

# CLEMSON COMPLIANCE

## TRANSFER ADMISSION CHECKLIST

**Directions:** The Coach should complete Part I of the checklist and submit it to their Sports Supervisor. Once the Sports Supervisor has approved, materials are submitted to Compliance Services. Compliance Services completes Part III and forwards it to the Office of Admissions.

**PART I: COACH:** Complete and forward to Sport Supervisor along with documentation.

Prospect's Name: \_\_\_\_\_ Sport: \_\_\_\_\_

Current Institution: \_\_\_\_\_ 2-year 4-year

Type of Transfer: 2-4 4-4 4-2-4 First Term Enrollment \_\_\_\_\_

Anticipated first academic term of enrollment at Clemson (semester and year): \_\_\_\_\_

Intended Major: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Athletic Aid Amount: \_\_\_\_\_ ECID Number: \_\_\_\_\_

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

- Copy of unofficial transcript from each college attended. Transcript must include name of prospect and the name of the institution (Official transcripts will be required for admission).
- Historical Data Form.
- Date of first communication with PSA or a member of their family \_\_\_\_\_

*The signature below is to certify that the coaching staff did not have communication with the PSA or their family members prior to the PSA entering the transfer portal.*

Submitted to Sport Supervisor by \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: SPORT SUPERVISOR:** Complete and forward to Compliance Services.

- Verify all required documents listed above are attached. Reviewed transcripts to understand the academic quality of the prospective student.

Submitted to Compliance Services by \_\_\_\_\_ Date: \_\_\_\_\_

**PART III: COMPLIANCE SERVICES**

- NCAA Exception: Bylaw \_\_\_\_\_  
\_\_\_\_\_ Years of eligibility used \_\_\_\_\_ Years received financial aid

Submitted to Office of Admissions by \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV: OFFICE OF ADMISSIONS**

- Review PSA's academic credentials
- Request review by AARC (if applicable)
- Provide transcripts to transfer credit evaluators
- Update TCEL
- Send course evaluations to Director of Student-Athlete Academic Support