



**NCAA Division II Transfer Certification Checklist:
Four-Year College Transfers**

Student-Athlete's Name: _____

Sport: _____

1. Do you have permission to contact the student-athlete (NCAA Bylaw 13.1.1.2)?
- ☐ Yes.
 - ☐ No. (Cannot encourage transfer or give athletics aid to student-athlete during first year of enrollment at the certifying institution. See Bylaws 13.1.1.2.2 and 13.1.1.2.3 for exceptions.)
 - ☐ N/A. SA transferring from a NAIA institution. (Permission to contact not necessary, but notification of recruitment required. See Bylaw 13.1.1.2)

Note: Permission to contact is required for graduate transfers.

2. What is the student-athlete's initial-eligibility status as certified by the NCAA Eligibility Center?
- ☐ Qualifier.
 - ☐ Partial Qualifier. (Student-athlete may not use a transfer exception during first year of collegiate enrollment. See Bylaw 14.5.5.3.)
 - ☐ Nonqualifier. (Student-athlete may not use a transfer exception during first year of collegiate enrollment. See Bylaw 14.5.5.3.)
3. Was the student-athlete suspended from his or her previous institution for disciplinary reasons?
- ☐ Yes. (Student-athlete is not eligible to use a transfer exception and must complete one calendar year of residence at certifying institution. See Bylaw 14.5.1.1.)
 - ☐ No.

Note: Disciplinary suspension legislation also applies to graduate transfers.

4. Does the student-athlete have an unfulfilled residence requirement at his or her previous institution (e.g., student-athlete would not have been eligible for intercollegiate athletics without serving a year in residence at that institution)?
- ☐ Yes. (Student-athlete is not eligible to use a transfer exception and must serve an academic year in residence at the certifying institution. See Bylaw 14.5.5.3.)
 - ☐ No.
5. Based on your responses to the previous four questions, is the student-athlete permitted to use a four-year college transfer exception?
- ☐ Yes. (Review the list of exceptions below to determine whether the student-athlete meets the requirements of a particular exception.)

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- ☐ No. (Student-athlete must serve an academic year in residence at the certifying institution).
6. Does the student-athlete meet the requirements for an exception listed below? [Use the Legislative Services Database for the Internet (LSDBi) to review the criteria for each Division II transfer exception noted below.]
- ☐ Yes. (Select specific exception below.)
- ☐ Educational Exchange Exception. (Bylaw 14.5.5.3.1)
 - ☐ Exchange Student Exception. (Bylaw 14.5.5.3.2)
 - ☐ Discontinued Academic Program Exception. (Bylaw 14.5.5.3.3)
 - ☐ Military Service, Religious Mission Exception. (Bylaw 14.5.5.3.4)
 - ☐ Discontinued/Nonsponsored Sport Exception. (Bylaw 14.5.5.3.5)
 - ☐ Two-Year Nonparticipation Exception. (Bylaw 14.5.5.3.6)
 - ☐ Return to Original Institution Without Participation or Minimal Participation Exception. (Bylaw 14.5.5.3.7)
 - ☐ Nonrecruited Student Exception. (Bylaw 14.5.5.3.8)
 - ☐ One-Time Transfer Exception. (Bylaw 14.5.5.3.9)
 - ☐ Graduate Transfer Exception. (Bylaw 14.1.8.1)
- ☐ No. (Student-athlete is not eligible for competition and must serve an academic year in residence at the certifying institution.)
7. Did the student-athlete earn nine transferable hours in his or her last full-time term of enrollment (see Bylaw 14.4.3.2.1)?
- ☐ Yes.
- ☐ No. (Student-athlete is not eligible for competition. If the student-athlete meets all the requirements of a transfer exception, but does not meet the nine-hour progress-toward-degree requirement, the student-athlete has the opportunity to become eligible after one term at the certifying institution.)
8. Does the student-athlete meet all institutional and conference transfer requirements?
- ☐ Yes.
- ☐ No. (Student-athlete must meet all institutional and conference requirements prior to becoming eligible for competition.)