



Requesting an Official Visit



1. Check your recruiting calendar to make sure that you are allowed to have an official visit on the date you are requesting.
2. Fill out the Official Visit Request Form. You can find this online at [THIS LINK](#) or you can find paper copies outside of Jill's office, room 188.
3. To have an official visit approved for a high school or preparatory prospect, the prospect (PSA) must be registered with a regular NCAA Eligibility Center Account, and compliance must activate the PSA on our institutional request list (IRL). A copy of the PSA's transcript must be submitted to compliance. Transfers aren't required to have an Eligibility Center Account, but a copy of the PSA's transcript must still be provided. Transcripts can be unofficial.
4. Please submit this request to compliance at least two days prior to the visit in case there are any issues.
5. Once visit is approved you will receive an approval email from compliance that the visit is approved along with forms that need to be completed while the PSA is on the visit.
6. If you don't receive an email approval for visit, please follow up with compliance BEFORE the visit starts.
7. Don't forget to fill out the post official visit paperwork that is sent out with each visit approval. Get signatures from PSA and host.

Please refer to the official visit bylaw 13.6 for the complete guidelines on what is permissible to pay for and what are permissible activities during a visit. (insert link here)

If you are unsure about something, ASK your compliance office to avoid a violation!