



# TRANSFER TRACER

NCAA Transfer Portal

Version 2.0 - Only individuals with edit access can view the transfer tracer

## GENERAL INFORMATION

### KEY ITEMS

Reason for transfer:

- drop-down box of reasons
- not visible to other institutions
- for data research purposes

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Record previous four or two-year institution attendance and previous transfer exceptions used

Track full-time enrollment

View up-to-date NLI information populated from the NLI portal

Tracer Information ?

General Information

Eligibility

Participation

Exceptions

Comments

Complete

Reason for Transfer:

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:

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

Yes

No

IF YES

NLI Status:

No NLI on file.

IF NLI SIGNED

Save General Information

Did the student-athlete use the one-time transfer exception?

Yes

No

Was another transfer exception used?

Yes

No

Comments

Add Previous Institution

Previous Institutions

Institution	Type
Please add at least one previous institution	

Signed National Letter of Intent (NLI)

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

# ELIGIBILITY

## KEY ITEMS:

Initial eligibility populates from Eligibility Center portal

Record academic status for progress toward degree and good academic standing

Additional eligibility questions populate if Division I football student-athlete for applicable NCAA legislation

Specific questions for students who will be graduate students at next institution

General Information | **Eligibility** | Participation | Exceptions | Comments | Complete

Eligibility Center Academic Certification:

Div I	Div I Waiver	Div II	Div II Waiver
Final Qualifier		Final Qualifier	Early Academic Qualifier

Eligibility Center Amateurism Certification:

Division I	Division II	Sport
Final: Certified	Final: Certified	Men's Basketball

Is the student-athlete currently in good academic standing? Yes No

Comments

Is the student-athlete meeting all progress-toward-degree requirements? Yes No In Progress

Comments

Would the student-athlete be academically eligible if he or she remains at the institution? Yes No In Progress

Comments

Is the student-athlete's athletics aid renewed for the following academic year? Yes No To be determined

Comments

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

Comments

Expected graduation date if student has not graduated? mm/dd/yyyy

Save Eligibility

# PARTICIPATION

## KEY ITEMS:

Track athletic participation at previous 2 and/or 4-year and current institution

Drop-down entry for institution, sport, terms and academic year

General Information | Eligibility | **Participation** | Exceptions | Comments | Complete

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

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								

Save Participation

Add Participation

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?: ☐

# EXCEPTIONS

## KEY ITEMS:

Identify applicable transfer exception

- One-time transfer exception:
- permissible to include restrictions
  - acknowledgement to lock the institution's decision
  - additional question about appeal if denied one-time transfer exception

The student does not have visibility of the transfer portal. Institutional decisions related to the student's transfer eligibility must be communicated directly to the student.

\*\*\*\*\* CAUTION \*\*\*\*\*

Clicking Acknowledge will lock this exception. You cannot undo this action after acknowledging.

⚠ If you are not ready to answer the one-time transfer exception, please click CANCEL. Cancelling will not answer or lock the exception.

Please contact [transfer@ncaa.org](mailto:transfer@ncaa.org) if needed.

[Acknowledge](#) [CANCEL](#)



[General Information](#) [Eligibility](#) [Participation](#) [Exceptions](#) [Comments](#) [Complete](#)

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

Comments

Has the student-athlete's sport been discontinued (or publicly announced it will be dropped)?

Yes No

Comments

Has the student-athlete's academic program been discontinued?

Yes No

Comments

Does the institution object to granting the one-time transfer exception?

Yes No Yes with restrictions Not Applicable

Comments

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

Comments

Do any other four-year transfer exceptions apply?

Yes No

Comments

[Save Exceptions](#)

# COMPLETE TRANSFER TRACER

[General Information](#) [Eligibility](#) [Participation](#) [Exceptions](#) [Comments](#) [Complete](#)

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 and cannot be changed.

[Complete Transfer Tracer](#)

# IMPORTANT TO KNOW!

- ✓ 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. Each section shows the date and time of last saved update.
- ✓ 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 on a continuous page or save to pdf.

**TRACER ACCESS**

The transfer tracer can only be viewed by individuals with edit access to the transfer portal.