

OFFICIAL VISIT CHECKLIST

By following this simple checklist, you will help ensure that the prospect's official visit is in compliance with NCAA rules.

Before Prospect Arrives On Campus

- ❑ Give prospect's name & SS# to compliance office for submission to NCAA Clearinghouse
- ❑ Obtain Official or Unofficial Transcript (if GPA & test score are not attainable through the Clearinghouse)
- ❑ Complete Student Host Receipt/Instructions Form (if using a student host)
- ❑ Send Official Visit Policies Summary (explaining pertinent official visit policies to prospect)
- ❑ Complete Expense-Paid Pre-Approval and Summary Form and turn in to compliance office (with copy of transcript, test scores & Student Host Form)
- ❑ Obtain student host money from Business Office by completing Disbursement Request Form – make sure to get EE Expense Report Form to turn in any left over money (if using a student host)

During Visit

- ❑ Give student host the allowable host money
- ❑ Obtain receipts
- ❑ Keep list of everyone in attendance at meals and an itinerary of the prospect's schedule
- ❑ Have prospect sign Official Visitation Form prior to leaving

After Visit

- ❑ Complete EE Expense Report and return any unused student host money (if using student host)
- ❑ Complete Official Visitation Form and turn in to compliance office (with copies of receipts, meal attendance log, itinerary & expense reports)