



TRANSFER PORTAL

USER GUIDE DIVISION III

VERSION 6.0 - AUGUST 2023



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.

The institution's NCAA application 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 (e.g., compliance office). Coaches should not have edit access.

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
PERMISSION TO CONTACT



PERMISSION TO CONTACT

PERMISSION TO CONTACT MY TRANSFERS OTHER TRANSFERS COMPLIANCE WATCH LIST MATRICULATED LIST DATA REPORTS RESOURCES CONTACT US

Permission to Contact

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

Student First Name:

Student Last Name:

Student Email:

Student Mobile Phone:

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

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

(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

1 Sport(s):

Is your institution restricting contact with this student? ☐ Yes ☐ No

2 Permission to Contact Restrictions:

Comments:

3 Email Contact List:

No additional email contacts to notify



New question in version 6.0

Division III would answer Not Applicable

ENTER STUDENT FROM YOUR INSTITUTION

Enter NCAA ID

- If you do not have the student's NCAA ID, click the lookup (see page 8). 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...

PERMISSION TO CONTACT

PERMISSION TO CONTACT MY TRANSFERS OTHER TRANSFERS COMPLIANCE WATCH LIST MATRICULATED LIST DATA REPORTS RESOURCES CONTACT US

Permission to Contact

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

Student First Name:

Student Last Name:

Student Email:

Student Mobile Phone:

Is your institution restricting contact with this student?

Permission to Contact Restrictions:

Comments:

Student wishes to be contacted by other institutions:

Is the student transferring to be a graduate student?

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

Was the student recruited at your institution?

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

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)

(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.

New question in version 6.0

Division III would answer Not Applicable

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. This should be No for Division III sports.

Recruited

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

Permission to contact date

- Enter the date the student-athlete requested permission to contact.

Enter sport(s)

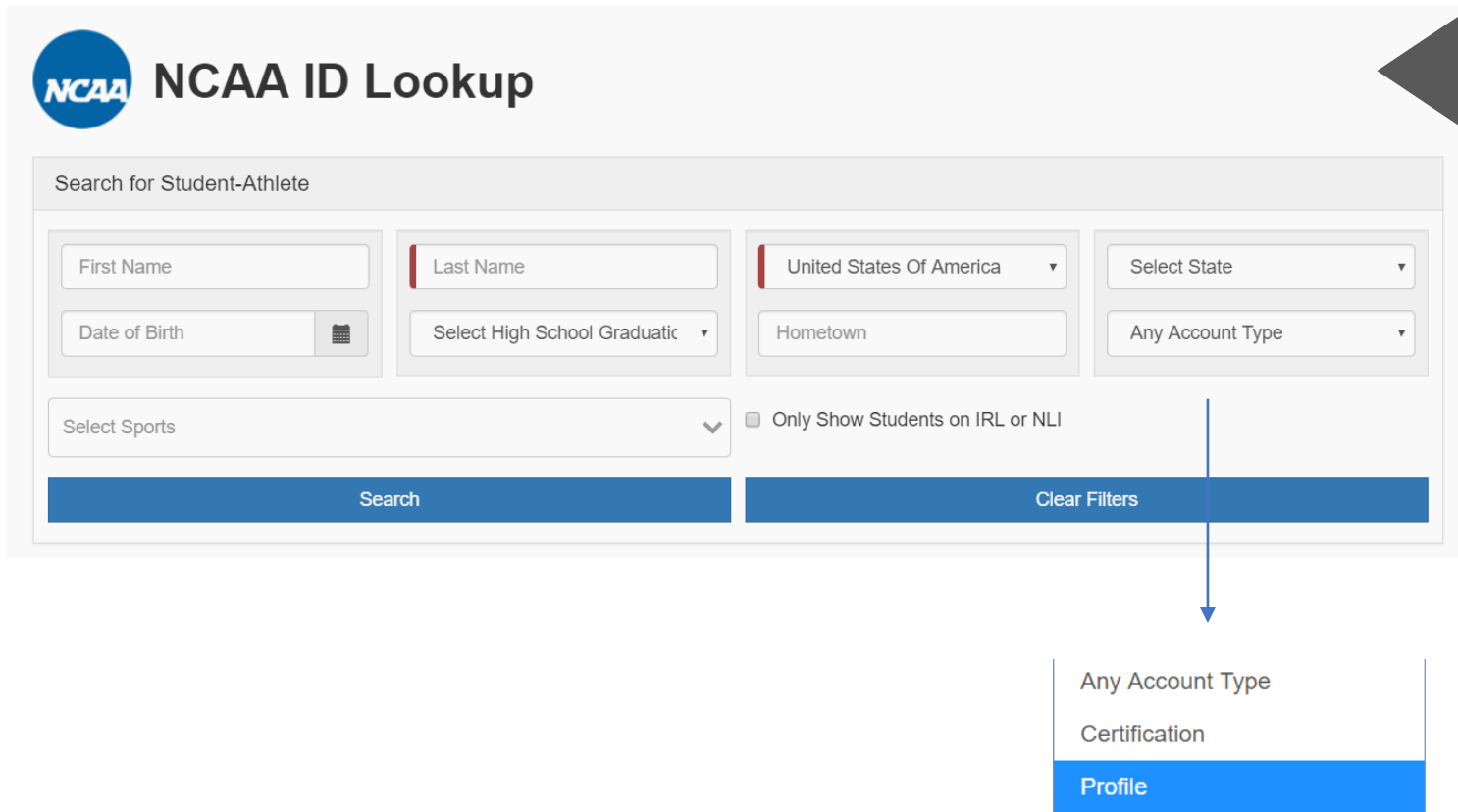
- Drop-down list of sports includes all NCAA sports.
- No Sport option is available if wanting to add a non-student-athlete.
- Sports at multidivisional institutions are noted with the division the sport is sponsored.

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.

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" containing 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", "Select Sports" (a dropdown menu), and a checkbox labeled "Only Show Students on IRL or NLI". At the bottom of this section are two blue buttons: "Search" and "Clear Filters". A blue arrow points from the "Clear Filters" button to a dropdown menu that is open, showing three options: "Any Account Type", "Certification", and "Profile". The "Profile" option is highlighted with a blue background.

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 Division III sports, 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 Permission to Contact

Are you sure you want to submit this student in the Transfer Portal? *

- You are confirming that the student requested to be entered in the Transfer Portal;
- You are confirming that you have checked the student's NCAA ID and name to ensure this is a student at your institution; and
- ⚠ • You are confirming that the student has received education about the NCAA rules associated with the transfer process.

Cancel or continue with Submit

Submit **Cancel**



EMAIL IS SENT TO THE STUDENT, INDIVIDUALS ON THE EMAIL CONTACT LIST AND THE INDIVIDUAL SUBMITTING THE PERMISSION TO CONTACT.

PERMISSION TO CONTACT EMAILS

Student Email



The compliance office for Victory College has submitted a permission to contact for:

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

Victory College has submitted your permission to contact. 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.

Note: The purpose of the transfer portal is to permit permissible communication with NCAA coaches once your name has been entered in the transfer portal. You should proceed at your own risk and with caution if you receive any third-party communication that is not from NCAA coaches or NCAA institutional administrators. Examples of third-parties are recruiting/scouting services, media entities.

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 permission to contact 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 permission to contact 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

HOME	PERMISSION TO CONTACT	MY TRANSFERS	OTHER TRANSFERS	COMPLIANCE WATCH LIST	MATRICULATED LIST	DATA REPORTS	RESOURCES CONTACT US	SETTINGS
My Transfers -- Includes only YOUR institution's transfers for: 2023-24 and sport: All Sports								
Display 50 rows Showing 0 to 0 of 0 entries Previous Next PDF Excel ?								
Year	NCAA ID	Student Name	Initiated Date	Sport	Matriculated To	Student Status		
Search	Search	Search	Search	Search	Search	Search		

All students entered from your own institution will appear on the My Transfers list. Click to open the student's record in the student status column. Individuals with edit privileges can edit the transfer tracer that will appear when clicking to open the record.

Once the transfer tracer is marked as complete, the checkmark will appear to show the tracer is complete.

Active

Active



After submitting the permission to contact, 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

The screenshot shows the 'General Information' tab of the Transfer Tracer form. It includes fields for summer term participation, initial full-time enrollment (with dropdowns for institution, term, and year), current and completed full-time terms, academic year extension eligibility, and previous transfer status. A blue box highlights the 'NLI Status' section, with an arrow pointing to a separate 'Signed National Letter of Intent (NLI)' table. Another arrow points from the 'If NLI signee' text to the 'Previous Institutions' table below.

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

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 currently in progress: Full-time Terms Completed:

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

Comments

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

NLI Status: If NLI signee

Save General Information

If Yes

Signing Date	Status	Institution	Release Status (if any)
11/09/2016	VALID	State University	

Previous Institutions

Add Previous Institution

Institution	Type
Please add at least one previous institution	

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 each 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

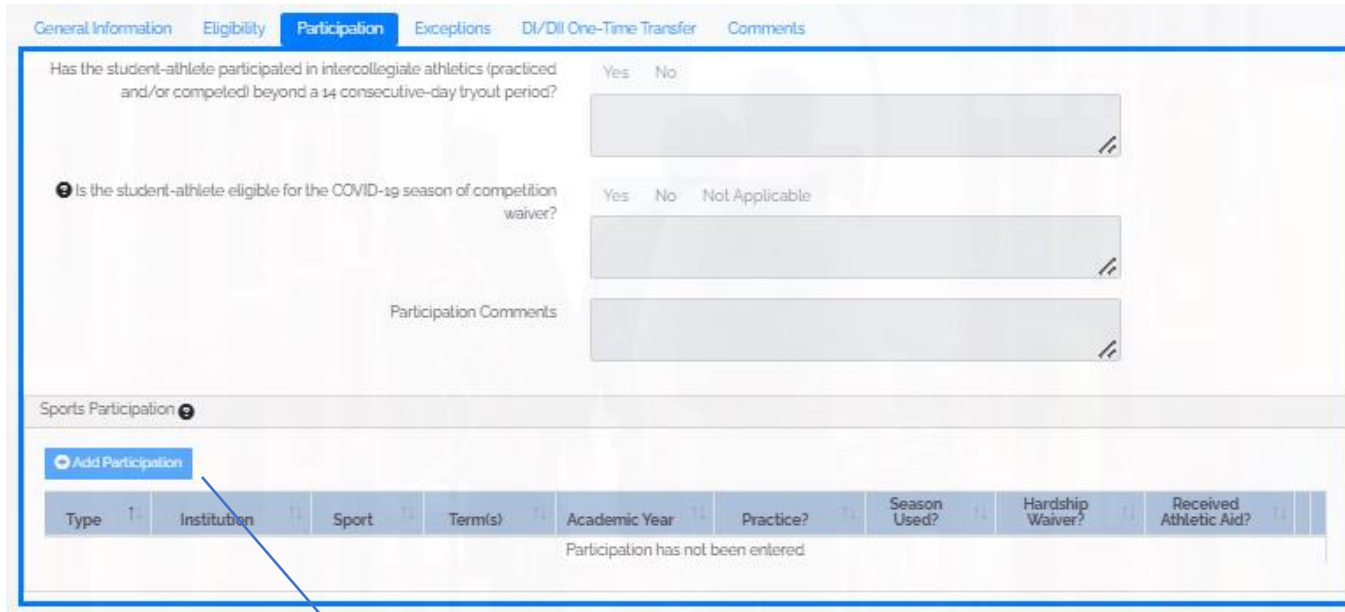
PARTICIPATION

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.



The screenshot shows the 'Participation' tab in the Transfer Tracer application. It contains two questions with text input fields and a 'Participation Comments' section. Below these is a 'Sports Participation' section with an 'Add Participation' button and a table. The table has columns: Type, Institution, Sport, Term(s), Academic Year, Practice?, Season Used?, Hardship Waiver?, and Received Athletic Aid?. A message below the table states 'Participation has not been entered'. A blue arrow points from the 'Add Participation' button to the 'Add Participation' dialog box shown below.

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

Has the student-athlete participated in intercollegiate athletics (practiced and/or competed) beyond a 14 consecutive-day tryout period? Yes No

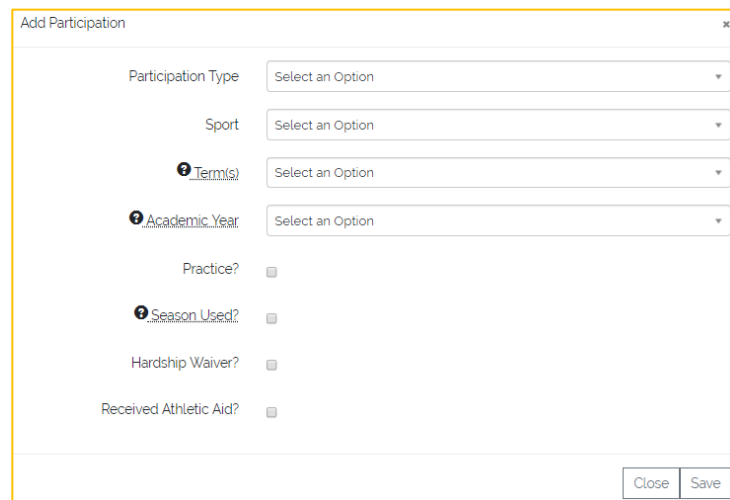
Is the student-athlete eligible for the COVID-19 season of competition waiver? Yes No Not Applicable

Participation Comments

Sports Participation

Add Participation

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



The 'Add Participation' dialog box contains the following fields and options:

- Participation Type: Select an Option
- Sport: Select an Option
- Term(s): Select an Option
- Academic Year: Select an Option
- Practice?: ☐
- Season Used?: ☐
- Hardship Waiver?: ☐
- Received Athletic Aid?: ☐

Close Save

Transfer Tracer

The screenshot shows the 'Exceptions' tab of the Transfer Tracer interface. It contains several questions with 'Yes', 'No', and 'Unsure' options. A blue arrow points from the 'Yes with restrictions' option of the question 'For Division III student-athletes - Does the institution object to granting the one-time transfer exception?' to a 'Restrictions' dialog box. The dialog box has the title '... Restrictions ...' and the instruction 'Select one or more of the following and click CONTINUE'. It contains three rows of selection criteria: 'Select division(s) that this objection applies to:', 'Select institution(s) that this objection applies to:', and 'Select conference(s) that this objection applies to:'. Each row has a corresponding dropdown menu with options like 'Select Divisional', 'Select Institution(s)', and 'Select Conference(s)'. At the bottom of the dialog are 'CONTINUE' and 'CANCEL' buttons.

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

Has the student-athlete been disqualified or suspended from the institution (as opposed to one of the institution's teams) for disciplinary reasons (as opposed to academic reasons)? Yes No Unsure

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

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

ⓘ For Division III student-athletes - Does the institution object to granting the one-time transfer exception? Yes No Yes with restrictions

ⓘ For Division I/II student-athletes - See the DI/DII One-Time Transfer Tab

For Division III student-athletes - Was the student granted the one-time transfer exception by appeal? Yes No Appeal opportunity has expired

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

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

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.

For Division III student-athletes:

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



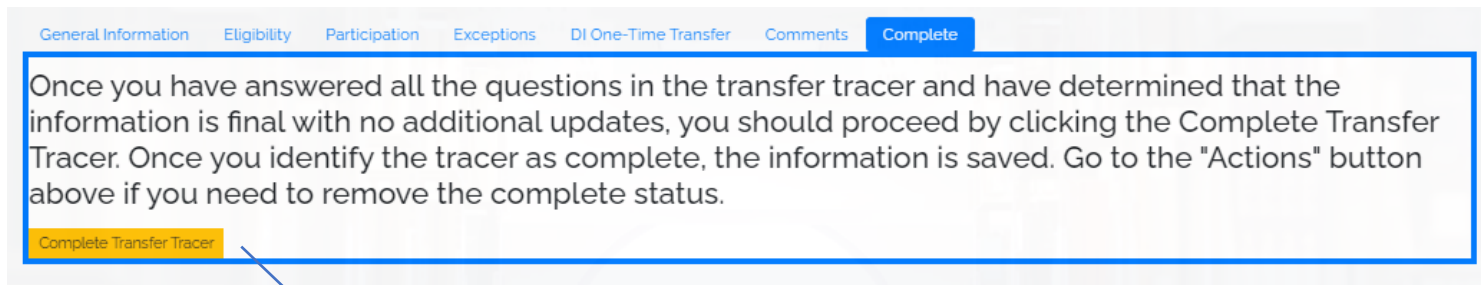
The screenshot shows the 'Transfer Tracer' interface with a navigation bar at the top containing tabs: 'General Information', 'Eligibility', 'Participation', 'Exceptions', 'DI/DII One-Time Transfer', and 'Comments'. The 'Comments' tab is currently selected and highlighted in blue. Below the navigation bar is a large, empty text area for adding comments, outlined with a blue border.

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.

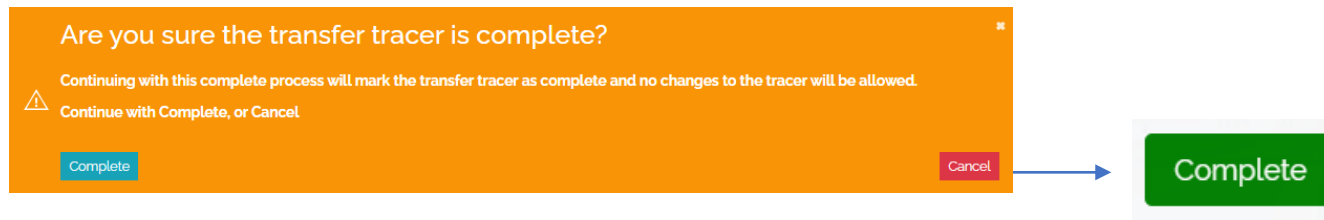
COMPLETE

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 screenshot shows the 'Transfer Tracer' interface with the 'Complete' tab selected and highlighted in blue. Below the navigation bar, a text box contains the following instructions: 'Once you have answered all the questions in the transfer tracer and have determined that the information is final with no additional updates, you should proceed by clicking the Complete Transfer Tracer. Once you identify the tracer as complete, the information is saved. Go to the "Actions" button above if you need to remove the complete status.' Below this text, a yellow button labeled 'Complete Transfer Tracer' is visible. A blue arrow points from this button down to a confirmation dialog box.

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 confirmation dialog box is orange and contains the following text: 'Are you sure the transfer tracer is complete?' followed by a warning icon and the text 'Continuing with this complete process will mark the transfer tracer as complete and no changes to the tracer will be allowed.' Below this, it says 'Continue with Complete, or Cancel'. There are two buttons: a blue 'Complete' button and a red 'Cancel' button. A blue arrow points from the 'Complete' button to a green 'Complete' button shown in a separate box to the right.

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

The screenshot shows the 'MY TRANSFERS' section of the Transfer Tracer interface. The navigation bar includes links for PERMISSION TO CONTACT, MY TRANSFERS, OTHER TRANSFERS, COMPLIANCE WATCH LIST, MATRICULATED LIST, DATA REPORTS, and RESOURCES CONTACT US. Below the navigation bar, there are filters for 'My Transfers -- Includes only YOUR institution's transfers for: 2023-24' and 'sport: All Sports'. A table of student records is displayed with columns for Year, Initiated Date, Sport, Matriculated To, and Student Status. An orange pop-up message states: 'You have 5 active student-athlete records with incomplete transfer tracers. The tracer status column shows a check once completed.' with an 'Ok, got it!' button.

Actions

The 'Select an option' dialog box is shown, listing three actions:

1. Remove the transfer tracer COMPLETE Status
2. Unlock the ONE-TIME TRANSFER exception
3. Re-Activate the previous 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.

★ Add TWL Print Institutional Contact

Victory College Contacts

Transfer Portal Contact
Paul Portal
Email: pportal@victory.edu
Phone: 555-555-5554
[Email Paul](#) [Email Paul to complete tracer](#)

Senior Compliance Administrator
Bee N. Compliance
Email: bncompliance@victory.edu
Phone: 555-555-5555
[Email Bee](#) [Email Bee to complete tracer](#)

Sexual Violence Policy Contact
Tim Transfer
Email: ttransfer@victory.edu
Phone: 555-555-5556
[Email Tim](#)

Send

To...
Cc...
Bcc...

Subject NCAA ID 1507234718 -- SKIP PASS -- MBB -- NCAA TRANSFER PORTAL

Send

To bncompliance@victory.edu
Cc
Bcc

Subject Request to complete transfer tracer for: NCAA ID 1507234718 -- SKIP PASS -- MBB -- NCAA TRANSFER PORTAL

Victory College is interested in SKIP PASS as a transfer student-athlete. This is a request to complete the student-athlete's transfer tracer for the compliance office to evaluate the student-athlete's academic and athletic information.

If needed, you can respond directly to this email address to communicate with the person making this request.

Thank you.

[THIS EMAIL WAS GENERATED FROM THE TRANSFER PORTAL TO REQUEST THE COMPLETION OF THE TRANSFER TRACER.]

HOW DO I WITHDRAW A STUDENT
WHO DECIDES TO NOT TRANSFER



Withdraw Request

 Actions  Add TWL  Print  Withdraw Request

Are you sure?

This withdraw is either at the student's request if the student wishes to not continue with the transfer process or a new academic year has started and the student is in attendance full-time at your institution as a student-athlete; therefore, the student did not transfer.

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

Click the Withdraw Request for this message.

Date Initiated: 03/21/2023 4:05 PM

WITHDRAWN: 04/03/2023 4:02 PM

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 permission to contact 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 permission to contact 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

Other Transfers -- Includes other institution's transfers for year (2023-2024)

Search filters are on

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

Institution: Conference: Sport Division: Sport:

Year: Other: ☐ ☐ R ☐ A ☐ MT

Reset Search

Show 50 rows entries Showing 1 to 50 of 608 entries Previous 1 2 3 4 5 - 13 Next PDF Excel

TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	D	Institution	Sport	Sport Conference	Student Status	

Once clicking search, the list of students will appear here depending on what filters are selected.



Select star to place the student on the Compliance Watch List or a coaches can place the student on their Transfer Watch List (TWL).



If the student does not want to be contacted, the icon will show.



Student is identified as a post-graduate student.

R

Student is identified with Division III contact restrictions (Division II before 8/1/2020).

MT

Student is identified with multiple transfer portal records which may signify a multiple transfer.



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. You will not see your institution's students in this list.

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 34)

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 36)

OTHER TRANSFERS

Other Transfers -- Includes other institution's transfers for year (2023-2024)

Search filters are on

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

Institution: Conference: Sport Division: Sport:

Year: Other: ☐ ☐ ☐ ☐ ☐ ☐

Reset Search

Show 50 rows entries Showing 1 to 50 of 608 entries Previous 1 2 3 4 5 - 13 Next PDF Excel

TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	D	Institution	Sport	Sport Conference	Student Status	
-----	------	---------	------------	-----------	----------------	--------------	---	-------------	-------	------------------	----------------	--

Permission to Contact - View Only and Edit Access



Permission to Contact

Transfer Tracer - Edit Access

Transfer Tracer -- Includes other institution's transfers for year (2023-2024)

Search filters are on

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

Institution: Conference: Sport Division: Sport:

Year: Other: ☐ ☐ ☐ ☐ ☐ ☐

Reset Search

Show 50 rows entries Showing 1 to 50 of 608 entries Previous 1 2 3 4 5 - 13 Next PDF Excel

TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	D	Institution	Sport	Sport Conference	Student Status	
-----	------	---------	------------	-----------	----------------	--------------	---	-------------	-------	------------------	----------------	--

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

Other Transfers -- Includes other institution's transfers

▼ Select the specific "year" or "all" to begin search

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

Institution: ? Conference: ? Sport Division: ? Sport:

? Year: Other: ☐ ☐ R ☐ A ☐ MT

Year Options:

ALL
2023-24
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.

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

MT Search students with multiple transfer portal records

USER SETTINGS



User settings

Other Transfers YEAR default: All

Other Transfers search DIVISION default: Select

Other Transfers search SPORT default: Football

Other Transfers search RECORD STATUS default: ACTIVE

Opt Out of Compliance Watch List email: Select

Save settings

New option coming later in September 2023 for edit users to opt out of receiving emails generated when updates occur for students on the compliance watch list.

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

▼ User default filters are on and search has been performed.

NCAA ID: First Name: Last Name: Record Status: Active

Institution: All Conference: All Sport Division: All Sport: Football

Year: All Other: ☐ ☒ ☐ R ☐ A ☐ MT

Reset Search

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.

Opt Out of Compliance Watch List Email: Edit users can opt put of receiving emails generated when updates occur for students on the compliance watch list.

COMPLIANCE WATCH LIST

Edit Access Users

The screenshot shows the 'COMPLIANCE WATCH LIST' section of the portal. The 'Select List' dropdown menu is open, showing 'Compliance Watch List' and 'My Watch List'. A blue arrow points to 'My Watch List' with the text: 'New option coming later in September 2023 for edit users to also have their personal list named My Watch List.' An orange notification box on the left states: 'If you add or delete a student from your compliance watch list, the student will not be added or deleted from your coaches' transfer watch lists. Ok, got it!'

The COMPLIANCE WATCH LIST includes all students from the institution's coaches Transfer Watch List (TWL) and any student that an edit user adds.

The students are selected in the TWL column on OTHER TRANSFERS to add to a 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 33)

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

TRANSFER WATCH LIST

View Only Access Users (Coaches)

The screenshot shows the 'TRANSFER WATCH LIST' section. It displays a table with columns: TWL, Year, NCAA ID, First Name, Last Name, Initiated Date, Last Updated, D, Institution, Sport, Sport Conference, and Student Status. The table shows 2 entries. The 'Previous' and 'Next' buttons are visible.

Edit users can select MY WATCH LIST to organize their personal watch list.

See more information in the Managing the Compliance Watch List education document located in the transfer portal resources.

Division I and II Notification of Transfer

▼ Notification of Transfer - (Victory College)

Student NCAA ID:	1507234718	1 Sport(s):	Men's Basketball x
Student First Name:	SKIP	1 Comments:	
Student Last Name:	PASS		
Student Email:	spass@gmail.com	Date Initiated:	08/17/2023 2:44 PM

1 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

1 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

1 What date did the student request notification of transfer (Division I / Division II) or permission to contact (Division III)? 08/15/2023

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

(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

Sport(s): Women's Golf x

Is your institution restricting contact with this student? Yes No

Permission to Contact Restrictions:

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

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)? 08/16/2023

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

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

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 23)

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

This will show as Permission to Contact for Division III students

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.

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: 08/05/2023 11:56 AM

WITHDRAWN: 08/10/2023 9:33 AM

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)? 08/04/2023

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

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

WHAT ACTION IS TAKEN
AFTER THE STUDENT TRANSFERS



Matriculated



By clicking Matriculate, you are confirming that the student has transferred and is, or will be, attending the first day of class of the academic year at your institution.

- Has the student-athlete triggered transfer in the summer? ☐ Yes ☐ No
- Is the student-athlete enrolled, or will be enrolled, full time during the academic year? ☐ Yes ☐ No
- What term/year did the student-athlete matriculate full-time? ☐ Fall ☐ Winter ☐ Spring ☐ N/A (Did not matriculate full-time)
- Select Year
- Is the student-athlete receiving, or will be receiving, athletic aid during the academic year? ☐ Yes ☐ No
- The compliance office confirms receipt of head coach and student-athlete certification confirming no impermissible recruiting. ☐ Yes ☐ No ☐ Pending
- ☐ N/A (Did not use one-time transfer exception)
- ☐ N/A (for Division III sports)

Note: Once you matriculate the student-athlete's record, the transfer tracer cannot be updated by the originating institution. Please be sure the transfer tracer is complete before matriculating the record.

Cancel or Continue with Matriculation

Matriculate

Cancel

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

Matriculated:

7/22/2022 3:25 PM
Triumph University
Enrolled full time: Y
Receiving athletic aid: Y
Full-Time Term: Fall 2023
Student-athlete triggered transfer in the summer.
Recruiting certification confirmed: Y

The matriculated 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 recruiting certification confirmation which is a criteria for the 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 List

Navigation bar: PERMISSION TO CONTACT, MY TRANSFERS, OTHER TRANSFERS, COMPLIANCE WATCH LIST, **MATRICULATED LIST**, DATA REPORTS, RESOURCES CONTACT US, Settings icon.

Matriculated List -- Includes transfers to your institution for: 2023-24 and sport: All Sports

Display 50 rows Showing 0 to 0 of 0 entries Previous Next PDF Excel ?

Matriculated Year	NCAA ID	Student Name	Initiated Date	Sport	Transferred From	On Athletic Aid At Previous Institution	Student Status	
-------------------	---------	--------------	----------------	-------	------------------	---	----------------	--

If you matriculated a record for 2023-24 before August 1, 2023, the matriculated student will not show in the new tab labeled Matriculated List. You will need to contact transfer@ncaa.org so you can matriculate the record again if you want this record in the new matriculated list.

Ok, got it!

← REMINDER

The matriculated list includes transfers who matriculated to your institution.

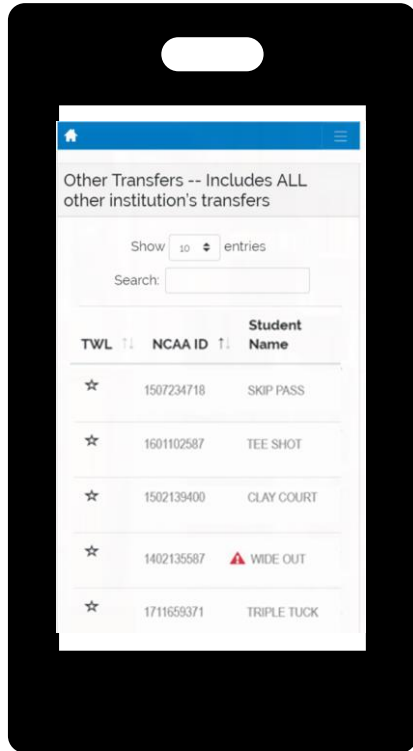
Included in this list are the institutions where the students transferred from and if the students were on athletic aid at the previous institution.

This list can be filtered by sport and matriculated year.

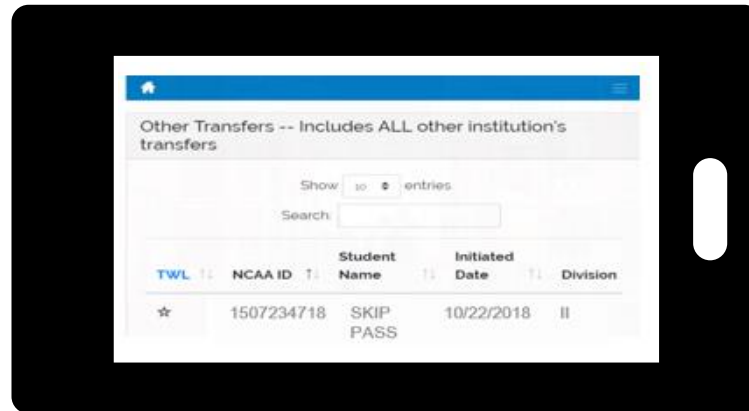
CAN THE TRANSFER PORTAL
BE USED ON A MOBILE DEVICE



MOBILE VIEW



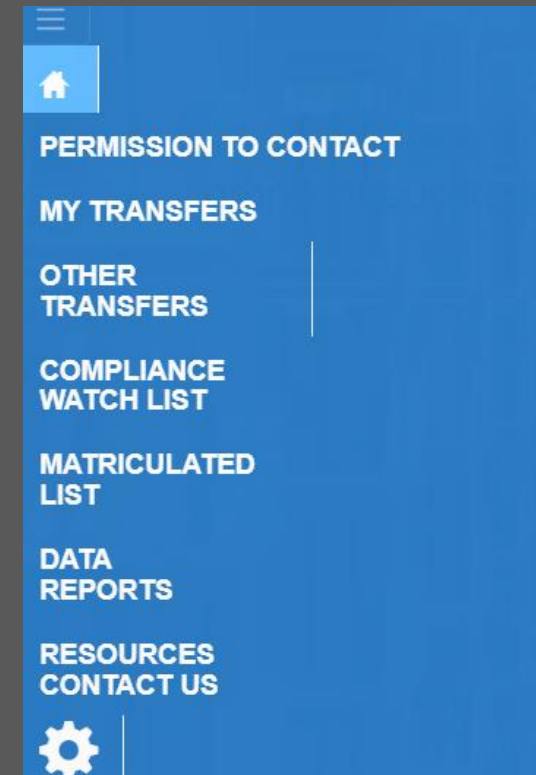
Scroll across
screen →



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 -- Includes only YOUR institution's transfers for: 2022-23

Display 50 rows (1-50 of 270 entries) Previous 1 2 3 4 5 6 Next PDF Excel

Year	NCAA ID	Student Name	Initiated Date	Institution	Sport	Matriculated To	Student Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Other Transfers -- Includes other institution's transfers

Select the specific year or all to begin search

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

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

Year: Select Other: ☐ ☐ R ☐ A

Reset Search

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

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

Search filters are on

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

Institution: Conference: Sport Division: Sport:

Year: Other: ☐ ☐ R ☐ A ☐ MT

TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	D	Institution	Sport	Sport Conference	Student Status
-----	------	---------	------------	-----------	----------------	--------------	---	-------------	-------	------------------	----------------

Coaches will know if they can permissibly contact the student-athlete by viewing the student-athlete status.

The **Withdrawn** status is defined as the student decided to not transfer and remain at the current institution. The student cannot be contacted.

The **Matriculated** status is defined as the student transferred to another NCAA member institution and is attending class full-time in the regular academic year. The student cannot be contacted.

The **Active** status is defined as the student did not remain at the current institution or was not matriculated by another institution. The student could continue to be contacted based on the active status.

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 page 25 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

Other Transfers -- Includes other institution's transfers

▼ Select the specific "year" or "all" to begin search

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

Institution: ? Conference: ? Sport Division: ? Sport:

? Year: Other: ☐ ☒ R ☐ A ☐ MT

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

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

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

▼ User default filters are on and search has been performed.

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

Institution: ? Conference: ? Sport Division: ? Sport:

? Year: Other: ☐ ☒ R ☐ A ☐ MT

Please see how to set and save the USER SETTINGS on page 28.

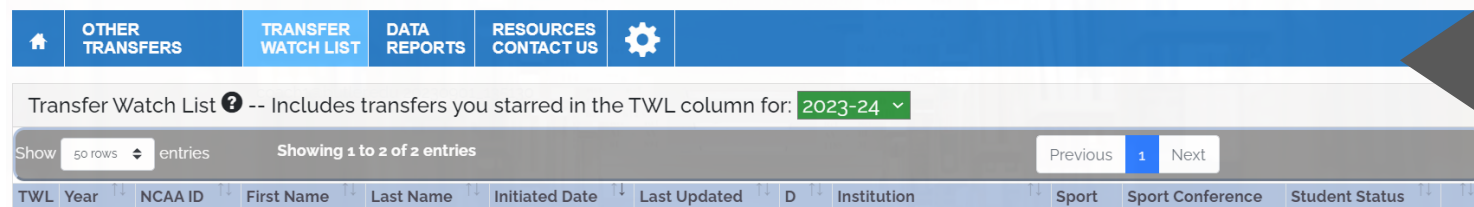
Coaches can customize the search filters by saving the user settings.

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



TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	D	Institution	Sport	Sport Conference	Student Status
-----	------	---------	------------	-----------	----------------	--------------	---	-------------	-------	------------------	----------------

Compliance administrators have a compliance watch list which shows all the students from their coaches TWL. Coaches should keep their transfer watch list updated to assist the compliance office since they rely on this list to determine if a student will be transferring and to determine the student's eligibility.

Coaches can also add students to their TRANSFER WATCH LIST by clicking on a student's star in the TWL column from the OTHER TRANSFERS list.

If updates occur (Matriculated / Withdrawn) 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 to remove the student from your watch list.

TRANSFER PORTAL DATA REPORTS



DATA REPORTS

[Home](#) | [PERMISSION TO CONTACT](#) | [MY TRANSFERS](#) | [OTHER TRANSFERS](#) | [COMPLIANCE WATCH LIST](#) | [MATRICULATED LIST](#) | **DATA REPORTS** | [RESOURCES](#) | [CONTACT US](#) | [Settings](#)

Report: Please select a report

Scholarship Status: All

Institution: All

Year: All

Sport: All

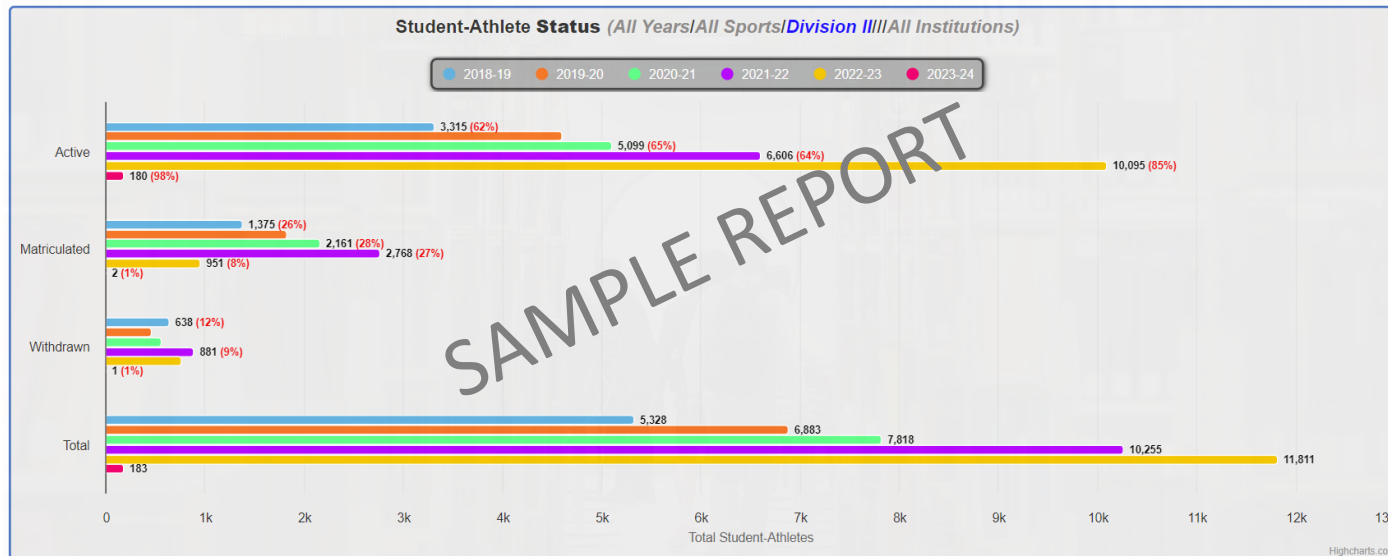
Primary Conference: All

Sport Division: All

Undergrad/Grad Status: All

Sport Conference: All

Clear Selections



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 men's sports or all women's 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.