

# DIVISION II

## NOTIFICATION OF TRANSFER

A student-athlete may initiate the notification of transfer process by providing his or her institution with a written notification of transfer. Communication with the student-athlete cannot occur until the student-athlete is entered in the NCAA Transfer Portal.

### The Transfer Process



A student-athlete's intent to transfer is communicated to a coach and/or athletic administrator.

It is the institution's responsibility to educate the student-athlete on the transfer process and institutional policies.



The institution must enter the student-athlete into the transfer portal within seven calendar days.

With the student-athlete's transfer portal entry, the student-athlete's notification of transfer is visible to other institutions.



The transfer portal includes the transfer tracer for institutions to enter the student-athlete's academic and athletic history.

The transfer tracer is necessary to evaluate the student-athlete's eligibility and is visible to compliance administrators.



Did the student-athlete decide to transfer?



WITHDRAWN

The student-athlete stayed at the current institution as a student-athlete.

 CURRENT INSTITUTION'S RESPONSIBILITY TO WITHDRAW



STUDENT-ATHLETE TRANSFER PORTAL STATUS



MATRICULATED

The student-athlete transferred to another NCAA member institution.

 RECEIVING INSTITUTION'S RESPONSIBILITY TO MATRICULATE



ACTIVE

The student-athlete did not transfer to another NCAA member institution or stay at the current institution.

NO ACTION NEEDED