

STEPS TO REGISTER WITH THE NCAA CLEARINGHOUSE

- STEP 1:** It is recommended that student athletes register with the NCAA Clearinghouse in his or her junior year, beginning in the month of May. To register, you need to go to www.eligibilitycenter.org. Enter the site to create an account and begin the application process. If you did not register your junior year, register as soon as possible your senior year.
- STEP 2:** All prospective student-athletes intending to enroll in an NCAA Division I or II school for the first time must also complete the “My Sports” section when they register with the eligibility center. This section certifies your amateur status.
- STEP 3:** Your SAT or ACT scores must be reported to the NCAA directly from the College Board. In other words, NCAA will not accept scores reported on your high school transcript. When registering to take the SATs or the ACT, you should include the NCAA as one of your free choices of places to send your scores. The code for NCAA is 9999. If you did not do this, go online for SAT scores at www.collegeboard.com or for ACT scores at www.actstudent.org and send your scores directly to the NCAA Clearinghouse.
- STEP 4:** Request that your high school transcript be sent to the NCAA. Stop in the Guidance Office and complete an Official Transcript Request form.

Once the NCAA receives all information, including your payment, NCAA will send you an initial clearing statement.

- STEP 5:** On or after April 1st of your senior year, you must request the Final Amateurism Certification for each sport that you will participate in. Log back into your account at www.eligibilitycenter.org. Click on MY PLANNER and select the red “Request Final Amateurism” button and follow the instructions.
- STEP 6:** At the end of your senior year, the Guidance Office will ask you to complete a “Senior Questionnaire.” On this questionnaire, you should note where you want the Guidance Office to send your final transcript. Be sure to indicate that your final transcript should be sent to NCAA. After you graduate, the Guidance Office will send the transcript and you will then receive a final clearing statement from the NCAA.

TO COMPLETE THE REGISTRATION, YOU WILL NEED THE HUNTINGDON AREA HIGH SCHOOL CEEB CODE: 391860

**Additional information:
NCAA Eligibility Center
Certification Processing
P.O. Box 7136
Indianapolis, IN 46207**

Service Hours: M – F Noon – 4:00 pm Eastern Time

Toll Free: 877-262-1492

FAX: 319-337-5100

