

TRANSFER PORTAL VERSION 3.0

AVAILABLE ON AUGUST 1, 2020

NOTIFICATION OF TRANSFER DIVISION I AND DIVISION II

WITH THE DIVISION II NOTIFICATION OF TRANSFER LEGISLATION EFFECTIVE ON AUGUST 1, 2020, THE NOTIFICATION OF TRANSFER TAB REPLACES THE PERMISSION TO CONTACT TAB FOR DIVISION II INSTITUTIONS.

Notification of Transfer

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-athlete receiving athletically related financial aid during the academic year? ☐ Yes ☒ No

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

Is aid being cancelled due to entering the transfer portal? ☐ Yes ☒ No ☐ Pending

☒ Sport(s): **SPORT LIST CHANGED FROM THE SPORTS THE INSTITUTION SPONSORS TO A LIST OF ALL NCAA SPORTS**

Comments:

☒ Email Contact List: **SPORT LIST CHANGED FROM THE SPORTS THE INSTITUTION SPONSORS TO A LIST OF ALL NCAA SPORTS**

No additional email contacts to notify

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

NEW QUESTION FOR DIVISION I

PERMISSION TO CONTACT DIVISION III

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-athlete receiving athletically related financial aid during the academic year?

Yes

No

Was the student-athlete recruited at your institution?

Yes

No

Sport(s):

Select Sport(s)

Is your institution restricting contact with this student?

Yes

No

Permission to Contact Restrictions:

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

SPORT LIST CHANGED FROM THE SPORTS THE INSTITUTION SPONSORS TO A LIST OF ALL NCAA SPORTS

MY TRANSFERS



WHEN CLICKING ON MY TRANSFERS, REMINDER POPS UP TO SHOW THE NUMBER OF INCOMPLETE TRANSFER TRACERS

You have 1 active student-athlete record with an incomplete transfer tracer. The tracer status column shows a check once completed.

Ok, got it!

DISPLAY CHANGED TO 50-100-250-500 ROWS

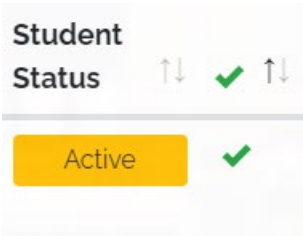
My Transfers -- Includes only YOUR institution's transfers for: 2019-20

Display 50 rows (1-12 of 12 entries) Previous 1 Next PDF Excel

Year	NCAA ID	Student Name	Initiated Date	Sport	Matriculated To	Student Status
Search	Search	Search	Search	Search	Search	Search

SEARCH ANY COLUMN

TRANSFER TRACER STATUS SHOWS WITH A CHECKMARK IF THE TRACER IS COMPLETE.



TRANSFER TRACER

ADDITIONS TO THE ELIGIBILITY SECTION – ELIGIBILITY CENTER RECORD

Self-Reported EC Grad Date: 05/01/2019

International Student: No

Is the student-athlete currently in good academic standing?

Yes No N/A

Comments

Student participated in preseason practice but withdrew before the first day of class.

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

Yes No In Progress N/A

Comments

Student participated in preseason practice but withdrew before the first day of class.

Is the student-athlete's athletics aid renewed for the following academic year?

Yes No To be determined Not on Aid

Comments

TRANSFER TRACER

General Information

Eligibility

Participation

Exceptions

Comments

Complete

***** Information changed *****

Reason for Transfer:

Academic (e.g., degree offerings)

Comments

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

Yes

No

Comments

Initial Full-Time Enrollment:

Any institution: Select Term Select Year

This institution: Select Term Select Year

Full-time Terms Completed:

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

WHEN EDITING THE TRANSFER TRACER, MESSAGE SHOWS YOU ARE MAKING CHANGES

TRANSFER TRACER

General Information

Eligibility

Participation

Exceptions

Comments

Complete

?

Reason for Transfer:

IF YOU FORGET TO SAVE YOUR EDITS AND MOVE TO THE NEXT TAB, YOU WILL RECEIVE A REMINDER TO SAVE

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

?

Initial Full-Time Enrollment:

Full-time Terms Completed:

?

Does the student-athlete qualify for an academic year extension?

?

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

Information on this tab has changed. Please SAVE before continuing.

Close this message

Any institution:

Select Term

Select Year

This institution:

Select Term

Select Year

Comments

Yes No Not Applicable

Comments

Yes No

OTHER TRANSERS AND TRANSFER WATCH LIST

**DISPLAY CHANGED TO
50-100-250-500 ROWS**

? Display 50 rows (1-50 of 81 entries)

Previous

1 2

 Next

PDF
 Excel
 ?

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

SPORT ALPHA SORT

Active ✓

SPORT ALPHA SORT

TRANSFER TRACER STATUS SHOWS WITH A CHECKMARK IF THE TRACER IS COMPLETE

OTHER TRANSERS

MATRICULATE

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 did the student-athlete matriculate full-time?
☐ Fall ☐ Winter ☐ Spring
☐ N/A (Did not matriculate full-time)

Is the student-athlete receiving, or will be receiving, athletic aid during the academic year?
☐ Yes ☐ No

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

NEW QUESTION

NEW QUESTION

ANSWERS SHOW ON THE STUDENT'S
DIVISION I / II NOTIFICATION OF
TRANSFER SCREEN OR DIVISION III
PERMISSION TO CONTACT SCREEN
IN THE MATRICULATED BOX

REMINDER THAT THE TRANSFER TRACER CANNOT
BE UPDATED BY THE ORIGINATING INSTITUTION
ONCE THE RECORD IS MATRICULATED

? Matriculated:

07/22/2020 2:14 PM
Victory College
Enrolled full time: Y
Receiving athletic aid: Y
Full-Time Term: Fall
Student-athlete triggered transfer in the summer.

OTHER TRANSFERS MATRICULATE

★ Add TWL

🖨️ Print

✉️ Institutional Contact

✉️ APR form

**APR FORM CURRENTLY USED BY
INSTITUTIONS IS REPLICATED TO
INCLUDE TRANSFER PORTAL
INFORMATION**



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**

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

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.

USER SETTINGS



CUSTOMIZED SEARCH FILTERS

THIS SETS THE DEFAULT SEARCH IN OTHER TRANSFERS TO ONLY SEE THE SETTINGS SELECTED EACH TIME YOU VIEW THE LIST OF STUDENT-ATHLETES

User settings

?_Other Transfers YEAR default;

Select ▼

?_Other Transfers search DIVISION default;

Select ▼

?_Other Transfers search SPORT default;

Select ▼

?_Other Transfers search RECORD STATUS default;

Select ▼

Save 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 ▼

Save settings

EXAMPLE: FOOTBALL COACH SET THE USER SETTINGS TO ALL YEARS, FOOTBALL, ACTIVE

EACH TIME THE FOOTBALL COACH SELECTS OTHER TRANSFERS, THE SEARCH FILTERS WILL BE SET TO THESE USER SETTINGS AND WILL ONLY INCLUDE THE ACTIVE FOOTBALL STUDENT-ATHLETES FOR ALL YEARS

	NOTIFICATION OF TRANSFER	MY TRANSFERS	OTHER TRANSFERS	TRANSFER WATCH LIST	DATA REPORTS	RESOURCES CONTACT US	
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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: Division: ? Sport:

? Year: Other: ☐ ☐ R ☐ A

Reset Search

CLICK RESET TO SEE ALL SEARCH FLITERS OR CHANGE THE USER SETTINGS

DATA REPORTS

THIS FEATURE ORGANIZES TRANSFER PORTAL DATA IN CHART REPORTS. ONE REPORT WILL BE AVAILABLE ON AUGUST 1 WITH MORE REPORTS AVAILABLE LATER.

NOTIFICATION OF TRANSFER

MY TRANSFERS

OTHER TRANSFERS

TRANSFER WATCH LIST

DATA REPORTS

RESOURCES CONTACT US

First, select the report name.
Next, select the data items that will
be illustrated in a chart format.

MORE REPORTS WILL BE
AVAILABLE SOON.

Report:

Student-Athlete Status

Year:

Select

Sport:

Select

Division:

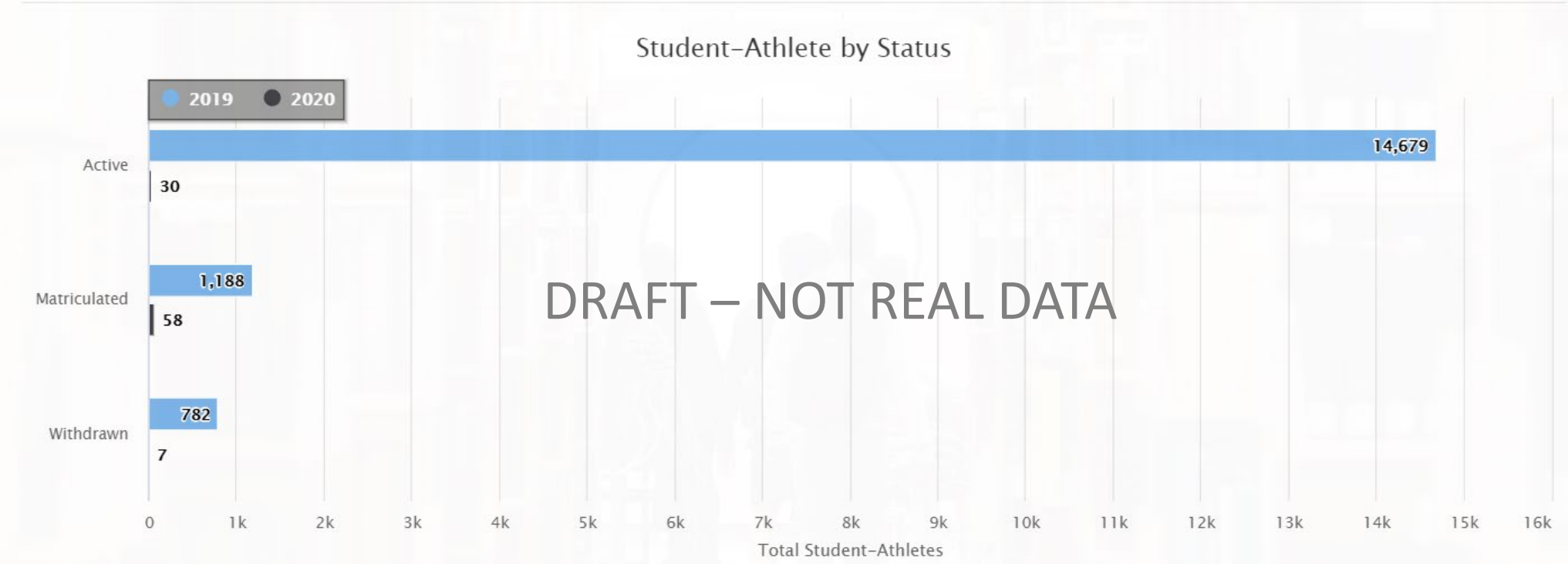
Select

Conference:

Select

Institution:

Select



EMAILS



Student Name: **CHIP SHOT**
NCAA ID: **1802375773**
Sport(s): **Men's Golf**
Institution: **Victory College**

The student-athlete's record is noted as matriculated at Butler University for Fall term in the NCAA Transfer Portal.

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

**MATRICULATED TERM ADDED TO
THE INSTITUTION EMAIL**



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

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]

RESOURCES ADDED TO THE STUDENT-ATHLETE EMAIL



TRANSFER PORTAL ENHANCEMENTS ADDED ON MAY 27, 2020



NCAA Division I, II and III member institutions are added as a drop-down list in the search options located in 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: Division:

? Year:

- All
- Abilene Christian University
- Academy of Art University
- Adams State University
- Adelphi University
- Adrian College
- Agnes Scott College
- Alabama A&M University
- Alabama State University
- Albany State University (Georgia)
- Albertus Magnus College
- Albion College
- Albright College
- Alcorn State University



A request to complete the transfer tracer is added for a compliance administrator to click the action to send an email to the institutional contact (senior compliance administrator).

The screenshot shows a web interface with a blue header containing tabs: "OTHER TRANSFERS", "TRANSFER WATCH LIST", and "RESOURCES CONTACT US". A modal window is open for the "Senior Compliance Administrator". The modal contains the name "Bee N. Compliance", email "bncompliance@victory.edu", and phone "555-555-5555". Below this, there are two buttons: "Email Bee" and "Email Bee to complete tracer". A red arrow points from the "Email Bee to complete tracer" button to the "Institutional Contact" button in the background interface.

Email is generated with the email body completed. Email content can be edited if preferred.

The screenshot shows an email composition form. The "To" field is filled with "bncompliance@victory.edu". The "Subject" field is filled with "Request to complete transfer tracer for: NCAA ID 1507234718 -- SKIP PASS -- MBB -- NCAA TRANSFER PORTAL". A red arrow points from the "Email Bee to complete tracer" button in the previous screenshot to the "Send" button in this form.

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.]



A column titled Last Updated is added to the student-athlete list to show the most recent date the record was updated. The *initiated date* (the date the student-athlete was entered) and the *last updated* date will be the same date until updates are made in the student-athlete’s record.



TWL	Year	NCAA ID	First Name	Last Name	Initiated Date	Last Updated	DIV	Institution	Sport	Conference	Student Status
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Due to the COVID-19 impact, new questions are added in the Transfer Tracer General Information and Participation sections.

The academic year extension may have been approved through a student-athlete reinstatement waiver or per the COVID-19 criteria granting institutional authority to self-apply the extension.

General Information

? Does the student-athlete qualify for an academic year extension?

Yes No Not Applicable

Comments

Participation

Is the student-athlete eligible for the COVID-19 season of competition waiver?

Yes No Not Applicable

Comments



Specific restrictions added to the one-time transfer exception if “Yes with restrictions” is selected to identify division(s), institution(s) and conference(s) restrictions.

Multiple divisions, institutions and conferences can be selected. Once the exceptions screen is saved, the one-time transfer will lock and can only be unlocked by emailing transfer@ncaa.org.



*** Restrictions ***

Select one or more of the following and click **CONTINUE**.

Select division(s) that this objection applies to:

Select institution(s) that this objection applies to:

Select conference(s) that this objection applies to:

CONTINUE CANCEL

Division I
Division II
Division III

Abilene Christian University
Academy of Art University
Adams State University

ASUN Conference
Allegheny Mountain Collegiate Conference
America East Conference

**REVIEW THE UPDATED TRANSFER PORTAL RESOURCES
AVAILABLE ON AUGUST 1, 2020 INCLUDING THE USER GUIDE**