the transfer portal section of the NCAA Student-Athlete Statement.