

PRE-OFFICIAL VISIT PROCEDURES

RESPONSIBILITY FOR COMPLETION:

- Head Coach (or his/her designee)
- Assistant Director of Compliance
- Deputy Associate Athletic Director
- Prospective Student Athlete/Parent
- Student-Athlete Host

VERIFICATION OF COMPLETION:

- Assistant Director of Compliance

SUBMITTED TIME FRAME:

All forms and documents for official visits must be completed and turned in to the Assistant Director of Compliance at least **two business days prior** to official visit.

In the event that you are requesting a travel advance, please have completed paperwork turned in to the Assistant Director of Compliance fourteen days prior to the scheduled visit.

FORMS:

- Official Visit Packet (including itinerary, travel authorization, food & beverage authorization)
- Transcript, Test Scores, and Clearinghouse ID or Date of Birth
- Prospective Student-Athlete Declaration Form
- Student-Athlete Host Form

PROCEDURES:

1. Head Coach (or his/her designee) provides current Transcript(s), Test Scores, and Prospect Declaration form to Compliance Office. The information provided must include PSA's full name, date of birth, SAT, PSAT, ACT or PLAN score, unofficial transcripts, and Clearinghouse ID if available. The Compliance Office will notify you of any missing pieces of information.
2. The Compliance Office will turn in completed packet to Team Administrative Specialist.
3. Official Visit Packet (travel authorization and food and beverages authorization) is signed by the Deputy Athletic Director.
4. Deputy Athletic Director returns approved forms to Team Administrative Specialist.
5. Transcript, test scores, and Prospect Declaration form are kept on file in the Compliance Office, except when submitted with the consideration of admission review form.
6. Head Coach (or his/her designee) reviews the student-athlete host policies with student-athlete host and student-athlete host signs the Student-Athlete Host Expectations prior to hosting the prospective student-athlete and receiving host money.

** In the event that the Assistant Director of Compliance is not available, all forms will be reviewed by the Associate Athletic Director for Compliance. **