



INTERNATIONAL TRANSFER ADMISSIONS CHECKLIST

DEADLINE TO RETURN COMPLETED CHECKLIST TO COMPLIANCE SERVICES:

*Spring Enrollment: No later than 2nd week in **NOVEMBER***
*1st Summer Session: No later than last week in **MARCH***
*2nd Summer Session: No later than last week in **MAY***
*Fall Enrollment: No later than last week in **JUNE***

Directions: This checklist is used for international PSAs transferring from an international institution to Clemson. The Coach completes Part I of the checklist and submits the checklist to the Sports Supervisor. Once the Sports Supervisor approves, materials are submitted to the Director of Compliance Services who completes Part II and forwards it to the Director of Admissions. The Director of Admissions forwards the checklist to the Senior Associate Director of Admissions who will coordinate the process for determining transfer credit and forecasting NCAA eligibility with the Senior Associate Registrar.

Part I: Coach: Complete and forward to the Director of Compliance Services along with documentation.

PSA's Name _____ Sport _____

Country of Origin _____ Term of Projected Enrollment _____

Intended Majors: (1st) _____ (2nd) _____

Amount of Athletic Aid _____

Attached the following required documentation (ALL MATERIALS MUST BE CLEARLY LEGIBLE):

- International PSA student-athlete (PSA) form
- Copy of official transcripts from post secondary school(s). Must be provided in a sealed envelope, unopened. (Coach can provide faxed copies but official copies will be required if student seeks admission.)
- Certified translation of transcripts. Instruct translator to initial each page and attach official seal. It must be provided in a sealed envelope, unopened. (Coach can provide faxed copies of translations, but official copies will be required if student seeks admission.)
- Post-secondary course descriptions. Course descriptions must be translated for all courses taken post secondary.
- Historical data form.
- Copy of release.
- Proof of NCAA qualifier status, if applicable.
- Statement of activity since completing secondary education to account for all time.

Submitted to Sports Supervisor by _____ Date: _____

Part II: Sports Supervisor Review: Complete and forward to the Director of Admissions.

Verify that all required documents listed above are attached.

Submitted to Compliance Services for review by _____ Date: _____

Part III: Director of Compliance Services: *Review international questionnaires and consider amateur issues.*

Submit information to the Director of Admissions.

Detailed transfer release sent to previous institution, if applicable.

Type of transfer and transfer exception. Cite NCAA Bylaw _____

Years eligibility used _____ and number of years received athletic aid _____

Communicate with Director of Admissions if concerns about admissibility exist. Date _____

Provide post-secondary transcripts to WES for course-by-course evaluation. Date _____

Provide WES to Senior Associate Director of Admissions once returned. Date _____

Provide course descriptions to Senior Associate Director of Admissions for transferable credit evaluation.

Provide copy of checklist to Associate Director of Athletic Academic Services. Date _____

Submitted to Director of Admissions for review by _____ Date: _____

Part IV: Admissions

A. Director of Admissions

Review PSA's academic credentials.

Request review by AARC (if applicable). Date _____

Director of Admissions signature _____ Date: _____

Materials sent to Senior Associate Director of Admissions

B. Senior Associate Director of Admissions

Course descriptions and Lisano/WES documents distributed to transfer credit evaluators.

TCEL updated (or created) and provided to Director of Athletic Academic Support once Senior Associate Registrar has completed forecast.

Course evaluations forwarded to Senior Associate Registrar _____ Date _____

Part IV: Senior Associate Registrar

Forecast NCAA eligibility and email Associate Director of Athletic Academic Services, Director of Admissions, Associate Director of Admissions, and Faculty Athletics Representative. (Email to Associate Director of Admissions triggers TCEL to Associate Director of Athletic Academic Services.)

Part V: Student-Athlete

Student meets with faculty advisor to set schedule for the next semester and completes official credit evaluation form. Date _____

Student meets with Vickery advisor and reviews schedule for the semester. Date _____