

TIPSHEET: INTERNATIONAL STUDENT-ATHLETE RECRUITMENT Freshman or Transfer PSA?

This is a key first step. A PSA is an entering freshman if he/she has graduated from secondary school (high school) and has not entered a University or post-secondary school as a full-time student. By contrast, a PSA will be considered a four-year college transfer if he/she is or was enrolled as a regular full-time student in any foreign University or other post-secondary school. The Office of Admissions will make the determination between enrollment in secondary vs. post-secondary schooling and between full-time and part-time enrollment.

Freshmen – NCAA Eligibility Center

All incoming freshmen PSA's must be certified by the NCAA. Foreign PSA's must have their secondary school submit transcripts (with official translations) and standardized test scores (directly from the testing agency) to the NCAA (via mail, not fax) for certification. Foreign PSA's must meet applicable secondary school core-curriculum and grade point average requirements as set forth in the "NCAA Guide to International Academic Standards" and must also present a corresponding standardized test score. Foreign PSA's must register with the NCAA and pay the registration fee. The NCAA has a special registration and information form for foreign PSA's – this form can be obtained at www.ncaaclearinghouse.net. Please note that both academic and amateurism certification often takes substantially longer for international prospects than for domestic prospects. For more information about the NCAA initial-eligibility process for international prospective student-athletes, please see the attached information.

Transfers – NCAA Transfer Rules

Foreign transfer prospective student-athletes are generally granted an exception from the NCAA's transfer residence requirement because most foreign institutions do not sponsor athletics.

Transfers – NCAA Degree Progress Requirements

All transfers must meet both Coppin State University admissions requirements (and percentage of degree requirements based on their total semesters of full-time enrollment (i.e., 25/50/75 or 40/60/80). It is imperative that coaches request a review of the PSA's transcript by the Office of Admissions to ensure that the student has satisfied both admissions requirements and NCAA degree progress requirements.

Transfers – Eligibility

TIPSHEET: INTERNATIONAL STUDENT-ATHLETE RECRUITMENT Participation After 21st Birthday

Any participation in organized sports competition by a PSA during each 12-month period after the PSA's 21st birthday and prior to initial full-time enrollment in any post-secondary institution shall count as one season of Division I competition in that sport. For example, if a student turns 21 in January, participates in organized sports competition that spring (including national teams, tournaments, leagues, etc.), and then commences full-time enrollment in August, the student would be charged with one season of Division I competition. Note that it is possible for an individual to be charged with two seasons of competition during the same calendar year. For example, a student-athlete that turns 21 in October, competes in November, enrolls full-time in January, and competes for the Coppin State University in February would use two seasons of competition – one under the 21st birthday legislation and one for representing Coppin State University in intercollegiate competition.

Admissions

All prospective student-athletes must be admitted to Coppin State University in accordance with the University's regular admissions procedures. Foreign prospects must complete the International Student Application and pay the application fee as well as any applicable late fees. School transcripts in the original language and English translations must be sent to the Office of Admissions. More information regarding the application process is available on the Office of Admissions web site.

TOEFL (Test of English as a Foreign Language)

More information regarding the TOEFL is available at the TOEFL web site.

Proof of Financial Responsibility

A foreign PSA must submit proof of financial responsibility in order to complete the admissions process and receive an I-20 form. Students must demonstrate that they have the necessary funds to attend Coppin State University. The prospect must have a sponsor (i.e., legal guardian) submit an affidavit of support along with the proof of monetary funds.

Issuance of I-20 Form

The final step in the admissions process for an international PSA is the issuance of an I-20 form by the Office of Admissions. **Please note that the NCAA Initial-Eligibility process and all admissions requirements must be met prior to the issuance of an I-20.** Once the I-20 is issued, the PSA will be able to take the I-20 to his/her embassy and apply for a student visa.

Final eligibility determinations for all foreign student-athletes will be made by the Compliance Office after the student-athlete has completed the Historical Report Form and NCAA International Student Packet.

TIPSHEET: INTERNATIONAL STUDENT-ATHLETE RECRUITMENT Recruiting Checklist - Freshmen

Review PSA's historical background with Compliance Office
Register with NCAA, pay registration fee, and complete NCAA application for international students
Complete Coppin State University admissions application for international students and pay application fee
Submit all original secondary school transcripts (with English translation) directly from PSA's educational institution to Clearinghouse and Admissions Office
Submit ACT/SAT scores directly from testing agency to NCAA and Admissions Office
Submit TOEFL scores directly from testing agency to Admissions Office
Complete Proof of Financial Responsibility
Obtain I-20 from Admissions Office
Take I-20 to home country's embassy to obtain student visa (schedule appointment in advance)
Complete International Student Packet from Compliance Office

Recruiting Checklist - Transfers

Review PSA's historical background with Compliance Office
Have Admissions Office review unofficial copy of PSA's college transcripts in order to ensure that PSA meets Conference and NCAA transfer rules
If attempting to meet Conference transfer exception based on one year of college attendance, register with NCAA, submit secondary school transcript(s), and request certification.
Have Admissions Office contact PSA's collegiate institution(s) in order to verify the PSA's semesters of full-time enrollment and to ensure eligibility for the Nonsponsored Sport Exception
Complete Coppin State University admissions application for international students and pay application fee
Submit all original transcripts (with English translation) directly from PSA's educational institution to Admissions Office
Submit TOEFL scores directly from testing agency to Admissions Office
Complete Proof of Financial Responsibility
Obtain I-20 from Admissions Office Take I-20 to home country's embassy to obtain student visa (schedule appointment in advance)
Complete International Student Packet from Compliance Office

Please consult the Athletics Compliance Office frequently throughout recruitment process.