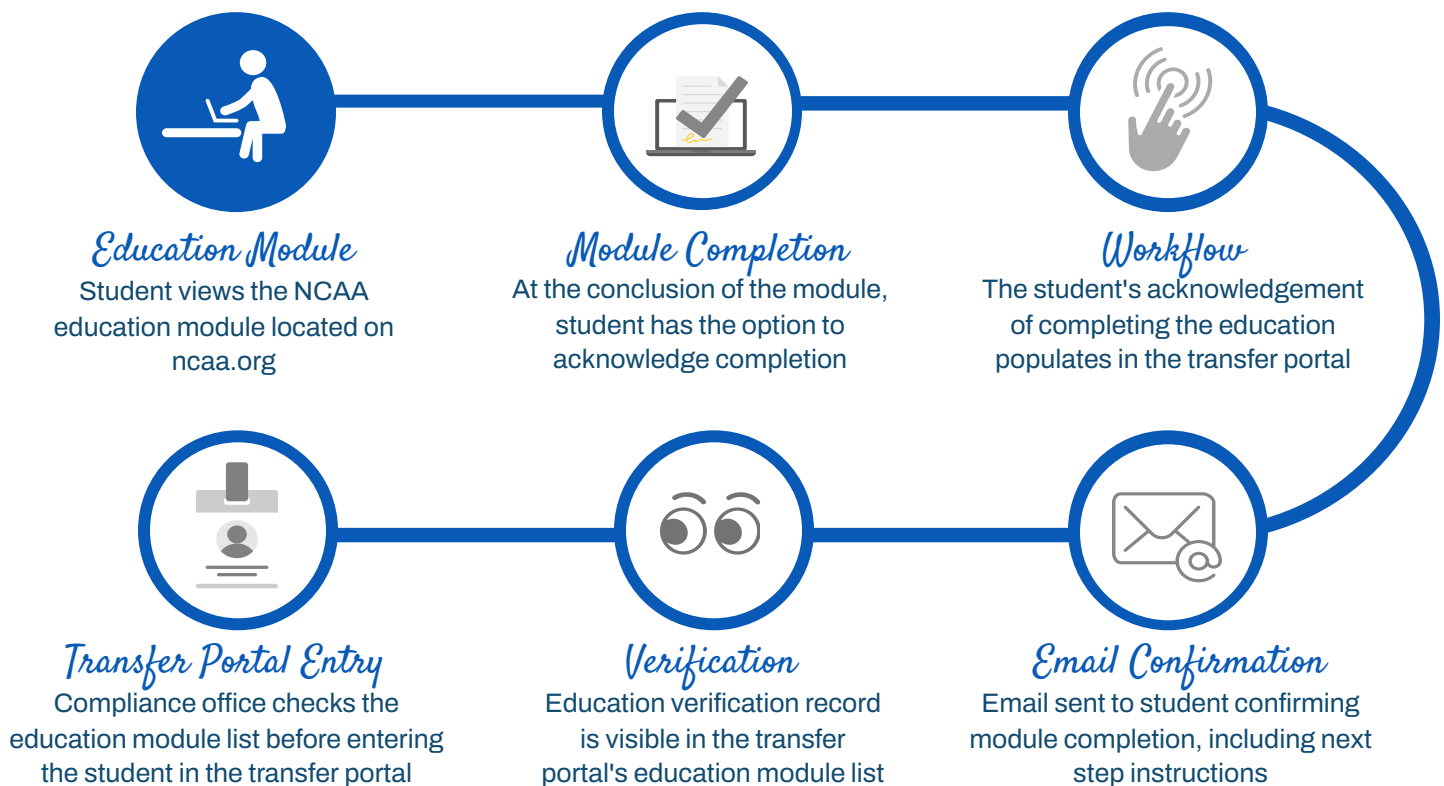


# TRANSFER PORTAL

## Education Module Workflow

EFFECTIVE AUGUST 1, 2022



## STUDENT VIEW - EDUCATION MODULE CONFIRMATION

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

**NCAA 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:

Select NCAA college or university you are currently attending:

Select NCAA sport you are a current participant in:

Select the year in school that applies to you at the time you are completing this acknowledgement:

Did you or anyone on your behalf engage in communication with coaches from other NCAA schools before submitting this education module acknowledgement? ☐ Yes ☐ No

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](mailto:transfer@ncaa.org).

**NCAA Education Module**

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

**NCAA**

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.

## COMPLIANCE OFFICE VIEW - EDUCATION MODULE LIST

NOTIFICATION OF TRANSFER	MY TRANSFERS	OTHER TRANSFERS	COMPLIANCE WATCH LIST	MATRICULATED LIST	DATA REPORTS	RESOURCES CONTACT US	EDUCATION MODULE LIST	SETTINGS
Education Module - Select the academic year <input type="text"/>								
Institution Name	SA First Name, Last Name	Email	Sport(s)	Education Module Complete Date	Impermissible Recruiting	Student Year		

EDUCATION MODULE LIST IS ONLY VISIBLE FOR TRANSFER PORTAL EDIT USERS

STUDENTS WHO COMPLETED THE EDUCATION MODULE WILL SHOW IN THE EDUCATION'S MODULE LIST.

THE COMPLIANCE OFFICE CAN CHECK THE LIST TO CONFIRM THE EDUCATION MODULE WAS COMPLETED WHEN THE STUDENT SUBMITS A WRITTEN NOTIFICATION OF TRANSFER.

A STUDENT APPEARING IN THE EDUCATION MODULE LIST DOES NOT MEAN THE STUDENT SUBMITTED A WRITTEN NOTIFICATION OF TRANSFER. THIS SIMPLY MEANS THE STUDENT COMPLETED THE REQUIRED EDUCATION.