

DIVISION I NOTIFICATION OF TRANSFER / DIVISION II OR DIVISION III PERMISSION TO CONTACT

How can students limit which institutions can contact them?

There is an option when entering the student in the transfer portal to select if the student wishes to be contacted or not. There is not an option if the student wishes to limit contact to specific institutions.

Since Division II and III institutions apply the permission to contact rule, a Division II and III institution can include institutional restrictions to specific institutions and/or conferences.

Can coaches from other institutions see the student's contact information?

Other institutions can see the student's email address but not the student's mobile number. If the student does not want other coaches to contact him/her, a designated symbol appears next to the student's name and the student's email address is not visible.

How can a compliance administrator update the information in the notification of transfer or permission to contact for a student entered before August 1, 2019, especially the questions added with version 2.0?

To have the most accurate student information, it is suggested that you answer the new questions for the students you previously entered in the transfer portal.

- Go to MY TRANSFERS.
- Select 2018-19 in the search/filter.
- Open the student record by clicking on the tab located in the Student Status column.
- Open the student's Notification of Transfer or Permission to Contact.
- Answer the questions as it applied at the time you entered the student:
 - Is the student transferring to be a graduate student?
 - Is the student-athlete receiving athletically related financial aid during the academic year?
 - Was the student-athlete recruited at your institution?

Can non-student-athletes be added to the transfer portal?

If an institution receives an inquiry about a non-student-athlete, the student does not need entered in the transfer portal; however, there is an option to enter the student by selecting the No Sport option in the Division I notification of transfer or Division II/Division III permission to contact. The student must have an NCAA ID to be entered in the portal. The student can be entered if the student has a profile account or a certification account with the NCAA Eligibility Center. If a non-student-athlete is in the portal, the institution inquiring about the student will see that the student is a non-student-athlete.

What should I do if I enter a student by mistake?

If a student is mistakenly entered in the transfer portal, please email transfer@ncaa.org to request that the student record be deleted. The withdraw function should be used for students who change their decision to not continue with the transfer process. If you have a record that needs deleted, please email that request. As a reminder, once submitting the student record in the transfer portal, the student will receive an email notification. Additionally, the student, individuals in the email contact list and individuals with the student-athlete on their watch list will receive the withdrawn email notification. An email is not sent if the record is deleted.

If a student wants to participate in another sport at another institution (e.g., women's volleyball to women's beach volleyball) but my institution does not sponsor the other sport or it is not the sport the student participated in at my institution, how do I select the other sport when entering the student in the transfer portal?

The intent of entering the student's information in the transfer portal is to record the sport the student participates in at your institution. If the student wishes to participate in another sport at another institution, you can add that information in the comment box. If a coach wants to search a student not listed in his or her sport, the student's name can be searched in the search field. For a sport such as women's volleyball and women's beach volleyball, a coach may want to search both sports.

More frequently asked questions related to the Division I Notification of Transfer or Division II/III Permission to Contact are located on page 3 of each divisional resource (Division I - Version 2.0 Notification of Transfer, Division II - 2.0 Permission to Contact, Division III – 2.0 Permission to Contact).