TRANSFER PORTAL

USER GUIDE

DIVISION I
DIVISION II

VERSION 5.0 - AUGUST 2022

INTRODUCTION

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

Students are entered in 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.

Google Chrome is the recommended browser to use the transfer portal.

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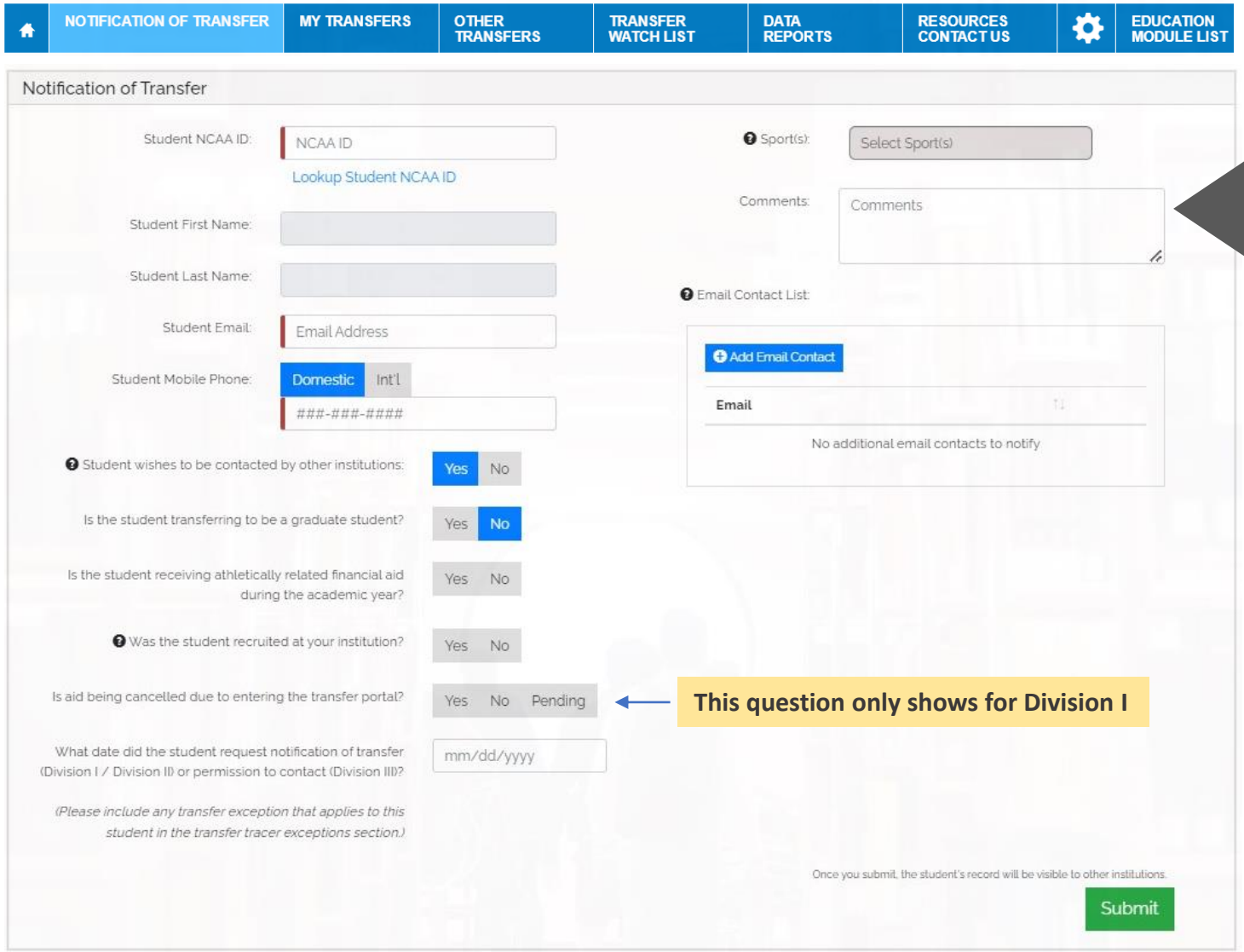
HOW DO I SUBMIT THE NOTIFICATION OF TRANSFER ?

NOTIFICATION OF TRANSFER



ENTER STUDENT FROM YOUR INSTITUTION

Enter NCAA ID

- If you do not have the student's NCAA ID, click the lookup (see page 9). The student's name will populate after entering the NCAA ID.
- The NCAA ID cannot be created for the student entry in the transfer portal by anyone but the student. The student must register with the NCAA Eligibility Center to receive an NCAA ID by registering for a certification account or profile account. If an NCAA ID is created by a member institution, it will include a letter within the ID. This is not the acceptable 10-digit NCAA ID for transfer portal entry.

Enter student's email

- The portal sends emails to this email address.

Enter student's mobile phone number

- 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.

Graduate student

- Identify if the student is intending to participate as a graduate student at another institution. Defaults to No.

Continue…

NOTIFICATION OF TRANSFER

NOTIFICATION OF TRANSFER | MY TRANSFERS | OTHER TRANSFERS | TRANSFER WATCH LIST | DATA REPORTS | RESOURCES CONTACT US | EDUCATION MODULE LIST

Notification of Transfer

Student NCAA ID: NCAA ID

Lookup Student NCAA ID

Student First Name:

Student Last Name:

Student Email: Email Address

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

This question only shows for Division I

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

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

Sport(s): Select Sport(s)

Comments: Comments

Email Contact List:

Add Email Contact

Email

No additional email contacts to notify

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

Submit

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) or aid awarded for the next academic year.

Recruited

- Identify if the student was recruited at your institution per the NCAA definition of recruited status.

Cancellation of athletics aid (Division I only)

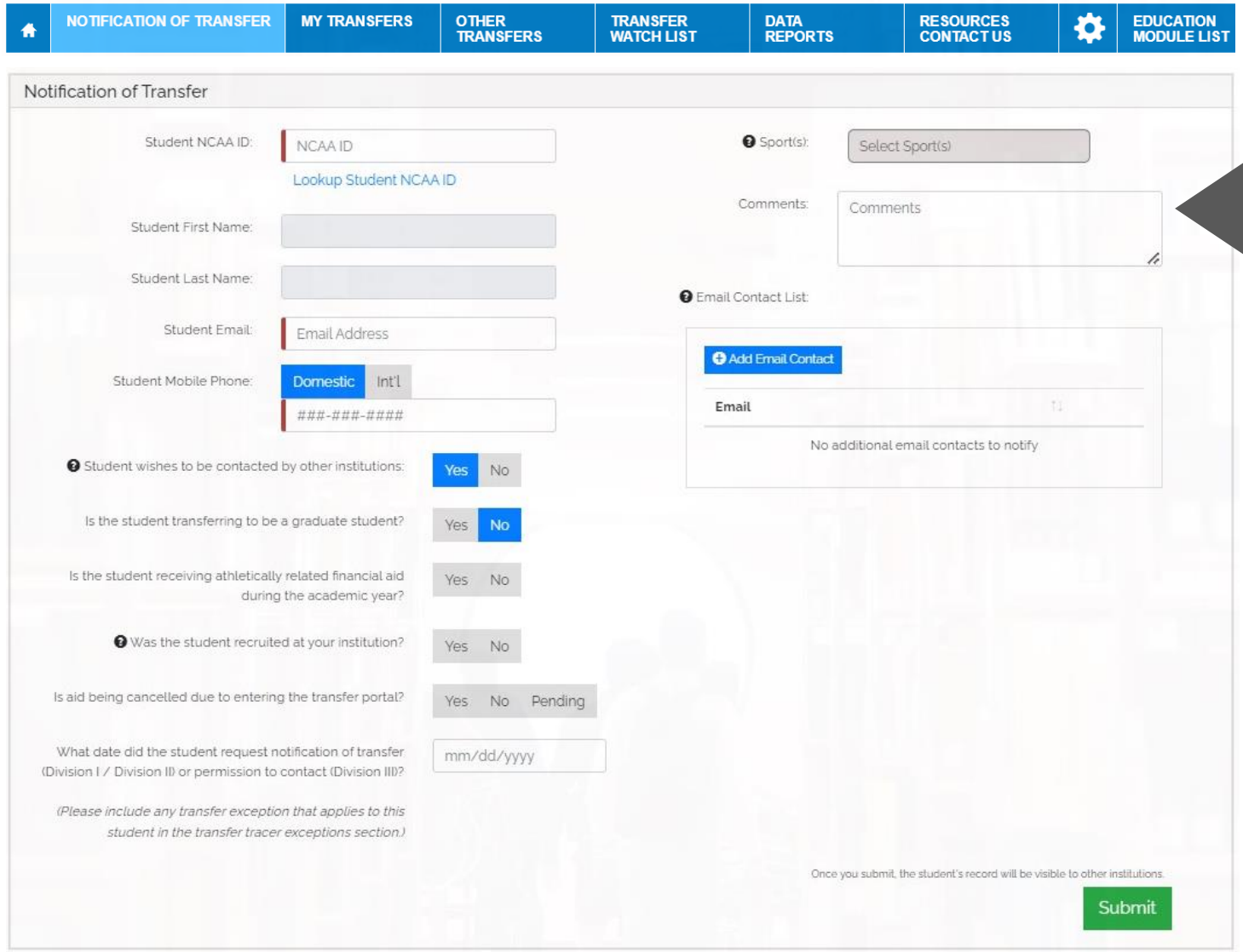
- Identify if the athletics aid is being cancelled due to the student's request to enter the transfer portal.

Notification of transfer date

- Enter the date the student-athlete requested notification of transfer.
- Other institutions must check this date to ensure the deadline was met per divisional application of the rule.

Continue…

NOTIFICATION OF TRANSFER



Enter sport(s)

- Drop-down list of sports includes all NCAA sports.
- No Sport option is available if wanting to add a non-student-athlete.
- Sports at multidivisional institutions are noted with the division the sport is sponsored.

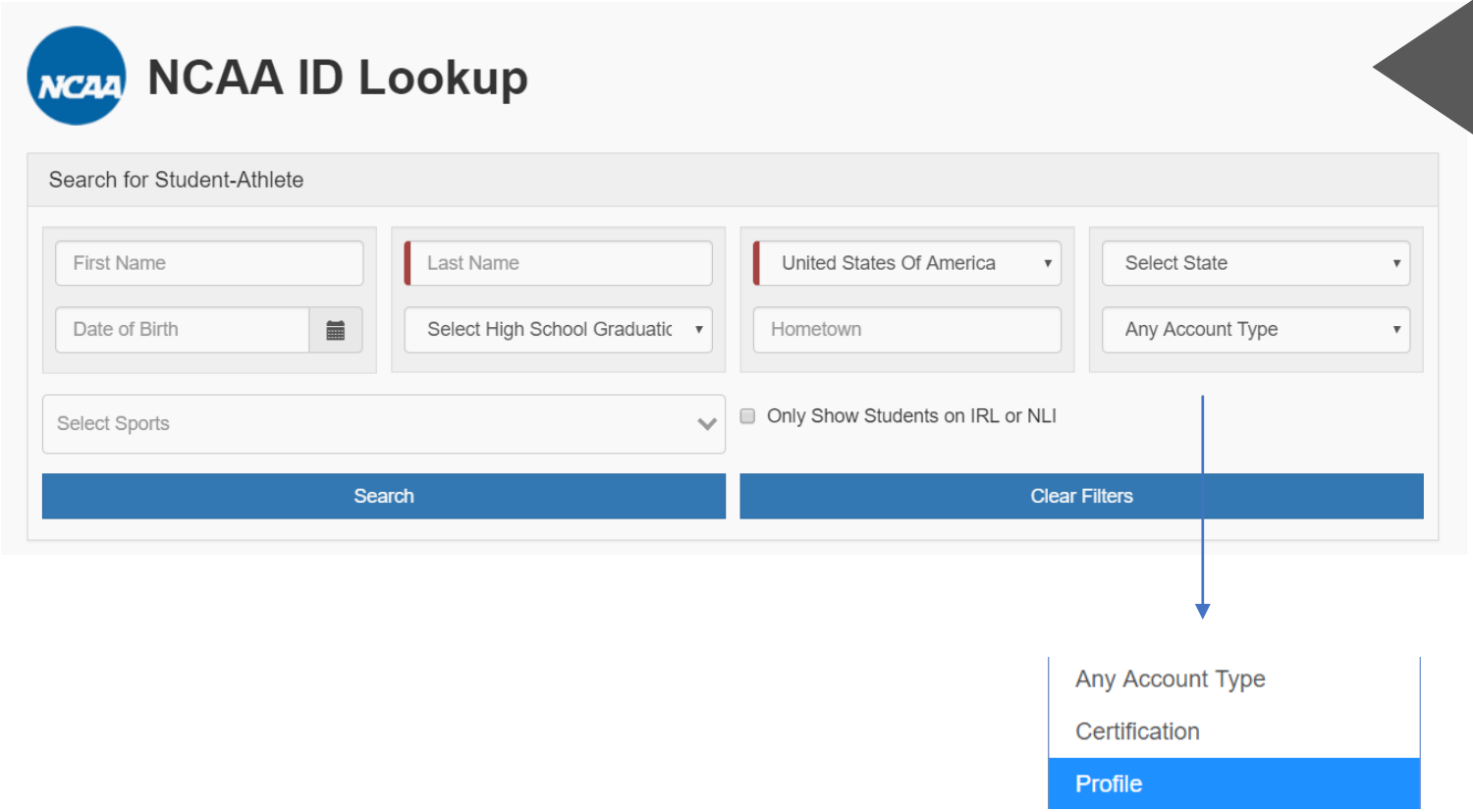
Enter comments, if necessary

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.
- Drop-down list includes institutional personnel listed in the NCAA Membership Directory.
- Email entry available if individual is not listed in drop-down.

TOOL TIPS -Always read for helpful tips.

NCAA ID Lookup



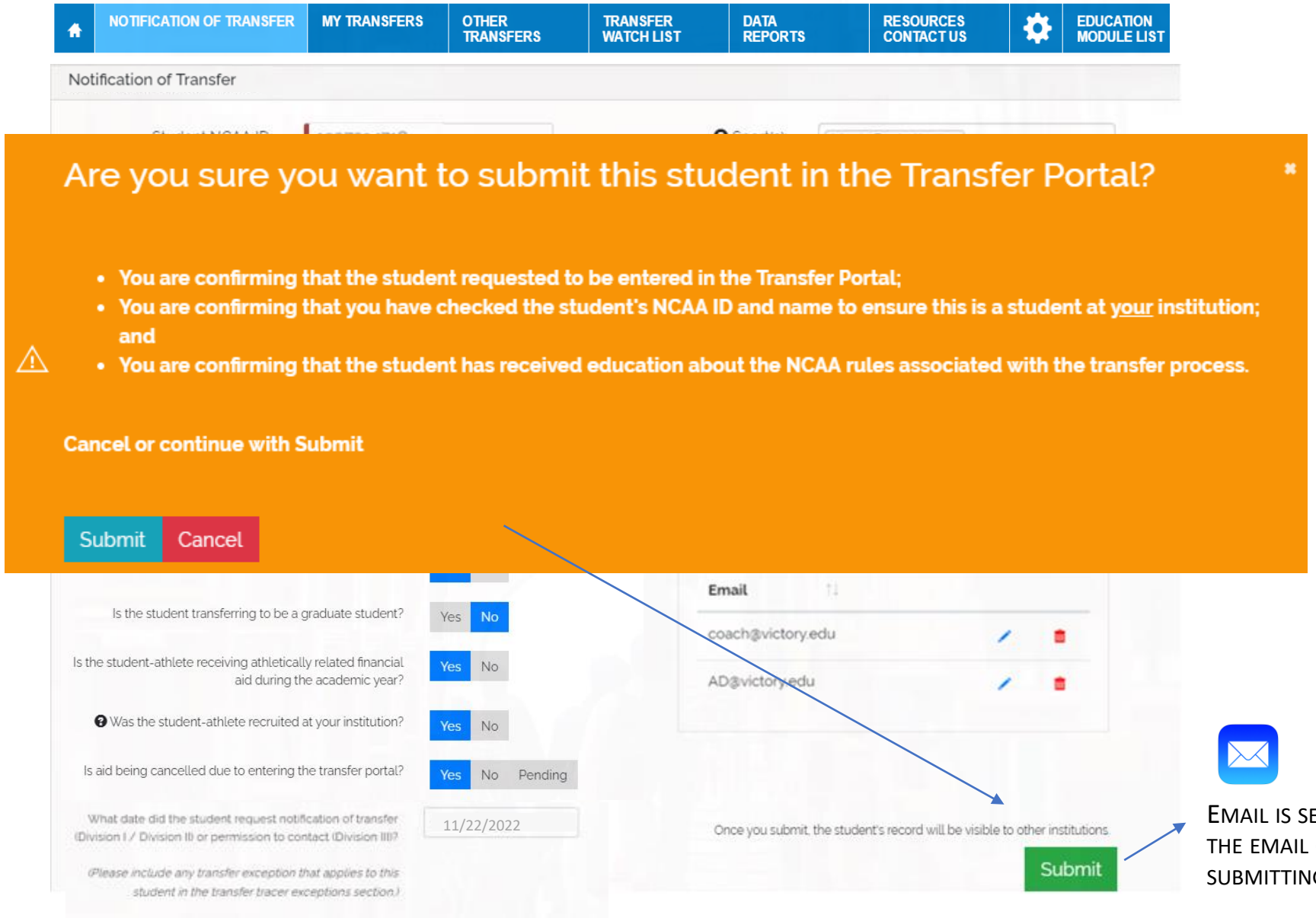
If you do not have the student's NCAA ID, click the lookup.

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 or any account type in the NCAA ID Lookup.

Ready to **Submit** the Notification of Transfer



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

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 permission to contact withdrawn, or to designate that you do not want coaches to contact you.

Additional Resources:

NCAA Transfer Information

Division I Notification of Transfer

Division II Notification of Transfer

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

Institution Email

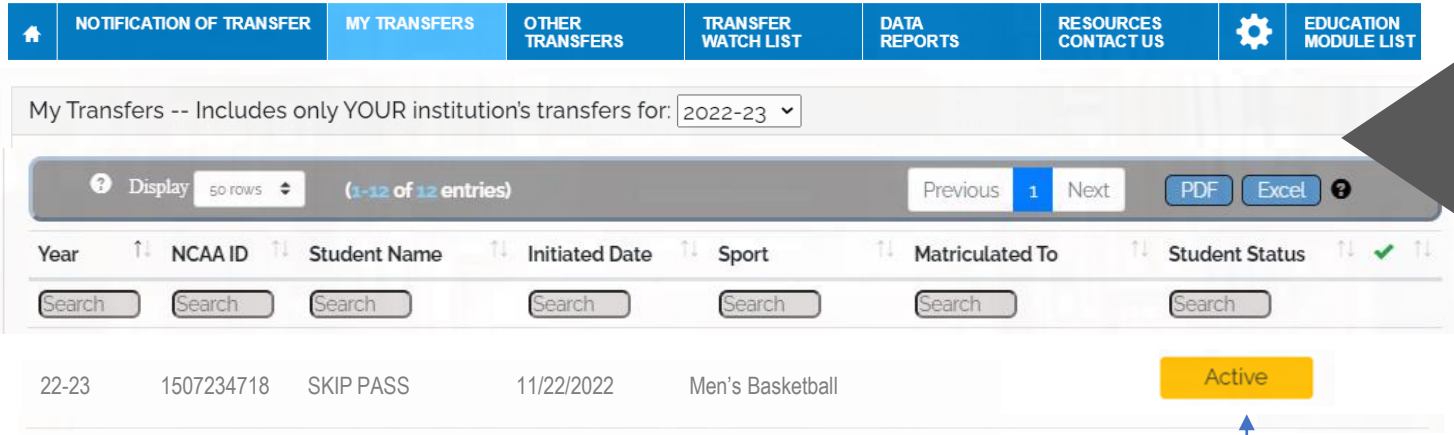
The compliance office for Victory College has submitted a notification of transfer for:

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

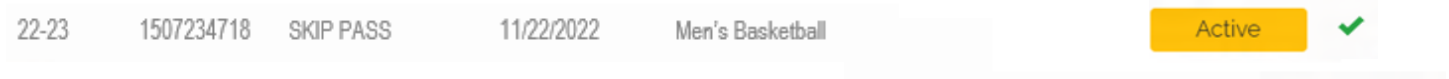
The student-athlete's information is now visible on the NCAA Transfer Portal for any NCAA coaches to contact the student-athlete about transferring. As a reminder, the student-athlete should contact the compliance office if the student-athlete wants the notification of transfer withdrawn or for the compliance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

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

MY TRANSFERS



Click to open the student's record. Individuals with edit privileges can edit the transfer tracer.



Once transfer tracer is marked as complete, the checkmark will appear in the column.

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

This list includes only your institution's transfers in the specified year. The year can be changed in the drop-down box.

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 record was submitted in the transfer portal. This initiated date is automatically populated when you click submit.

The list can be reordered by sorting each column.

The list can be searched or sorted by each column

If the student is later matriculated by another institution, the name of that institution will appear in the Matriculated To column.

HOW DO I COMPLETE THE TRANSFER TRACER ?

Transfer Tracer

General Information | Eligibility | Participation | Exceptions | DI/DII One-Time Transfer | Comments

Did the student-athlete *only* attend a summer term or participate in preseason practice prior to initial full-time enrollment? Yes No

Initial Full-Time Enrollment: Any institution: This institution:

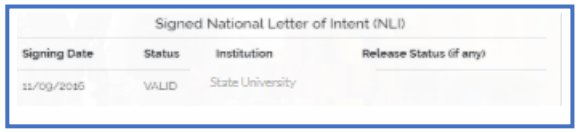
Full-time Terms Completed:

Does the student-athlete qualify for an academic year extension? Yes No Not Applicable

Did the student-athlete previously transfer from another collegiate institution? Yes No

★ If Yes

NLI Status: *No NLI on file.* ★ If NLI signee



GENERAL INFORMATION

The transfer tracer can be completed by the compliance office at anytime or if requested by another institution. Click the ACTIVE button located in the MY TRANSFERS list to open the transfer tracer.

Check to ensure the student has signed the annual NCAA Student-Athlete Statement to give consent to disclose the student's information pertaining to NCAA eligibility.

KEY ITEMS:

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. If an NLI was not signed, status shows as No NLI on file.

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

Transfer Tracer

General Information | **Eligibility** | Participation | Exceptions | DI/DII One-Time Transfer | Comments

Eligibility Center Academic Certification:	**Div I**	**Div I Waiver**	**Div II**	**Div II Waiver**
	Final Qualifier		Final Partial Qualifier	Automatic Waiver Approved
Eligibility Center Amateurism Certification:	**Division I**		**Division II**	**Sport**
	Final: Certified		Final: Certified	Men's Basketball
Self-Reported EC Grad Date:	06/01/2017			
International Student:	No			
Is the student-athlete currently in good academic standing?	Yes No N/A			
Is the student-athlete meeting all progress-toward-degree requirements?	Yes No In Progress N/A			
Would the student-athlete be academically eligible if he or she remains at the institution?	Yes No In Progress			
Is the student-athlete's athletics aid renewed for the following academic year?	Yes No To be determined Not on Aid			
Are there any eligibility issues not shown in the transfer tracer that require the institution's compliance office to be contacted?	Yes No			

Graduate Student

Has the student-athlete graduated from the current institution?	Yes No
Expected graduation date if student has not graduated?	mm/dd/yyyy

ELIGIBILITY

KEY ITEMS:

Initial eligibility information populates from the Eligibility Center Portal.

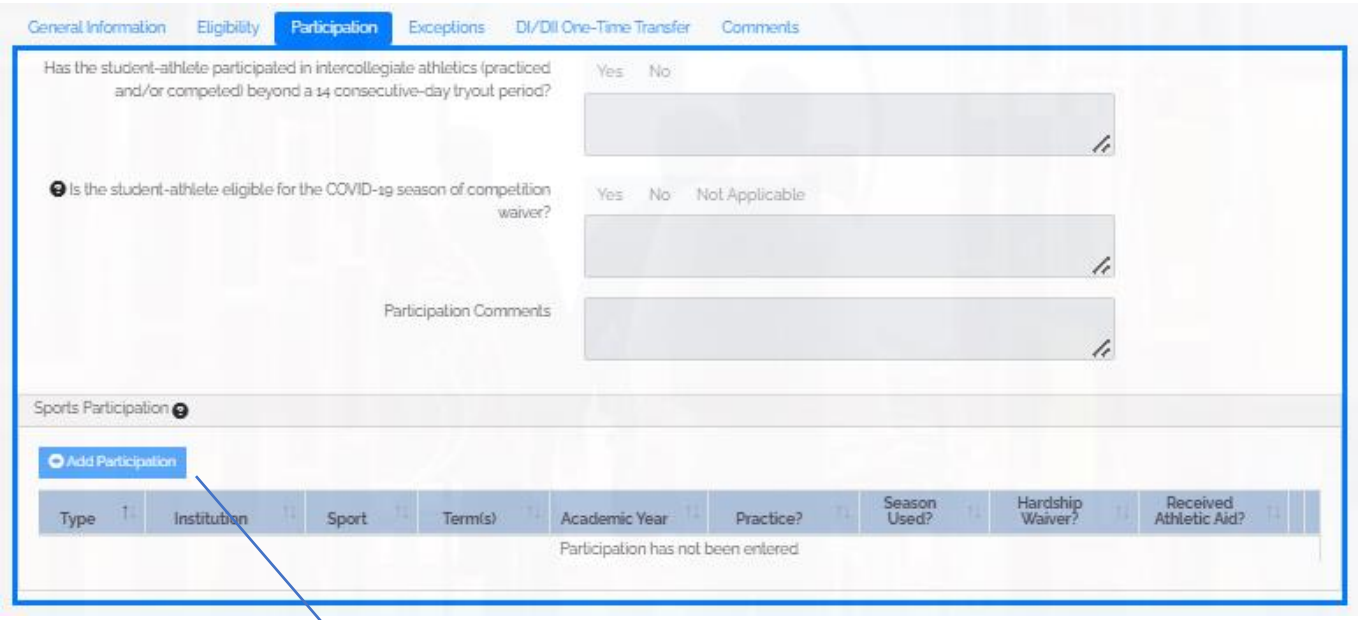
Also includes questions about academic eligibility at the current institution. If in progress is selected, an additional question populates asking for the date your institution's term ends.

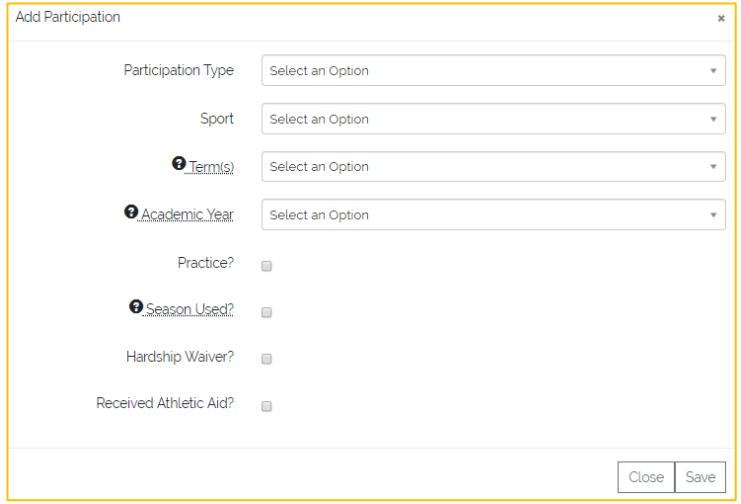
If there are any eligibility issues that should not be disclosed on the transfer tracer, there is an option to notify other institutions to contact the compliance office.

Graduate Student Section:

If the student is intending to participate as a graduate student, confirm graduation date or expected graduation date.

Transfer Tracer





PARTICIPATION

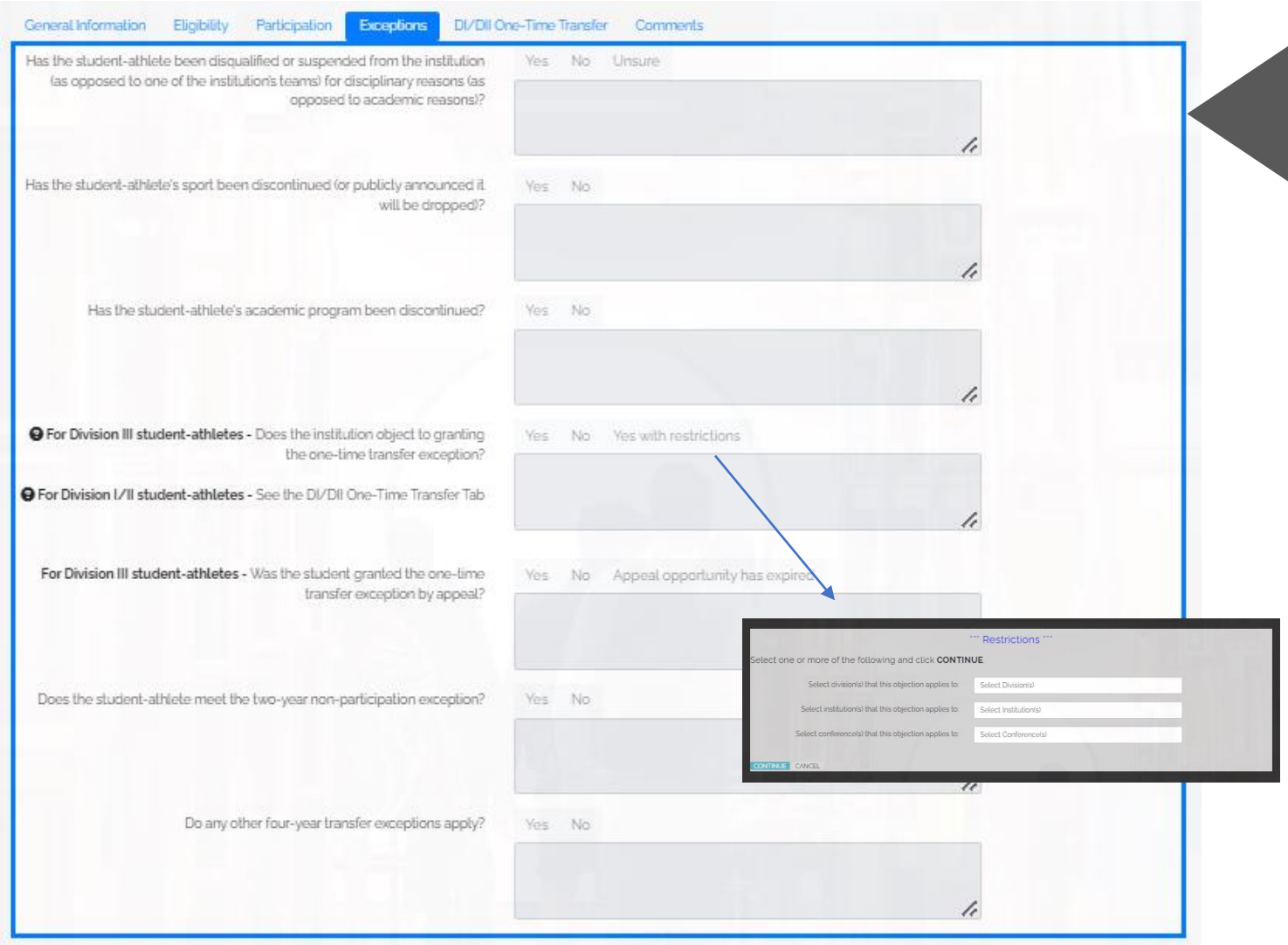
KEY ITEMS:

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

If entering previous participation prior to attendance at your institution, selections include two-year college, non-NCAA institution and a drop-down list of all NCAA member institutions.

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

Transfer Tracer



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.

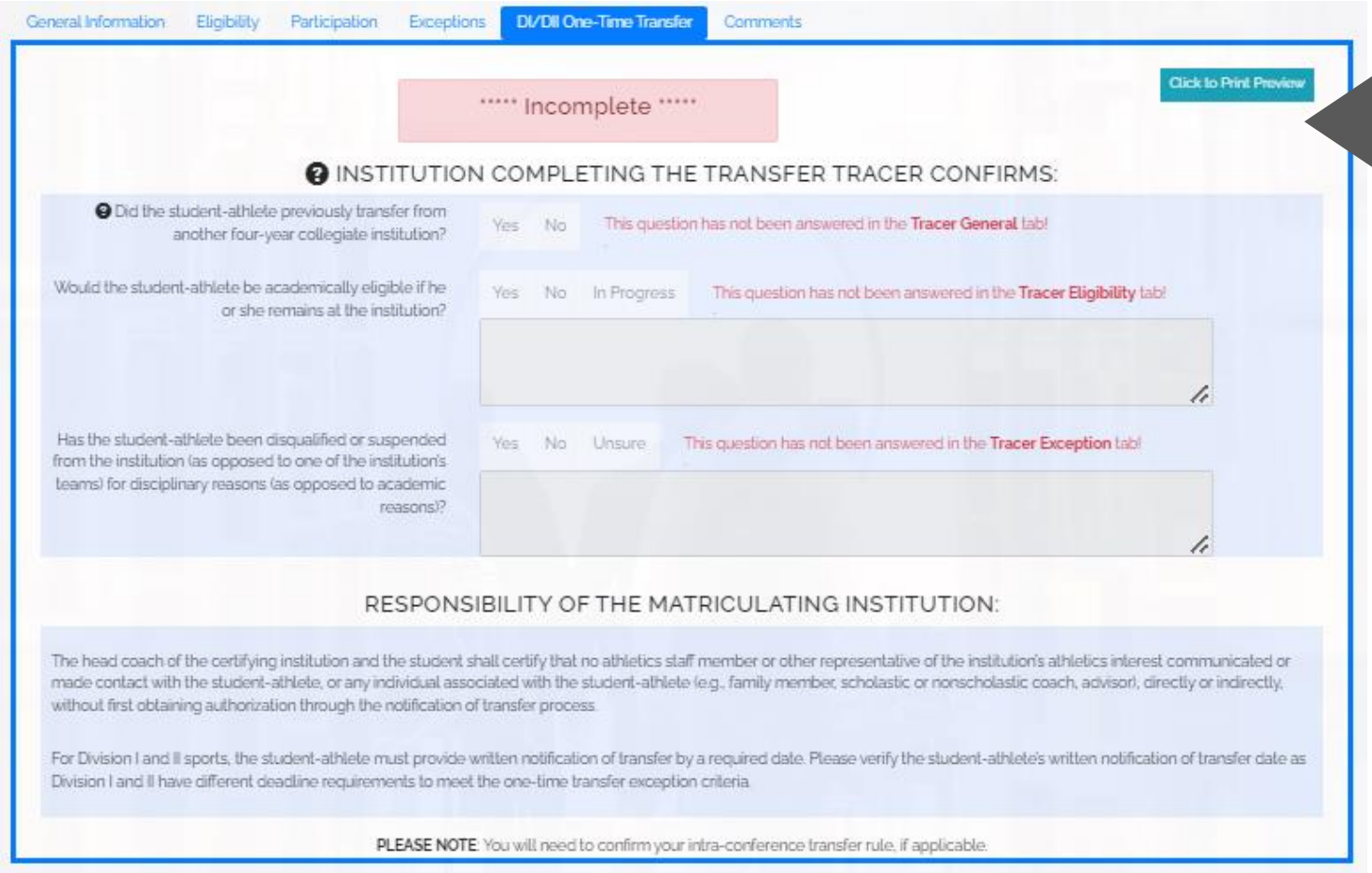
<u>For Division III student-athletes:</u>

If the institution does not object to granting the one-time transfer exception, but restrictions apply for specific divisions, institutions or conferences, add the restrictions to the comment box. Please note, if a division is selected, you are restricting to all institutions in that division. If that is not your intent, do not select the division option.

Once you acknowledge your one-time transfer exception decision, the action is LOCKED. You should not answer this until you are ready since the answer cannot be changed. If you need to unlock this question, go to the "Actions" button. This button appears in the upper right of the screen.

An additional question about the student's appeal opportunity will populate if you select Yes or Yes with Restrictions to determine if the student was granted the one-time transfer exception through the appeal process.

Transfer Tracer



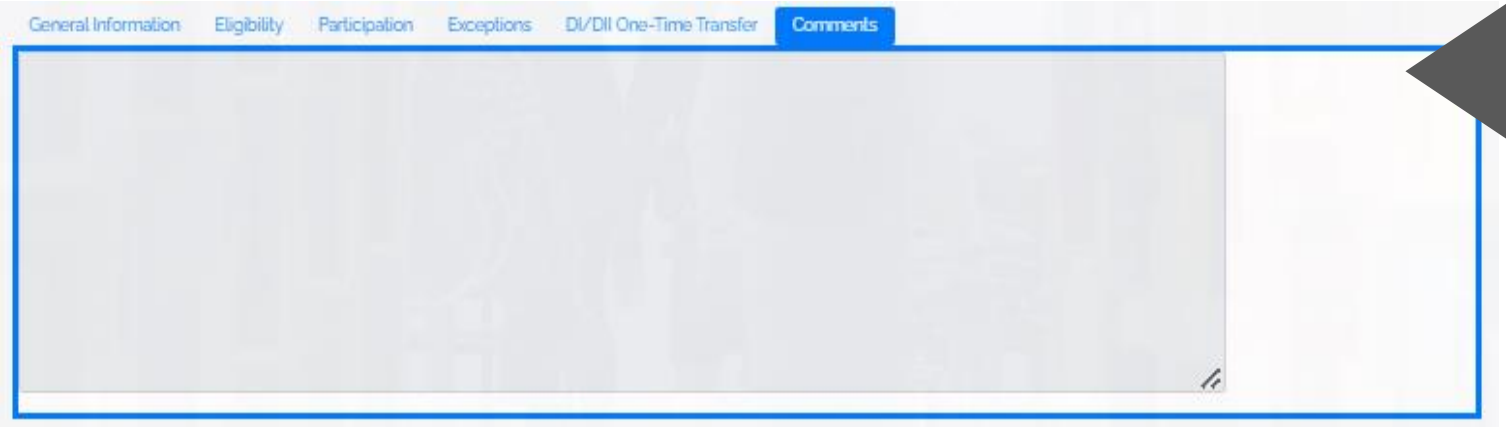
DI/DII ONE TIME TRANSFER

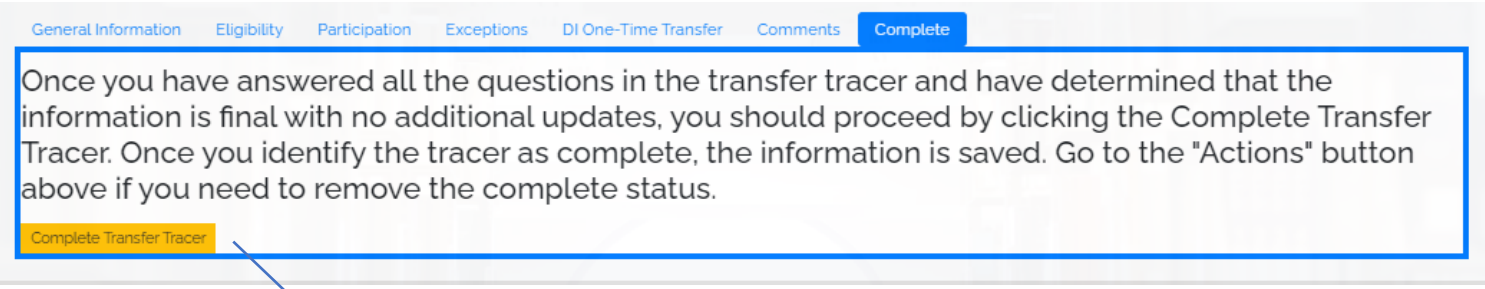
The DI/DII One-Time Transfer tab will show for a Division I or II student-athlete.

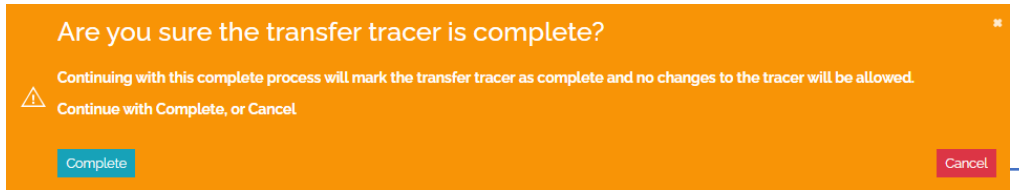
The answers to the questions included on this screen are contained in other sections of the transfer tracer; therefore, you cannot edit directly on this page. You have to click the appropriate tab to answer the tracer question for the answer to appear on this screen.

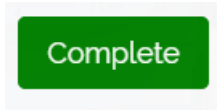
If the applicable one-time transfer questions are not answered in the transfer tracer, INCOMPLETE will show at the top of this screen.

Transfer Tracer









COMMENTS

Any additional information not included in the transfer tracer can be added to the comments section in addition to questions and answers you want to add to the tracer.

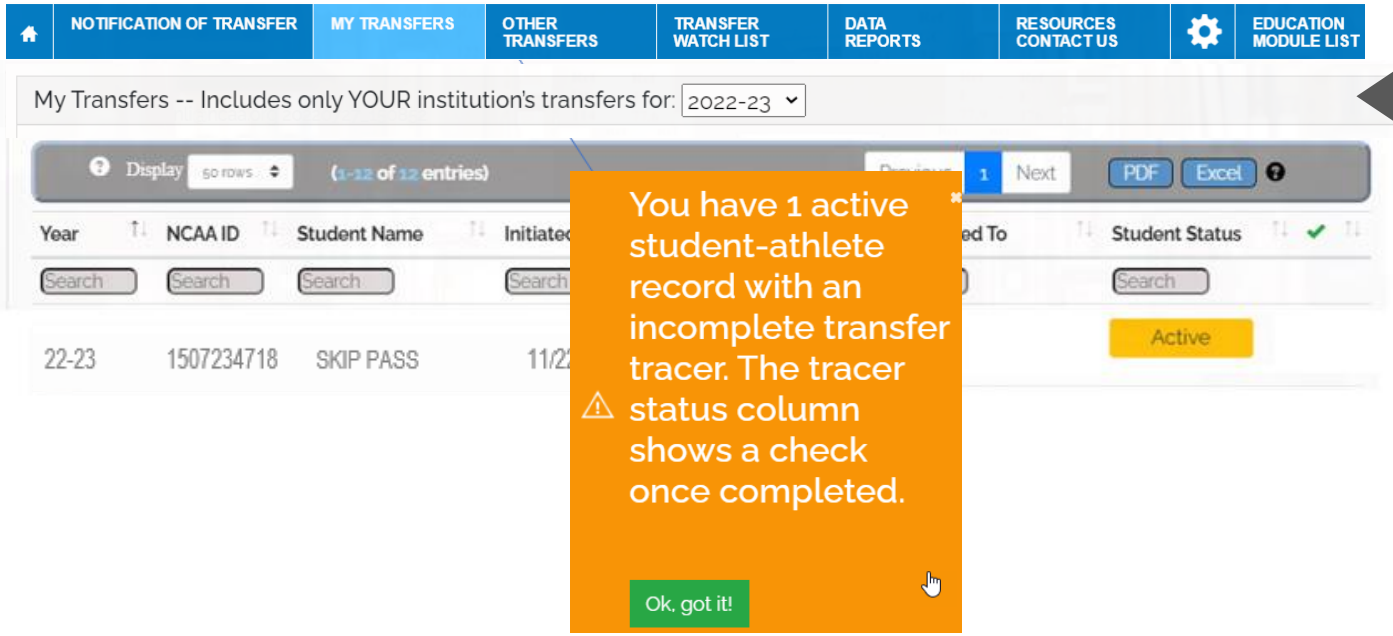
COMPLETE

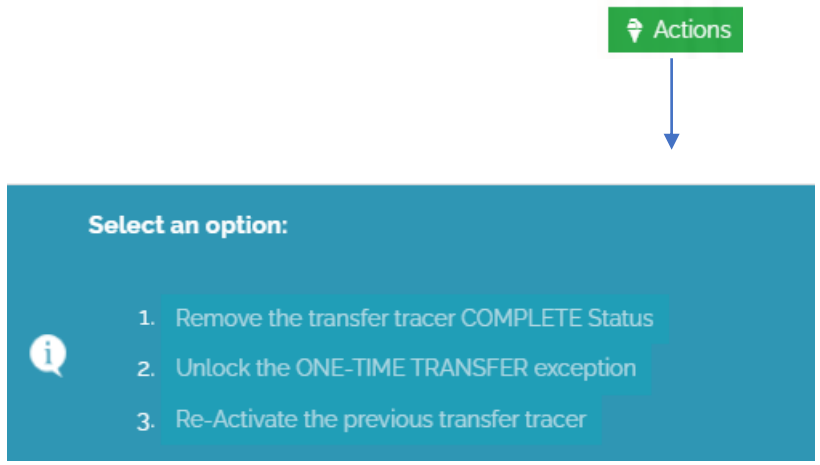
When you determine that all information is final in the transfer tracer, you can click the complete transfer tracer. This will save the transfer tracer.

The complete will change to a green button once completed and will be visible for other institutions when opening the transfer tracer. The complete checkmark will also appear in the list of student-athletes.

The transfer tracer cannot be edited after it is complete. Go to the “Actions” button if you need to remove the complete status. This button appears in the upper right of the screen.

Transfer Tracer





INCOMPLETE TRANSFER TRACER

When you click on MY TRANSFERS, a pop-up reminder will tell you how many transfer tracers have not been completed.

OTHER TRANSFER TRACER OPTIONS

The following options are available by clicking the ACTIONS button located in the upper right of the screen once opening a student's record:

- **Remove the transfer tracer complete status** – Once you remove the complete status, you can edit the tracer.
- **Unlock the one-time transfer exception** – You can unlock this exception to update.
- **Re-Activate the previous transfer tracer** – You can reactivate the information in the tracer if you have entered the student again after the student was withdrawn.

TRANSFER TRACER 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.

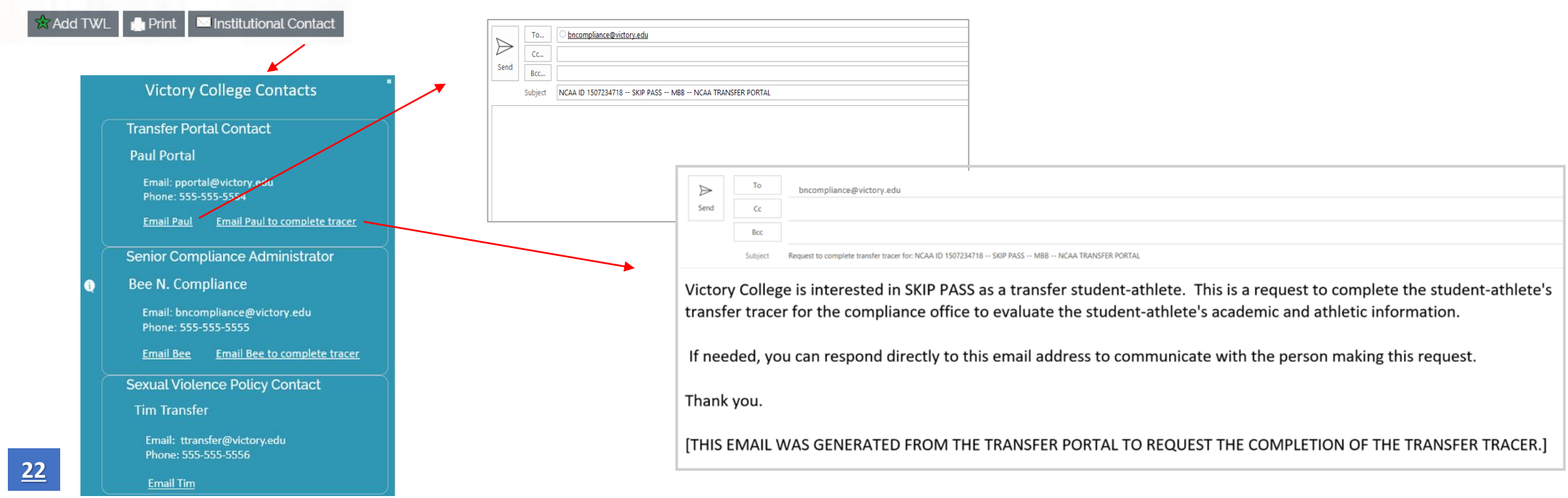
Print options are available to print all sections of the transfer tracer or save to pdf.

Communication with other compliance administrators

If a compliance administrator needs to contact another institution's compliance administrator, click on the **Institutional Contact** button located in the student's record to see who to contact. Click the email button to populate an email that includes the student's NCAA ID, Name and Sport. The email will be sent directly from you through your email account.

Complete Transfer Tracer: Click the email to request complete tracer. This will send an email request for the compliance administrator to finalize the tracer.

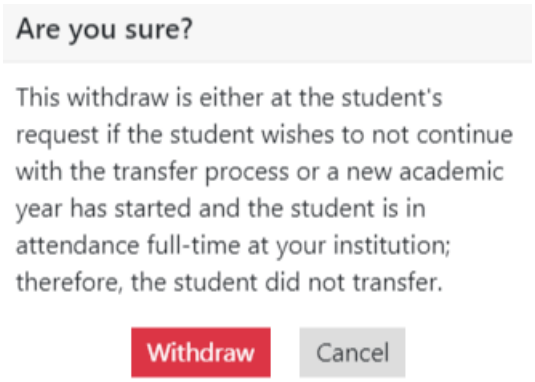
The Institutional Contact is only available to individuals with edit access. The Institutional Contact shows individuals listed in the NCAA Membership Directory as the Transfer Portal Contact, Senior Compliance Administrator and Sexual Violence Policy Contact. These designations are updated by you in the directory.



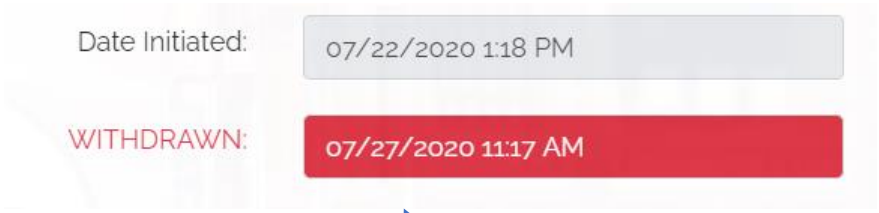
HOW DO I WITHDRAW A STUDENT WHO DECIDES TO NOT TRANSFER ?

Withdraw Request

Withdraw request button shown after opening the student's record in MY TRANSFERS.



Click the Withdraw Request for this message.



The withdrawn date and time will show on the DI/DII Notification of Transfer or DIII Permission to Contact.

If the student later decides to not transfer and the student requests to be withdrawn from the transfer portal or a new academic year has started and the student is in attendance full-time at your institution as a student-athlete, the withdraw request is visible under MY TRANSFERS by clicking on the student's active status button.

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

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 Division I and II Notification of Transfer and the Division III Permission to Contact.

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.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

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.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

HOW DO I VIEW OTHER TRANSFERS ?

OTHER TRANSFERS

NOTIFICATION OF TRANSFER | MY TRANSFERS | OTHER TRANSFERS | TRANSFER WATCH LIST | DATA REPORTS | RESOURCES CONTACT US | EDUCATION MODULE LIST

Other Transfers -- Includes other institution's transfers for ALL years

Search filters are on

NCAA ID: | First Name: | Last Name: | Record Status: All

Institution: All | Conference: All | Division: All | Sport: All

Year: All | Other: R A | Reset | Search

Display 50 rows | (1-50 of 1,658 entries) (filtered from 2 | Previous 1 2 3 4 5 ... 34 Next | PDF | Excel

TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	D	Institution	Sport	Conference	Student Status	✓
☆	20-21	1507234718	SKIP	PASS	08/2/2020	/16/2020	II	Victory College	Men's Basketball	Big 50 Conference	Active	✓
★	20-21	1601102587	TEE R	SHOT	08/05/2020	08/05/2020	III	Triumph University	Women's Golf	Great Nation Conference	Active	
☆	20-21	1502139400	CLAY	COURT	08/06/2020	08/11/2020	I	Achieve State	Men's Tennis	Conference Collegiate	Withdrawn	
☆	20-21	1402135587	WIDE	OUT	08/09/2020	08/09/2020	I	Champion Institute	Football	Conference Collegiate	Active	✓
★	20-21	1711659371	TRIPLE	TUCK	08/9/2020	08/21/2020	II	Leader College	Women's Basketball	Big 50 Conference	Matriculated	✓

Select star to place the student on your Transfer Watch List (TWL).

Student identified as a graduate student

Student does not want to be contacted.

R — Student identified with Division III contact restrictions (Division II before 8/1/2020)

Transfer tracer status shows with a checkmark if the tracer is complete

Select OTHER TRANSFERS to view students from other institutions listed in the transfer portal. <u>You will not see your institution's students in this list</u>.

A student's name appears on the list if the notification of transfer (Division I and II) or permission to contact (Division III) was submitted.

Identifier icons may appear next to the student's name.

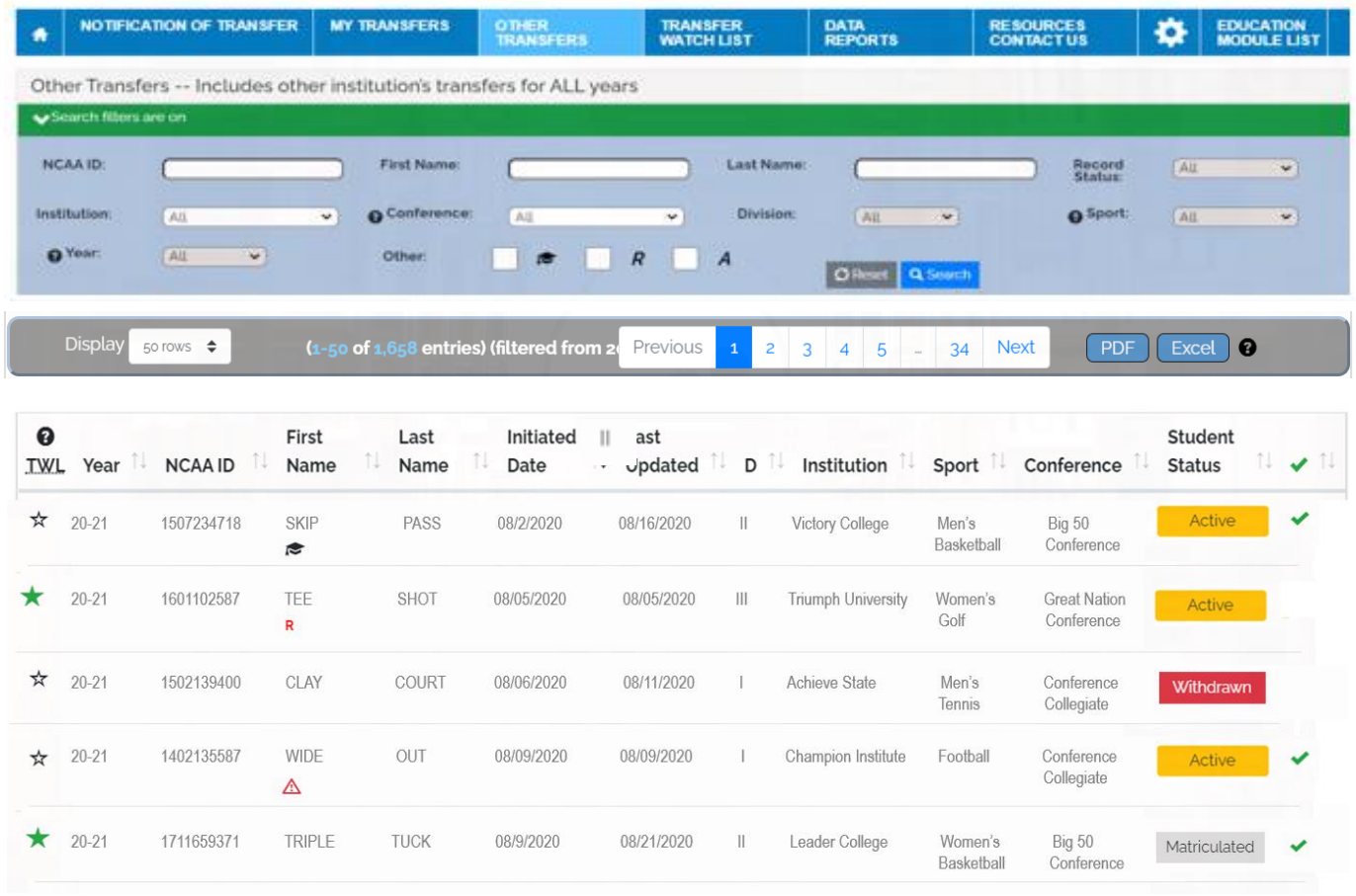
The student's status will appear as Active, Withdrawn or Matriculated.

ACTIVE: Student's record shows Active if the student wishes to communicate with other institutions about potential transfer.

WITHDRAWN: Student's record shows Withdrawn if the student's decision to explore transfer changed. (see page 36)

MATRICULATED: Student's record shows Matriculated once the student has transferred and attended the first day of class of the regular academic year. (see page 41)

OTHER TRANSFERS



TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	D	Institution	Sport	Conference	Student Status
☆	20-21	1507234718	SKIP	PASS	08/2/2020	08/16/2020	II	Victory College	Men's Basketball	Big 50 Conference	Active
★	20-21	1601102587	TEE R	SHOT	08/05/2020	08/05/2020	III	Triumph University	Women's Golf	Great Nation Conference	Active
☆	20-21	1502139400	CLAY	COURT	08/06/2020	08/11/2020	I	Achieve State	Men's Tennis	Conference Collegiate	Withdrawn
☆	20-21	1402135587	WIDE	OUT	08/09/2020	08/09/2020	I	Champion Institute	Football	Conference Collegiate	Active
★	20-21	1711659371	TRIPLE	TUCK	08/9/2020	08/21/2020	II	Leader College	Women's Basketball	Big 50 Conference	Matriculated

Click on the Student Status:

Individuals With View Only Access –

Will see the student's Division I and II Notification of Transfer or Division III Permission to Contact and will not see the student's transfer tracer.

Individuals With Edit Access –

Will see the transfer tracer in addition to the Division I and II Notification of Transfer or Division III Permission to Contact.

OTHER TRANSFERS

Year Options:
ALL
2022-23
2021-22
2020-21
2019-20
2018-19

SEE THE USER SETTING INSTRUCTIONS ON THE NEXT PAGE TO LEARN HOW TO SAVE YOUR SEARCH PREFERENCES.

All columns in the student list can be searched and sorted.

Sport - Select the sport to only show the sport you want to view.

Year - The year defaults to the current academic year. Select a different year if searching a student's record from a previous year or select ALL years.

Conference – Conferences are listed in the drop-down list.

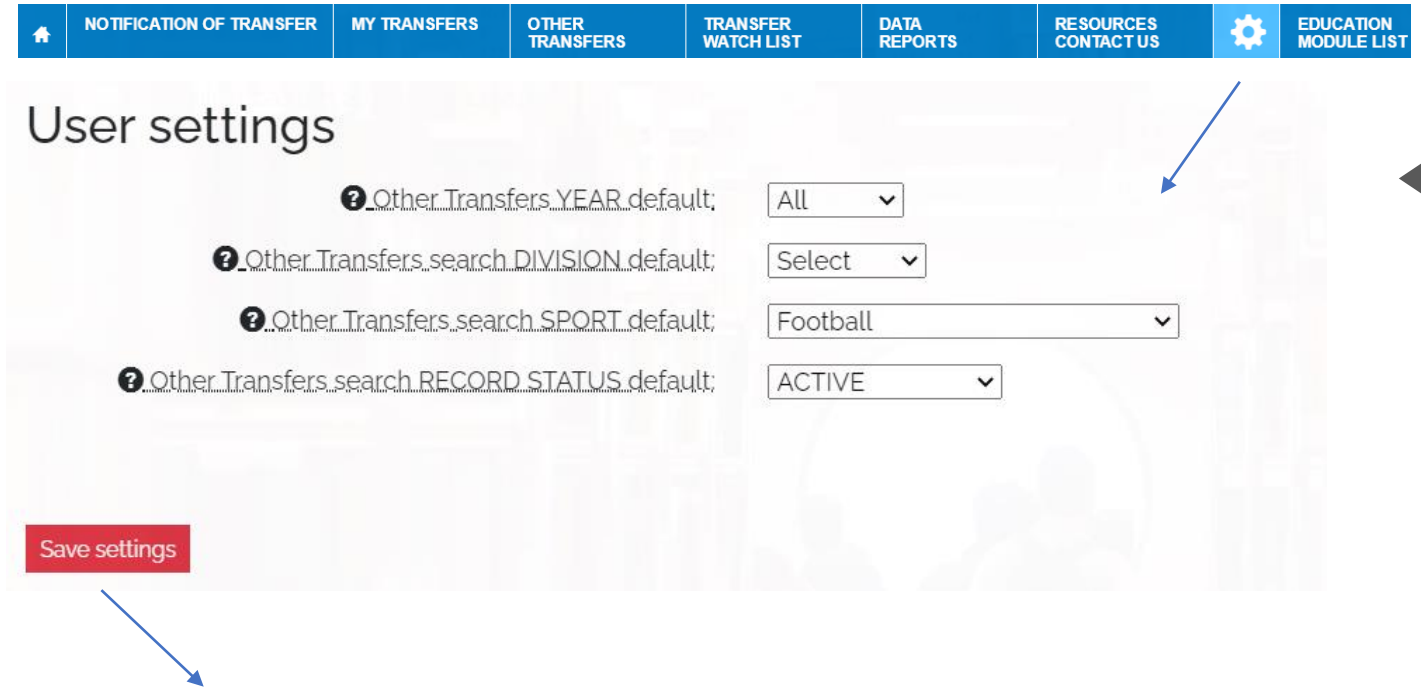
Institutions are listed in accordance with their primary conference and not a sport specific conference. Only one conference can be searched. Multiple conferences cannot be selected.

Search graduate students

R Search students identified with Division III contact restrictions (Division II before 8/1/2020)

A Search students who are receiving athletics aid at their current institution

USER SETTINGS



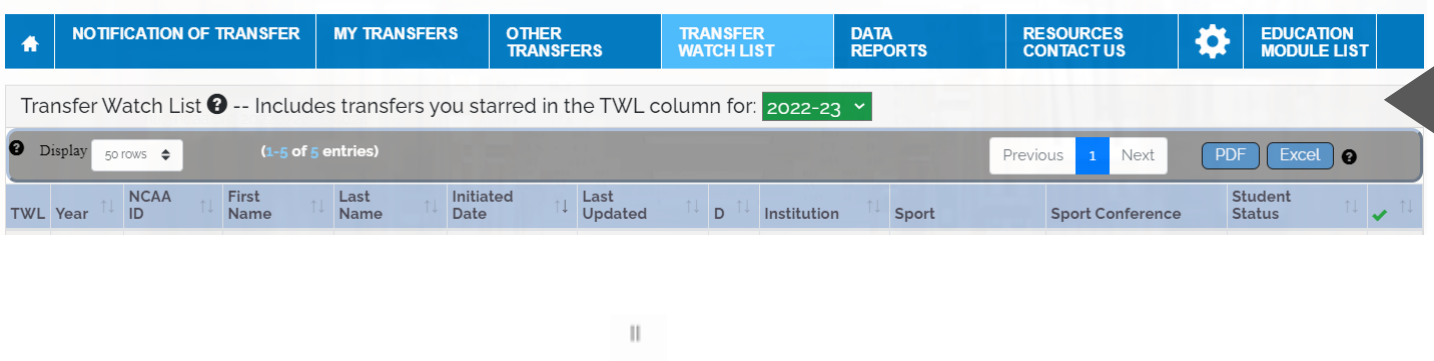
Customize the search filters by saving your user settings.

This sets the default search in OTHER TRANSFERS to only see your settings each time you view the list of student-athletes.

The settings include YEAR, DIVISION, SPORT, RECORD STATUS.

Click reset to see all the search filters or make changes in USER SETTINGS.

TRANSFER WATCH LIST



The TRANSFER WATCH LIST includes only the transfers selected in the TWL column on OTHER TRANSFERS.

The Transfer Watch List is an individual list and not an institutional list.

Each individual logged into the transfer portal can create their own watch list.

If updates occur in the student's record, emails are sent to all individuals who have the student on their watch list. (see page 35)

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

A watchlist can only be shared among a coaching staff if all use the same SSO login.

Division I and II Notification of Transfer

Notification of Transfer - (Victory College)

Student NCAA ID: 1507234718

Student First Name: SKIP

Student Last Name: PASS

Student Email: spass@gmail.com

Sport(s): Men's Basketball

Comments:

Date Initiated: 11/22/2022 2:44 PM

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

What date did the student request notification of transfer (Division I / Division II) or permission to contact (Division III)? 11/21/2022

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

The Notification of Transfer will show for a Division I and II student who has entered the transfer portal.

The Notification of Transfer allows another institution to contact the student (NCAA Bylaw 13).

The student's email address will not show if the student does not want contacted by other institutions.

The Notification of Transfer does not identify if the student is granted a transfer exception for immediate eligibility (NCAA Bylaw 14). This information would be included in the transfer tracer exceptions.

Division III Permission to Contact

Permission to Contact - (Triumph University)

Student NCAA ID: 1601102587

Student First Name: TEE

Student Last Name: SHOT

Student Email: tshot@gmail.com

Student wishes to be contacted by other institutions: Yes No

Is the student transferring to be a graduate student? Yes No

Is the student-athlete receiving athletically related financial aid during the academic year? Yes No

Was the student-athlete recruited at your institution? Yes No

What date did the student request notification of transfer (Division I / Division II) or permission to contact (Division III)? 11/21/2022

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

Sport(s): Women's Golf ×

Is your institution restricting contact with this student? Yes No

Permission to Contact Restrictions:

Comments:

Date Initiated: 11/22/2022 2:44 PM

The Permission to Contact will show for a Division III student who has entered the transfer portal. Using the transfer portal is optional for Division III institutions.

Permission to Contact allows another institution to contact the student (NCAA Bylaw 13).

Division III institutions are permitted to restrict contact with the student. The restriction will show on the permission to contact.

The student's email address will not show if the student does not want contacted by other institutions.

The Permission to Contact does not identify if the student is granted a transfer exception for immediate eligibility (NCAA Bylaw 14). This information would be included in the transfer tracer exceptions.

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

STUDENT RECORD UPDATE EMAILS

(See withdraw email on page 25)

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.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

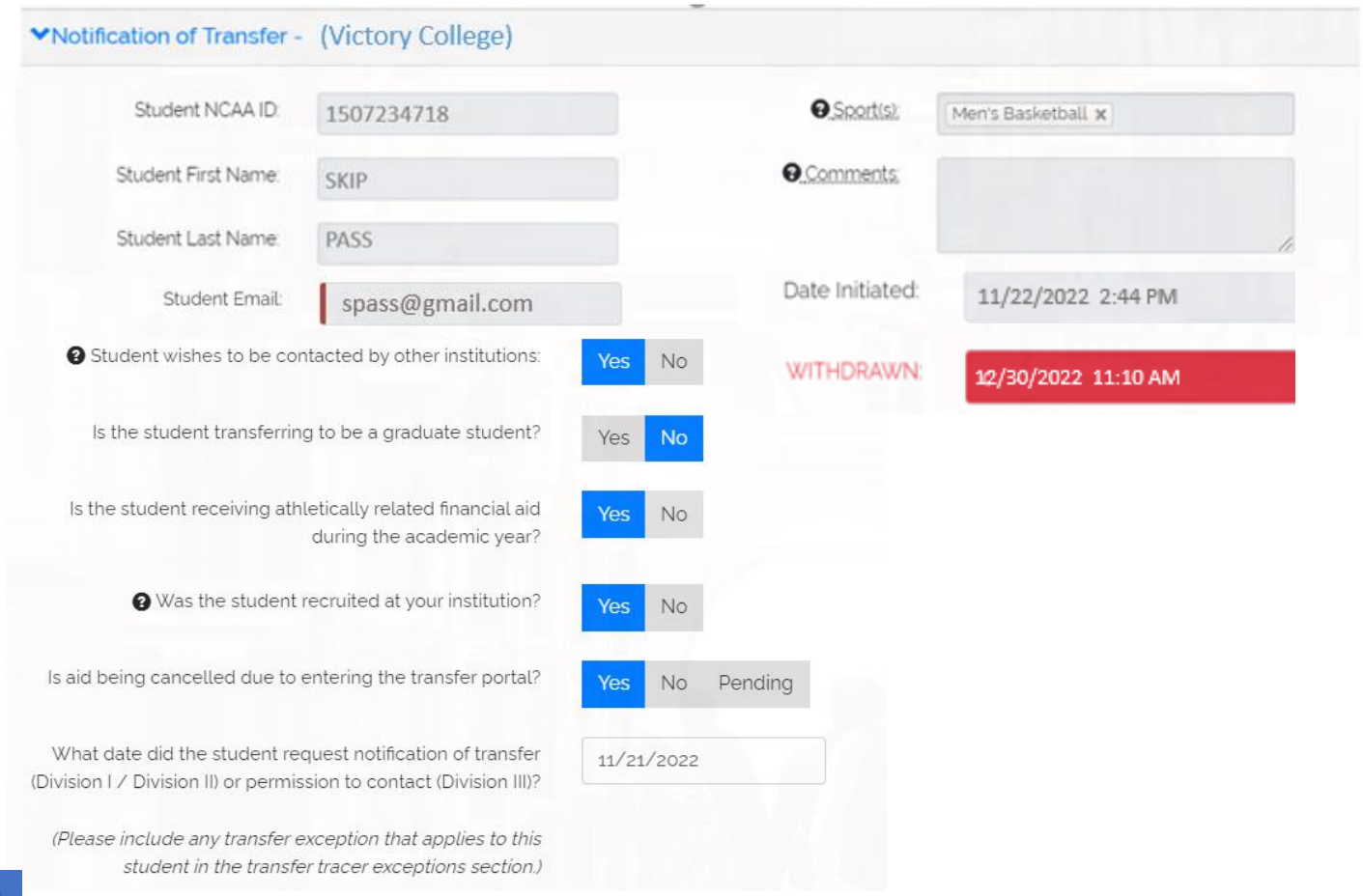
Transfer Watch List Institution Email

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.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

Withdraw Request
Other Transfers View



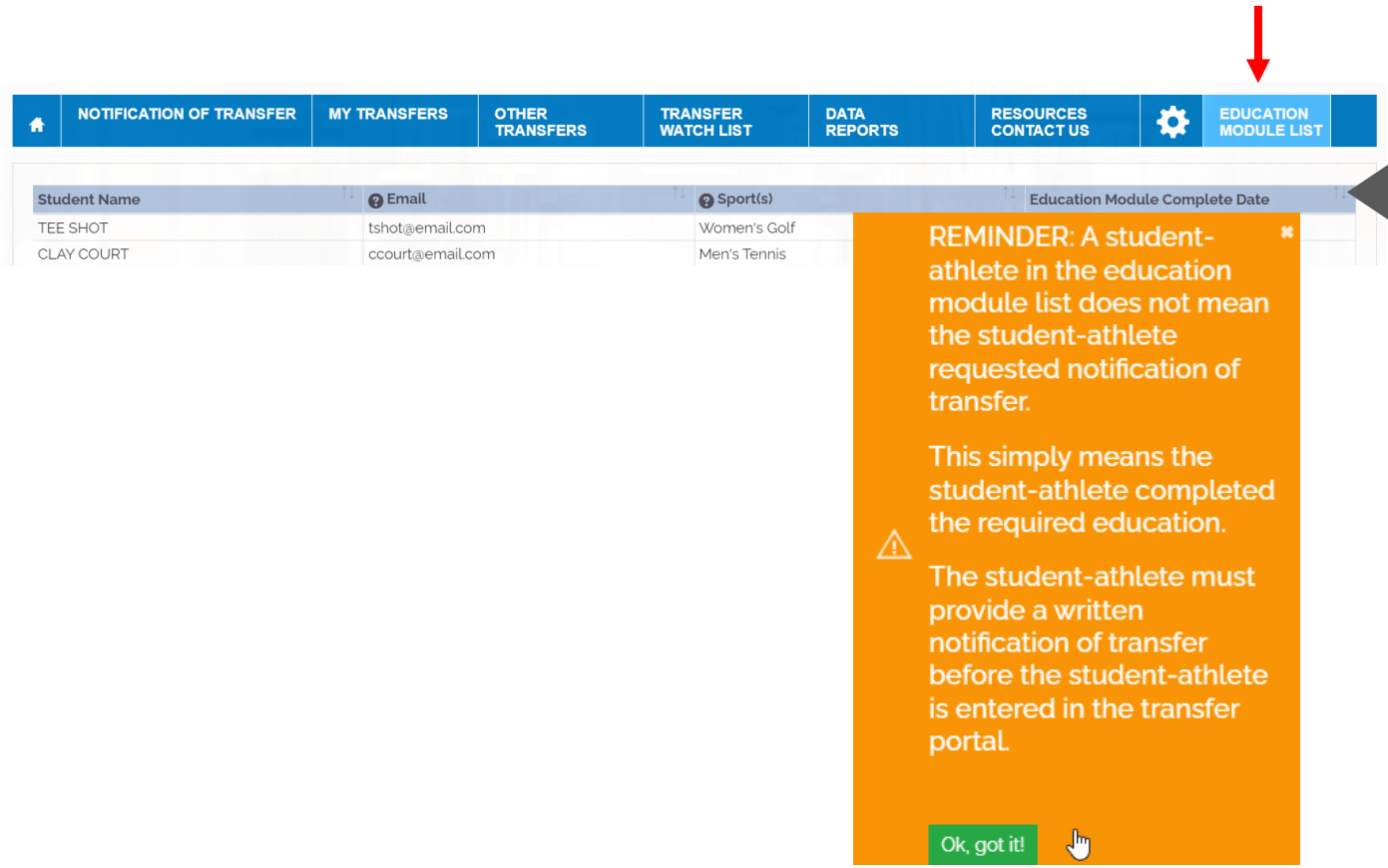
If a student's Division I and II Notification of Transfer or Division III Permission to Contact is withdrawn, the student's status will show as Withdrawn.

You can click on the Withdrawn button located on the OTHER TRANSFERS to see the date and time located in the student's Division I and II Notification of Transfer or Division III Permission to Contact screen.

Communication with the student is permissible during the time period between the initiated date and the withdrawn date.

HOW CAN I CONFIRM IF THE STUDENT COMPLETED THE REQUIRED EDUCATION MODULE

EDUCATION MODULE WORKFLOW



You can click on the Education Module List to verify the student's completion of the required education.

This list is only visible to transfer portal edit users and only your institution's students will appear in your list.

The student's name will appear on your institution's Education Module List after the student completes the confirmation at the end of the online education module.

A student in the education module list does not mean the student requested notification of transfer.

This simply means the student completed the required education.

The next page shows the student process in completing the education module.

EDUCATION MODULE WORKFLOW – STUDENT PROCESS

STUDENT CLICKS THE LINK AT THE END OF THE ONLINE EDUCATION MODULE ON NCAA.ORG AND COMPLETES THE CONFIRMATION FORM

Education Module

Please enter the required information to verify your completion of the NCAA education module. After submitting this form, you will also receive an email confirmation.

This submission and email confirmation is NOT your written notification of transfer and it does NOT enter you in the transfer portal.

If you do want to enter the transfer portal, you also must contact your college or university's athletic compliance office to request your written notification of transfer.

First Name:

Last Name:

Email Address:

This must be the same email address you provide to your athletics compliance office if you decide to enter the transfer portal.

Select NCAA college or university you are currently attending:

Select institution

Select NCAA sport you are a current participant in:

Select Sport
Baseball
Field Hockey
Football

If you are a multisport student-athlete, please select all sports that you are a current participant in at your current institution you selected above.

Once you click submit, you will receive a confirmation by email. Again, this is NOT your written notification of transfer. It is your verification of completing the required NCAA education module.

Your institution's compliance office will also see your name in their Education Module list once submitted.

Please check your email spam or junk folder if you do not receive the email confirmation. The email will be from transfer@ncaa.org.

Submit

Education Module

Your confirmation has been successfully submitted. Please check your email for more information.

This is your email acknowledgement confirming you have completed the required NCAA education module. Completion of this education module is required if you decide to request your written notification of transfer to enter the transfer portal.

If you do decide to enter the transfer portal, you also must contact your college or university's athletic compliance office to request your written notification of transfer.

Completion of the education module is NOT entry into the transfer portal and is NOT your written notification of transfer.

Your institution's compliance office will also see your name in their Education Module list now that you have completed the required education.

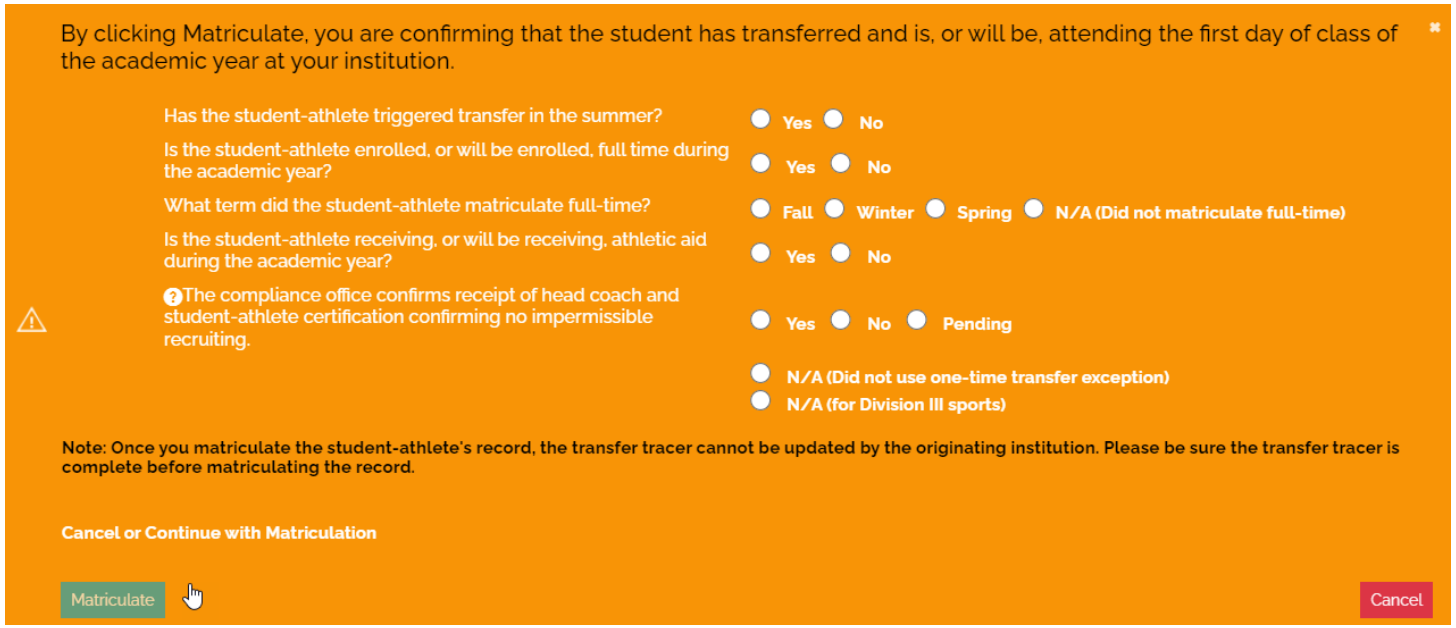
If you have any questions, please consult with your college or university's athletic compliance office. DO NOT respond to this email. You will not receive a response.

HELPFUL RESOURCES: https://www.ncaa.org/sports/2015/2/13/want-to-transfer.aspx

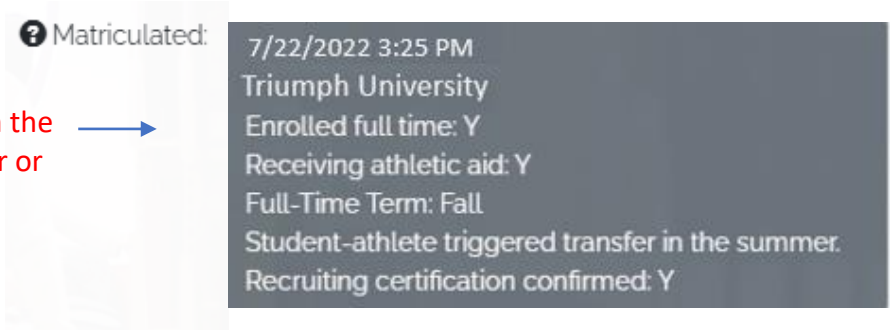
A COMPLIANCE OFFICE MAY REQUEST THE STUDENT PROVIDE THE EMAIL AS CONFIRMATION. THIS STEP IS NOT REQUIRED WITH THE WORKFLOW BUT IS AN OPTION IF REQUESTED BY THE COMPLIANCE OFFICE.

WHAT ACTION IS TAKEN AFTER THE STUDENT TRANSFERS ?

Matriculated



Matriculated information will show on the Division I and II Notification of Transfer or Division III Permission to Contact



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

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

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

The matriculated date, time, institution, full-time status, athletic aid status and term will show in the student's record.

Also noted is if the student triggered transfer in the summer and the DI recruiting certification confirmation which is a criteria for the DI one-time transfer exception.

Once matriculated, emails will automatically be sent to the student, individuals at the 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 and have attended the first day of class for the regular academic year at another institution. Please contact your institution's athletics compliance office if you have any questions.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

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 has attended the first day of class for the regular academic year at another institution.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

Matriculated

NCAA Division I Academic Performance Program

For: NCAA Division I member institutions and Division II and Division III institutions sponsoring a Division I sport.

Action: Keep on file by institutional personnel responsible for fulfilling NCAA Division I Academic Performance Program data submission requirements.

Purpose: To certify compliance with NCAA Division I Academic Progress Rate adjustments for student-athletes transferring to a four-year institution presenting a grade-point average of 2.6 at time of transfer.

Name of Student-Athlete: CHIP SHOT

Sport: Men's Golf

Transfer Portal Matriculation Information:

Victory College
Enrolled full time: Y
Receiving athletic aid: Y
Full-Time Term: Fall

The student-athlete's record was matriculated in the transfer portal on: 07/22/2020 2:14 PM

The classification of the institution is: Division I

The student-athlete's record was matriculated by:

Name: Compliance, Bee N.

Email: bncompliance@victory.edu

To be completed by the institution

1. What was the student-athlete's last term in the APR cohort, in which he/she lost the retention point? _____

2. Did the student-athlete earn the eligibility point in the last term of enrollment prior to transfer?

   ☐ Yes ☐ No

3. Did the student-athlete present a cumulative grade-point average of at least 2.6 at the time of transfer?

   ☐ Yes ☐ No

What to do with this form:

1. Keep a copy of this form in your files. **It is not to be sent to the NCAA national office.**
2. Contact the NCAA academic and membership affairs staff at 317-917-6222 if you have questions.

Information from the matriculated action is also included in the APR form.

This form is used by Division I institutions to certify compliance with the Academic Progress Rate adjustments.

The information included in the APR form is replicated to include transfer portal information in page 1 on the form.

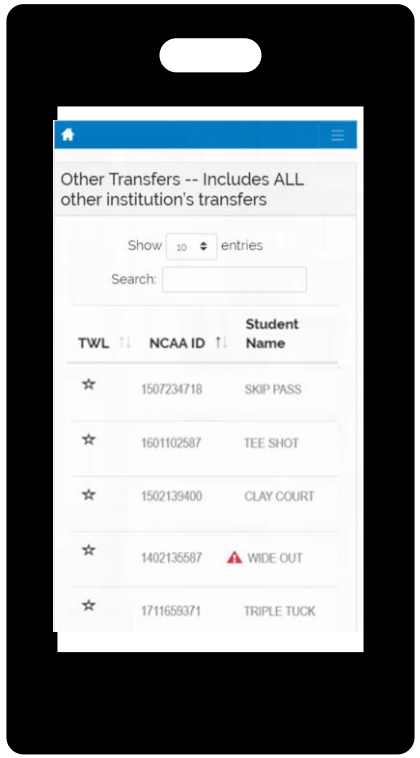
Page 2 of the APR form is to be completed by the Division I institution responsible for fulfilling the NCAA Division I APP data submission requirements. This information is regarding the student-athlete who departed the Division I institution.

CAN THE TRANSFER PORTAL BE USED ON A MOBILE DEVICE ?

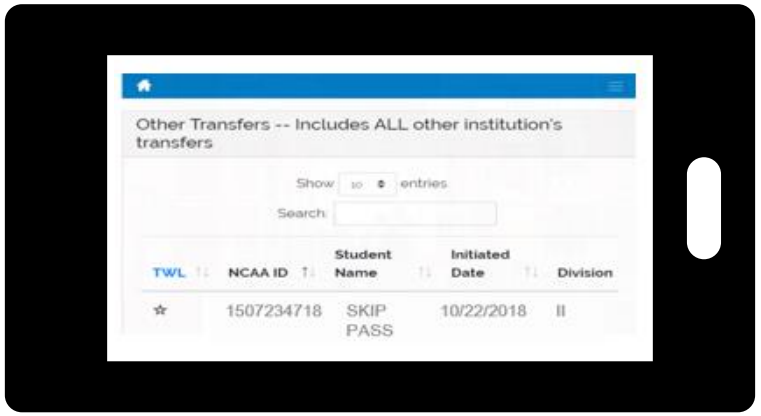
MOBILE VIEW

The Transfer Portal can be viewed on a mobile device.

Click on the ☰ to show the menu of tabs.



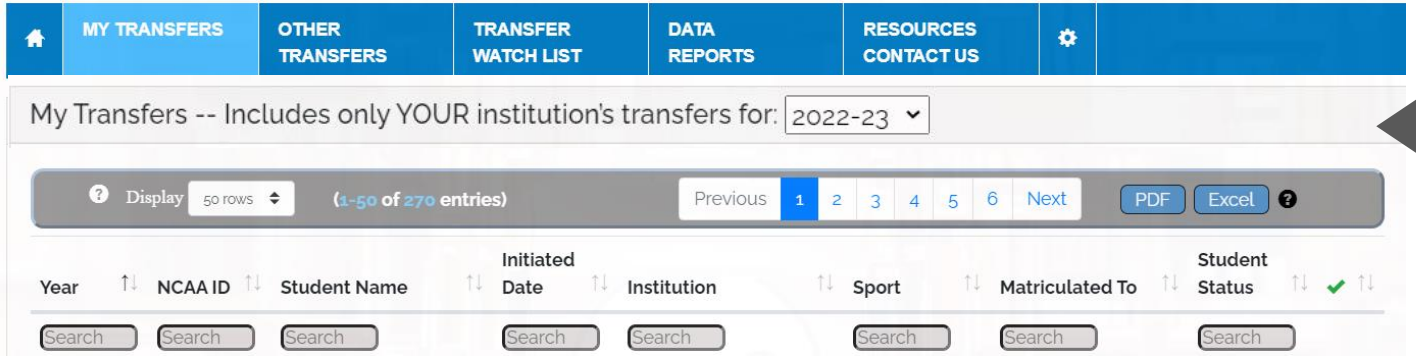
Scroll across screen



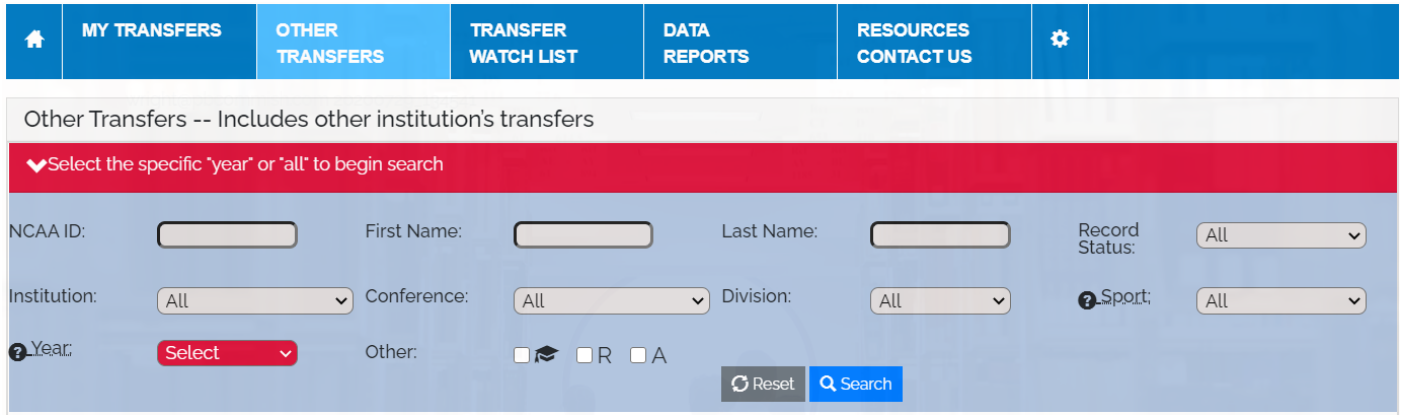
Scroll across screen

CAN THE CONFERENCE OFFICE VIEW THE TRANSFER LIST ?

CONFERENCE OFFICE VIEW



Student-athletes from only the conference's member institutions are listed under MY TRANSFERS



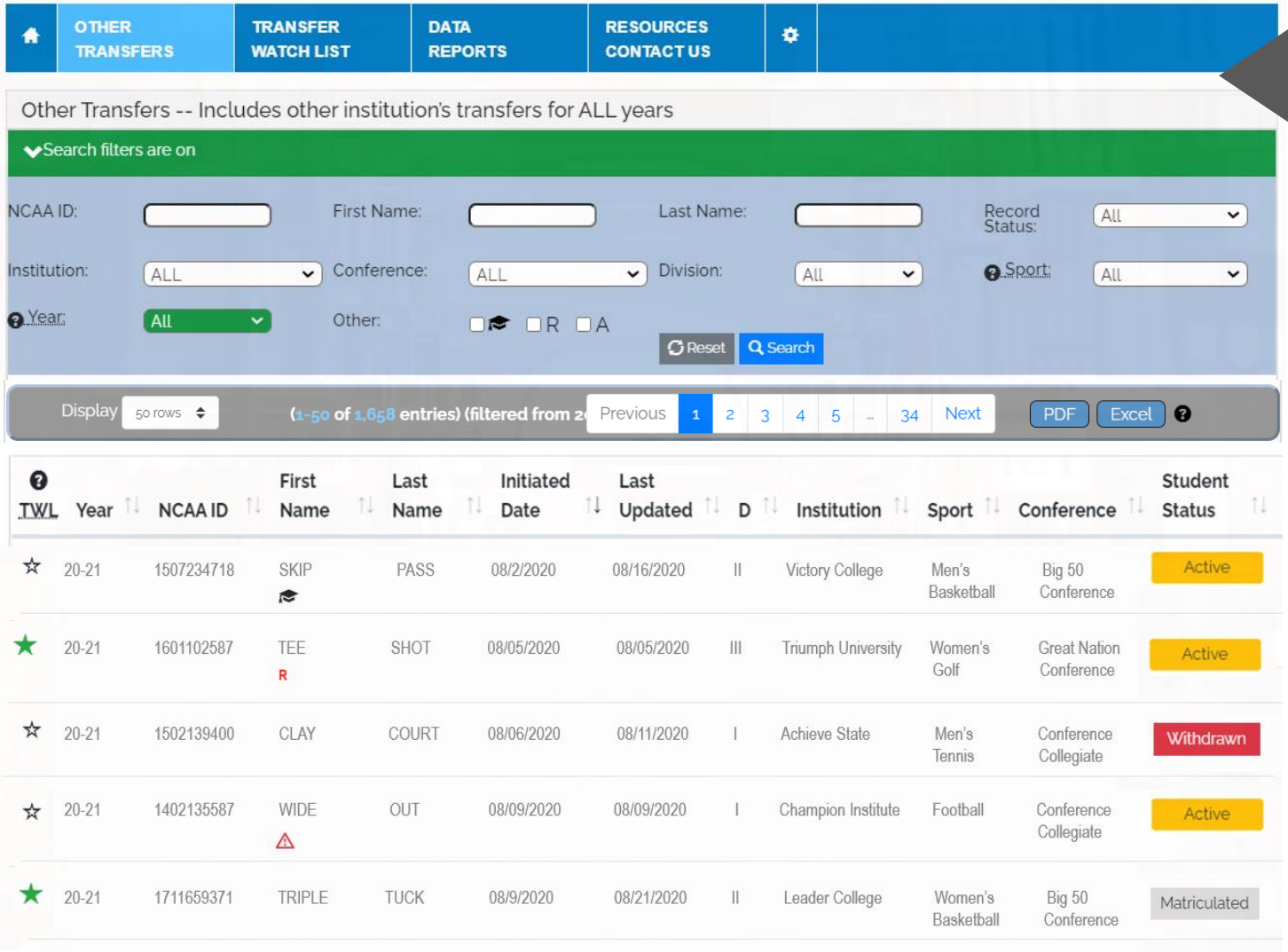
Student-athletes from the conference's member institutions and all other institutions are listed under OTHER TRANSFERS

Conference office administrators have access to view their member institutions' students who are listed in the transfer portal in MY TRANSFERS, in addition to students from other institutions listed in OTHER TRANSFERS.

A conference's member institutions will also be listed in the OTHER TRANSFERS.

HOW WILL COACHES USE THE TRANSFER PORTAL ?

OTHER TRANSFERS



If an institution's SSO administrator has granted a coach access to the transfer portal, a coach will have view only privileges. This provides a coach access to view OTHER TRANSFERS, TRANSFER WATCH LIST, DATA REPORTS, RESOURCES AND USER SETTINGS.

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.

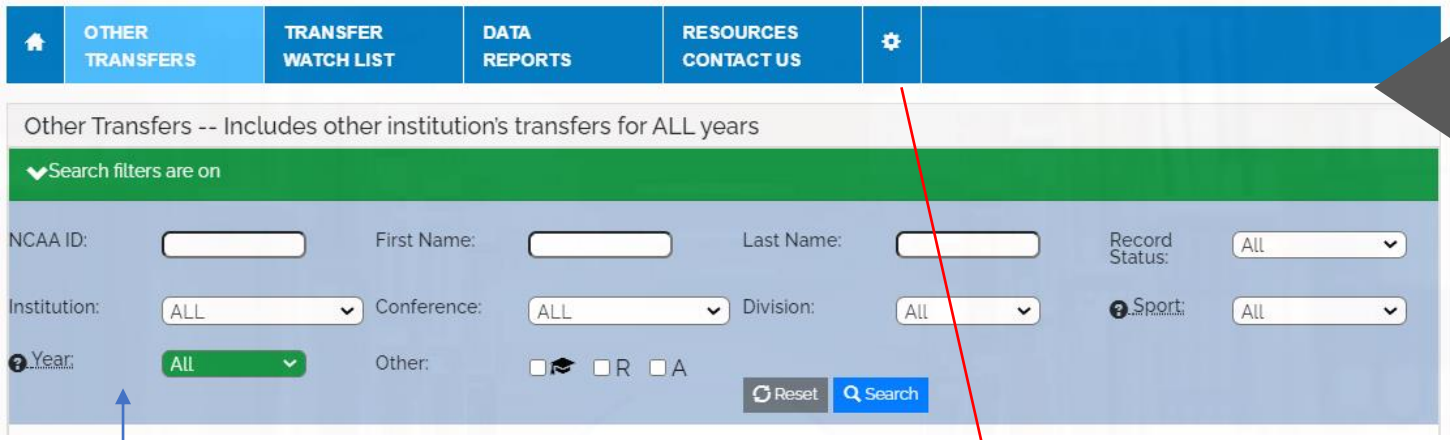
A coach can narrow the list to only his or her sport by selecting the sport in the sport filter. A more narrowed search can also occur by searching or filtering any column. See a coach's user settings on the next page.

Please refer to pages 27 and 28 for detailed information related to the OTHER TRANSFERS list and the various icons and student status.

The transfer tracer is not accessible to individuals with view only privileges. It is the compliance administrator's decision to share the transfer tracer with a coach by printing or saving as a pdf.

The Division I and II Notification of Transfer and Division III Permission to Contact can be viewed by a coach by clicking on the student status button.

OTHER TRANSFERS



This shows a search with no filters selected or no user settings saved.

This shows the user settings to ALL YEARS, FOOTBALL, ACTIVE STATUS

Please see how to set and save the USER SETTINGS on page 30.

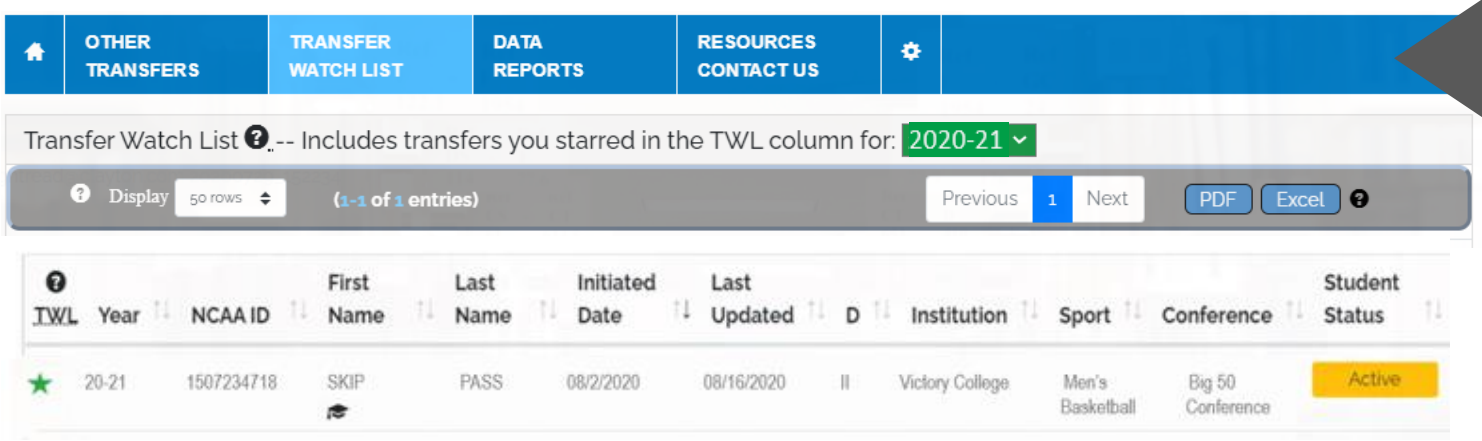
Coaches can customize the search filters by saving the user settings.

This sets the default search in OTHER TRANSFERS to only see the settings selected each time a coach views the list of student-athletes.

This includes YEAR, DIVISION, SPORT, RECORD STATUS.

Click reset to see all search filters or make changes in USER SETTINGS.

TRANSFER WATCH LIST



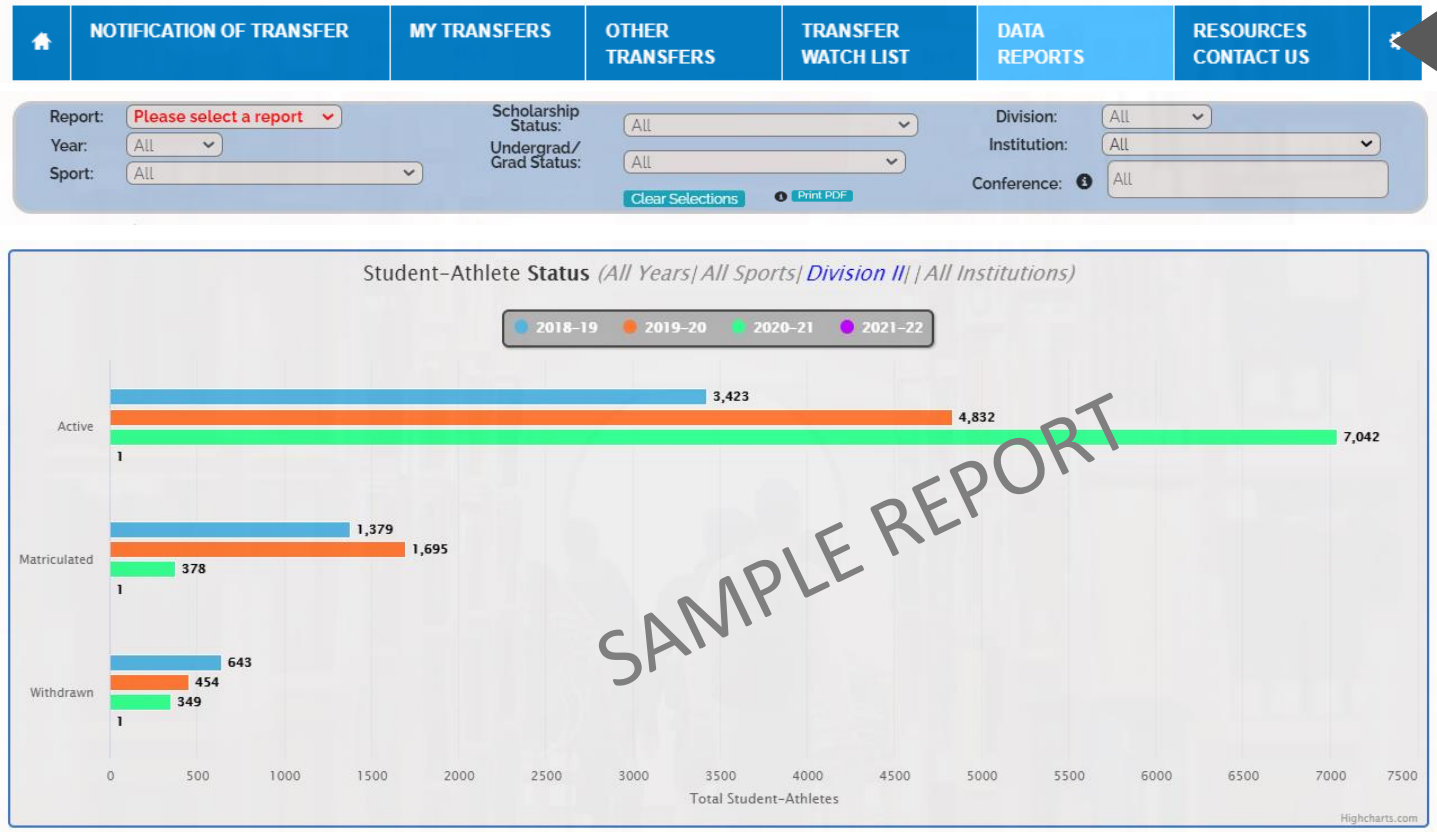
A coach can also add students to his or her TRANSFER WATCH LIST by clicking on a student's star in the TWL column from the OTHER TRANSFERS list.

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.

TRANSFER PORTAL DATA REPORTS

DATA REPORTS



This feature organizes the transfer portal data in chart reports.

Select the data for any of the following: YEAR, SPORT, DIVISION, INSTITUTION, CONFERENCE.

You can also filter scholarship and non-scholarship status and undergraduate and graduate status.

The option to filter all male sports or all female sports is also available in the Sport drop-down list.

NCAA TRANSFER PORTAL

transfer@ncaa.org

TOOL TIPS -Always read for helpful tips.

Google Chrome is the recommended browser to use the transfer portal.