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.)

Disclaimer: This resource is prepared for general information purposes only and is intended to provide guidance to the membership. Please refer to the NCAA Division II Manual on LSDBi for complete information.