



Certification of Athletic Eligibility Process

1. The Athletic Director is responsible to report to the USCAA regarding the eligibility of Word of Life Bible Institute student athletes.
2. The Athletic Director creates a tentative roster of potential student names for a team.
3. The Athletic Director sends a request to the Registrar's Office to confirm a student's athletic eligibility. The request should be made in writing and should include the following:
 - a. Academic term and team designation (i.e., Fall 2015 Men's Soccer Team)
 - b. List of student athletes' full names (roster) and status. The status of a student athlete may be categorized as: first-time freshman, new transfer, or continuing student (enrolled at Word of Life Bible Institute during the previous semester).
 - c. Completed Transfer of Eligibility Form for each new transfer student athlete, as applicable (see USCAA eligibility guidelines).
4. The Athletic Director should request a roster certification by the Registrar's Office a minimum of three weeks before the roster is due to USCAA. (The roster is due before the first scheduled contest.)
5. The Registrar's Office will confirm eligibility of the student athletes provided on the roster within one week of receipt from the Athletic Department. A final roster copy will be provided to the Athletic Director, and any comments, issues, or missing information will be given to the Athletic Director.
6. The Athletic Director will submit the certified roster to the USCAA designated official.
7. If a student athlete should become eligible after the initial roster is sent to the USCAA designated official, the AD will contact the Registrar's Office with the additional student athlete name(s), and steps 5 and 6 listed above will be completed again.

The following items must be received by the Registrar's Office for certification of athletic eligibility:

1. Roster of names for each term and team
2. Transfer of Eligibility Form for each new transfer student athlete, as applicable
3. Student Information Release Form – USCAA for each new transfer student athlete, as applicable
4. Official college transcript for each new transfer student athlete. (Please note, an official college transcript is also required for a student athlete who completed dual enrollment credit while enrolled as a high school student.)
5. Completed registration form for the student athlete
6. Student Information Release Form - USCAA

Please consult the USCAA Athletic Eligibility Guidelines for detailed information regarding eligibility and policies.

ATHLETIC DIRECTOR OFFICE USE ONLY

Roster Request Sent to Registrar's Office: Initials: _____ Date: _____

Roster Received from Registrar's Office (initials/date): _____ Reviewed by Athletic Director: _____
Roster Mailed to USCAA: _____

If applicable: Updated Roster Request Sent to Registrar's Office (initials/date): _____
Roster Received from Registrar's Office (initials/date): _____
Reviewed by Athletic Director: _____ Roster Mailed to USCAA: _____