Domestic
The following applies to all domestic prospective student-athletes, including those from American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands:

1. **Official High School Transcript.** Transcripts must be mailed to the NCAA Eligibility Center, Certification Processing, P.O. Box 7136, Indianapolis, Indiana 46207-7136; or submitted electronically through Docufide/Parchment, e-Script-Safe, ConnectEdu, National Transcript Center/Pearson Edustucture, USMO ET or Xap. The official high school transcript must be produced from a student information system and include course title, grade, and credit awarded. The information on the high school transcript must be consistent for all academic terms, including but not limited to: course designations, layout/format, and style (typed, computer generated, handwritten).

   Note: For purposes of satisfying the proof of graduation requirement, proof of graduation may be acceptable if reported in a different manner than the rest of the high school transcript (e.g., handwritten proof of graduation, computer-generated transcript).

2. **Proof of High School Graduation.** The NCAA Eligibility Center will accept proof of high school graduation on an officially submitted high school transcript as long as the following criteria are met:

   a. Actual proof of high school graduation/graduation requirements met statement; and

   b. Proof of high school graduation must include (at minimum) month and year.

   Please note that if the receipt date of proof of graduation precedes the actual date of proof of graduation, additional information may be required.

3. **Proof of High School Graduation Exception.** A letter may be used for satisfying the proof of high school graduation requirement as long as the following criteria are met:

   a. Must be on school letterhead;

   b. Individual letter for each student;

   c. Actual proof of high school graduation/graduation requirement met statement;

   d. Proof of high school graduation must include (at minimum) month and year; and

   e. Signed by a school official with title clearly indicated.
(1) **Acceptable titles**: principal, assistant principal, registrar, and guidance department staff.

(2) **Unacceptable titles**: coach, high school athletics department.

4. **Proof of High School Graduation Letter**. Proof of high school graduation letter may be mailed to the NCAA Eligibility Center, Certification Processing, P.O. Box 7136, Indianapolis, Indiana 46207-7136; faxed to Attention: Academic Certification at 317/968-5100; or emailed to academic certification at ec-processing@ncaa.org as a pdf attachment from an official school domain email address.

5. **Items that Do NOT Satisfy the Proof of Graduation Requirement**.
   a. Unofficial transcript (does however satisfy Early Academic Qualifier exception: NCAA Division 1 Bylaw 14.3.1.1.1.1 and NCAA Division II Bylaw 14.3.1.1.2.1);
   b. Any verbal confirmation;
   c. Graduation list report;
   d. Copy of high school diploma; or
   e. Copy of high school graduation program.

**International**

Please remember to check the "Missing Educational Documents" tasks on the student’s "My Planner" page prior to calling/emailing the NCAA Eligibility Center. Due to the unique nature of academic documents needed for International students, the information needed will be outlined in one or more “Missing Educational Documents” task(s). If you have an international student with no tasks assigned to his/her account, please be sure to check the [Guide to International Academic Standards for Athletics Eligibility and FAQ document](https://www.ncaa.org) located under the Resources tab of the Member Institution Portal. You may contact the NCAA Eligibility Center to have the tasks assigned as well. As always, please feel free to email with any questions pertaining to International students at ec-international@ncaa.org. Please be sure to check on your International students early and check often! International documents take much longer to obtain and should not wait to be looked at until spring/summer if possible.