



GUIDE FOR THE INTERNATIONAL STUDENT-ATHLETE



THE NAIA ELIGIBILITY CENTER

Welcome to the NAIA Eligibility Center! We're here to help you.

Students, coaches, parents and recruiters are encouraged to contact us if they have questions at any point in the process.

Email ECinternational@naia.org | U.S. 1-816-595-8300

Hours: 8:30 a.m. to 5 p.m. Central Standard Time, Monday through Friday.

Who needs to register with the NAIA Eligibility Center?

All first-time NAIA student-athletes must register and receive an eligibility determination before they are permitted to play.

Do I need to register with the NAIA if I'm registering with the NCAA?

Yes, the NAIA and NCAA are two separate associations with different certification processes. If you would like to play in the NAIA, you must register with the [NAIA Eligibility Center](#).

What's the registration process involve?

- At PlayNAIA.org you'll fill out a profile about yourself, your academic history and sports experiences and pay for the registration. You'll get an NAIA ID number that will help you track your status.
- Have all schools you have attended send the required academic documents directly to the NAIA Eligibility Center
- Have your SAT / ACT test scores sent directly to the NAIA Eligibility Center.
- Share your NAIA ID number with your future NAIA coach so the coach can be sure that you are listed on his or her "Short List." A Short List contains the names of the coach's recruit list and provides priority for your review to begin with the NAIA Eligibility Center.

Once all of your complete information has been received, it will be evaluated by the NAIA Eligibility Center and your eligibility will be determined.

When do I need to register with the NAIA Eligibility Center?

Most international students should register immediately after graduation or the end of the academic term/year. International students who will enroll in the fall term at an NAIA school should have all required academic records submitted to the NAIA Eligibility Center at least two months prior to the start date of the term in which they are seeking eligibility. Don't wait until the summer holiday months when many schools close; it could delay your determination.

How much does it cost, and how do I pay?

The one-time, non-refundable international registration fee is U.S.D. \$135.00. Regardless of where you live currently, if you attended high school or university outside of the

United States or its territories, you must pay the international fee. Graduates of U.S. military base or DoDEA schools pay the domestic fee. When you register, you can pay online by Visa, MasterCard or Discover credit cards. You also can mail a money order. (Please be sure the money order includes your name and NAIA ID number.) NAIA schools may not pay the fee on behalf of any student. International students do not qualify for fee waivers. Canadian students pay the U.S. fee."

What are you asked about when you register online?

Be prepared to provide thorough and accurate information. Any incorrect or missing information could result in a delay in processing your determination.

- **About Me** — Important contact information, places you have lived, when you plan to enroll
- **My Academic Info** — Names and addresses of all of the secondary schools you have attended as well as any universities
- **My Sports Experience** — Sports and leagues you have been involved with after high school graduation

Why do we ask about your sports experiences?

The NAIA has a rule that helps to make sure that its student-athletes compete against other students with similar levels of training and competitive experience. Athletes who compete outside the traditional college setting can gain an unfair advantage. Students are charged seasons for competing at the collegiate level or for any elite, outside competition that takes place a year after high school graduation in a year when not participating in college sports. NAIA students are allowed a maximum of 4 seasons of competition in a single sport. We need to know about your sports experiences to determine if this rule applies to you.

It is important to list all events and leagues in which you have played, regardless of their level, so that an accurate and quick determination can be made. Some competitions that are amateur in nature can be considered "chargeable competition" and thus could impact your eligibility. Failure to provide complete and factual information could result in potential penalties, including permanent banishment from the NAIA.

If I have played in sports competitions since high school graduation, can I still be eligible?

Yes, you can. The NAIA Eligibility Center evaluates each competition individually. If the events or leagues you compete in are determined to be below elite-level competition, it will not impact your eligibility.

What if I was not paid for playing sports after high school? Do I still need to give you information about competitions I participated in?

Yes, you are required to list all events and leagues in which you have competed since graduating from high school, regardless of their level or standard. This includes recreational leagues, amateur leagues, church leagues, national teams, premier leagues, individual competitions or tournaments, or any other type of organized competition. Some competitions that are amateur in nature can be considered "chargeable competition" and thus could impact your eligibility.

You must request to have the following submitted on your behalf:

YOUR SECONDARY SCHOOL MUST SEND		IF ATTENDED UNIVERSITY OR POST-SECONDARY SCHOOL, UNIVERSITY MUST SEND	TESTING AGENCY MUST SEND
STAMPED AND SEALED COPIES OF SECONDARY SCHOOL DOCUMENTS		STAMPED AND SEALED COPIES OF UNIVERSITY DOCUMENTS	TEST SCORES
<p>1</p> <p>School stamped COPIES of all secondary school academic records, transcripts, record of achievements, national testing exam results, etc., in the language of issuance.</p>	<p>1</p> <p>School stamped COPIES of your secondary school diploma, leaving certificate, national examination certificate, etc., in the original language of issuance.</p> <p>Go online to learn about which documents are required for your country.</p>	<p>3</p> <p>School stamped copies of your official university transcripts in the original language of issuance from ALL post-secondary institutions (including all institutions attended in your home country or any other country).</p>	<p>4</p> <p>ACT or SAT test score sent directly from the testing agency using our code, 9876.</p> <p>(Do not confuse this with TOEFL scores. You do not need to send TOEFL scores; they do not fulfill any eligibility requirements.)</p>
<p>2</p> <p>Based on your cumulative grade average, class rank shows where you stood among the total graduates in your class (e.g. 14th of 144).</p> <p>A letter written on official school stationery by the appropriate secondary school official where you received your diploma or completed secondary school studies, should state your academic placement upon high school graduation and the total number of students in the graduating class.</p>			
<p>1</p> <p>Include literal, word-for-word, English translations of all academic records.</p>			
<p>MAIL / POST 1 2 3 TO THE NAIA ELIGIBILITY CENTER USING THIS METHOD:</p>			
<p>All international documents should be sent to:</p> <p>(regular postal services, recorded delivery, delivery confirmation, FedEx, DHL, UPS, or other shipping companies)</p> <p>NAIA Eligibility Center - Transcripts 1200 Grand Blvd, Suite 100 Kansas City, MO 64106 USA</p> <p>Note: Both the NAIA Eligibility Center and your NAIA school's Admissions Department will need your academic records to be sent to them. Be prepared to have multiple sets submitted for you. (Documents required by your NAIA Institution might differ from those required by the NAIA Eligibility Center.) NAIA Eligibility Center encourages schools to send school stamped copies of your original academic records instead of the only official copy of your academic records. The NAIA Eligibility Center CANNOT share or return documents to you or a third party.</p>			

When should I have my school send my documents?

You should have your records submitted to the NAIA Eligibility Center as soon as they are made available or at the conclusion of the current academic year. If you have been out of school for some time, please have your school(s) submit your academic records now.

Can my school fax or email my records?

No, the NAIA Eligibility Center accepts only school stamped and sealed copies of your records via post. Students who purchase InCred Evaluations can submit records electronically and use them for both a credential evaluation and eligibility. To get started visit www.InCredEvals.org.

If I have a copy of my official academic records, can I send them to the NAIA?

No, academic records must be submitted by schools on behalf of students. If you have a copy of your academic records, take them back to your secondary school. Ask a school official to make school stamped copies and enclose them in a sealed school envelope with a stamp over the flap to show that a school official was the last to handle the documents. Then the school should send the documents directly to the NAIA Eligibility Center. Alternatively, purchasing an InCred credential evaluation report in addition to your eligibility allows more streamlined document submission. Visit www.InCredEvals.org to get started.

Should I have my school send my original certificates/records?

Please do not have originals or the only official copy of certificates/records sent to the NAIA Eligibility Center. We cannot return any documents. If you only have one copy, please ask that your school make a copy of those records and stamp and sign the copies as official copies of the originals. We accept official school copies as long as they have been school stamped and are enclosed in a sealed school envelope and follow all other requirements.

My school won't pay to send my stamped and sealed records. May I send them myself?

If the school stamps and seals the envelope with their official seal, you or a parent may then place the school sealed and stamped envelope into another envelope and post to us. If we receive documents directly from students or parents that are not in a school sealed and stamped envelope from the school, we cannot use them for eligibility determination, unless an InCred credential evaluation is purchased at www.InCredEvals.org. Students may submit electronic records for InCred evaluation reviews and those records can be used by the NAIA Eligibility Center as well.

How do I send translations?

Academic records must be sent in BOTH the original language of issuance AND a literal, word-for-word English translation. If the translation is not a literal translation, the NAIA Eligibility Center reserves the right to request new translations or verify the translations with a third party. If a third-party verification is required, this can delay your review, so have literal, English translations submitted for all academic records.

Translations do not need to be certified, notarized, school-stamped or official. Translations should be sent together (but can come in a separate envelope) with the original language documents to reduce processing time.

How can I get translations of my academic records if I cannot open the official sealed envelope from my secondary school?

Request two sets of copies of official records. Have your school send one official stamped and sealed set to the NAIA Eligibility Center and use the second set for translation purposes.

If I attended two different secondary schools, can one school send both records?

No, each school that you have attended must submit the sealed and stamped copies of your academic records from that school.

What should I do if my school does not issue a class rank letter?

If your school does not issue class rank or the headmaster is unable to provide one on school stationery, your eligibility will be determined on the two other criteria: test scores and grade point average.

My NAIA school says I need a credential evaluation (e.g. WES or AACRAO). Can I send the same report to the NAIA Eligibility Center?

Credential evaluations, such as AACRAO or WES, can be submitted in addition to official academic records, but are not required and cannot be submitted in lieu of the official records. The NAIA Eligibility Center calculates GPA according to international academic standards and does not take WES or other evaluation services' evaluations at face value in determining eligibility in the NAIA. It is therefore possible that your WES or other credential evaluation could differ from the academic standards evaluated by the NAIA Eligibility Center.

My NAIA school's Admissions Office has my academic records on file. Can they send a copy to the NAIA Eligibility Center?

If you have attended some high school or college in the United States, we cannot accept those records from your NAIA school; they must be come officially from the U.S. institution you attended.

Alternative Methods for Sending Records

1. If you completed the process of sending school-stamped secondary school records to your NAIA school's Admissions Office, then you can request your Admissions Office or Registrar's Office to forward those records directly to the NAIA Eligibility Center on your behalf. The Admissions Officer or Registrar's Office must include a note indicating how they received the records. International university transcripts, enrollment letters, and class rank letters must be sent directly from the issuing institution.
2. Order an InCred Evaluation. This is a credential evaluation service offered as a partnership of AACRAO-International and the NAIA. This service allows you to upload your transcripts electronically. For more information on this service [visit InCredEvals.org](http://visit.InCredEvals.org).
3. There may be alternative instructions for sending records depending on your country. Refer to the [Documents Required by Country](#) for this information.
4. If your secondary school cannot stamp your records, then have your records stamped by an office of the Ministry of Education, Board of Studies, Qualifications Authority, Exams Board, or other government entity responsible for oversight of education. These institutions may be able to send the NAIA Eligibility Center official versions of your records directly.

NAIA Eligibility Center

Website: PlayNAIA.org

Phone: 1-816-595-8300 (Press 2)

Email: ECinternational@naia.org

Hours: Monday-Friday, 8:30 am to 5 pm Central Standard Time.

InCred Evaluations

Website: InCredEvals.org

Phone: 1-816-595-8300 (Press 3)

Email: InCred@naia.org

Tracking the status of your eligibility determination

How do I know if you received my documents?

Log into your profile www.PlayNAIA.org and click in the upper right-hand corner red box that says "Eligibility Status" to view your Registration Status Page. If we have received and processed your documents, it will say "Received."

My documents been signed for but aren't showing as "Received" on my online profile?

Once documents are received, they must be processed and reviewed before your online status is updated. If your shipping records show that your documents have been signed for by the NAIA Eligibility Center, please check your online profile. If you still do not see a status update after a couple of days, please contact us at ECinternational@naia.org.

My documents are listed as "Incomplete" on my online profile. What does this mean?

It means that the documents we received contain only partial information needed. Details of what is missing will be shown on your online profile. You must submit additional documents before we can continue the evaluation. Please visit our country-by-country list of documents required for international students or contact us at ECinternational@naia.org.

My documents are shown as "Not Official" on my online profile. What does this mean?

A status of "not official" means that we cannot verify that the documents came from your school. (For instance, the envelope was not sealed and stamped by the school, or the records came from a parent or coach.) To continue the process, you must have your documents submitted officially.

When will I know if I am eligible or not?

International student reviews take significant time to complete. We strive to complete international student reviews within 20 business days starting after the date that all of the following have been completed:

- Your online profile is submitted and all information is accurate and complete.
- Your coach has placed you on his or her Short List.
- All academic records submitted on your behalf officially from all previous schools you have attended are marked as complete.
- Your official test score and/or class rank letter has been received.

Fall enrollees — Eligibility decisions will be released starting no earlier than May 1.

Spring and winter enrollees — Decisions will be released when all necessary documents and information have been submitted.

You can accept scholarships, sign with schools and practice with the team all prior to receiving your final eligibility decision. You cannot, however, play in NAIA competition prior to receiving an eligibility determination.

Eligibility Requirements

Is there an age limit in the NAIA?

No, there is no age limit for participation in the NAIA. Instead, students are restricted to four seasons of competition in a given sport and have 10 university semesters to complete those four seasons of competition.

What are the eligibility requirements if I have never attended university?

If you have never started courses at a university or post-secondary institution, then you will be required to meet initial freshman eligibility standards. NAIA requirements for initial freshman eligibility state that a student must meet **two of the following three** criteria after high school graduation:

1. TEST SCORE REQUIREMENT	2. HIGH SCHOOL GPA REQUIREMENT	3. CLASS RANK REQUIREMENT
*Achieve a minimum of 16 on the ACT or 860 on the SAT.	Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale.	Graduate in the top half of your high school class.
Tests must be taken on an international testing date, and scores must be achieved on a single test date. The minimum SAT must be achieved on the Evidence-Based Reading and Writing and Math sections only; the Writing score cannot be used. You must meet the score requirement on a test date prior to the start of the term in which you intend to participate in athletics. *These minimum ACT and SAT scores are in place for the 2017-18 and are subject to change going forward.	The NAIA Eligibility Center will verify whether or not you have met this requirement by converting grades from your academic records to a U.S. 4.0 scale	To meet this requirement, the appropriate secondary school official must write a letter on school letterhead stating your high school graduation placement based on cumulative grades and the total number of students in your graduating class. Other cases: Home school students, Private User (for England and British-patterned systems), distance education and International GED students are not able to use the class rank requirement to meet initial freshmen requirements, instead they must meet the test score and GPA requirements.

What are the eligibility requirements if I have attended some university?

IF ATTENDED UNIVERSITY FOR ONLY ONE SEMESTER OR TERM: MUST PASS NINE U.S. CREDIT HOURS

Credits are converted to U.S. equivalents based on international transfer credit industry standards on a course-by-course basis, and those can vary by country and institution. Generally speaking, a student who attends one term of university abroad must complete with a passing grade at least 75% of the normal full-time load to meet the nine U.S. credit hour rule.

AND meet two of the following three incoming freshmen requirements:

1. TEST SCORE REQUIREMENT	2. HIGH SCHOOL GPA REQUIREMENT	3. CLASS RANK REQUIREMENT
Achieve a minimum of 16 on the ACT or 860 on the SAT.	Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale.	Graduate in the top half of your high school class.

What are the eligibility requirements if I have attended multiple years of university?

Students who have attended multiple terms/years of university are required to meet the following standards:

- 24/36 Hour Rule**
 To meet this requirement, you must have achieved 24 U.S. converted credits in the last two full-time terms of attendance. Credits are converted to their U.S. equivalents based on international transfer credit industry standards on a course-by-course basis, and can vary by country and institution
- Progress Rule**
 To meet this rule, you must have achieved 24 U.S. credits for each season of competition charged, (i.e. a student charged two seasons of competition must have achieved 48 U.S. credits). The NAIA Eligibility Center will convert your credits to U.S. equivalents based on international transfer credit industry standards.
- GPA**
 Minimum grade requirement of a U.S. 2.0 grade equivalent. Students who reach "junior" or "senior" standing or are charged two seasons of competition or more are required to have and maintain a 2.0 cumulative university GPA. The NAIA Eligibility Center will verify whether or not you have met this requirement by converting grades from your academic records to a U.S. 4.0 scale.