

**To Register, you will need ....**

1. Full name, address, date of birth, social security number and valid email address.
2. Determine what sports you are interested in, even if you are not getting a scholarship in that sport.
3. Indicate whether you want the NCAA Clearinghouse to respond to you through email or postal mail.
4. Pick a personal identification number.
5. Pay a one-time \$70 for U.S. Students and \$120 for International students. You must pay on-line by Debit, Credit Card or e-Check.
6. Any other questions or concerns, contact the Clearinghouse Customer Service directly at:

Clearinghouse Customer Services  
NCAA Eligibility Center  
P.O. Box 7136  
Indianapolis, IN 46207

Service hours: 8:00 am – 5:00 pm Central Time  
Toll Free: 1-877-262-1492  
FAX: 1-319-337-1556

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## **How to Register with the NCAA Clearinghouse**

- STEP #1: It is recommended that the student athlete register in his/her Junior year, beginning in the month of May. To register, the student athlete needs to apply online at: [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
- STEP #2: After the student registration is complete, request from our Prairie College Counseling office to send your transcripts to the NCAA Clearinghouse. One will be sent with a final Junior transcript and one will be sent with a final Senior transcript. (Note: A transcript must be sent from each high school attended.)
- STEP #3: All prospective student athletes intending to enroll in an NCAA Division I or II institution for the first time on, or after, August 1<sup>ST</sup>. Must complete the NCAA Amateurism Certification questionnaire.
- STEP #4: Test scores must be reported directly from either ACT or SAT scores. They will no longer be accepted from the high school transcript. When registering to take the SAT's or ACT's, you should include the NCAA as one of your free choices to where to send your scores. The code for the NCAA is 9999. If you did not do this, go online for SAT scores to [www.collegeboard.com](http://www.collegeboard.com) or, for ACT scores to [www.actstudent.org](http://www.actstudent.org) and send your scores directly to the NCAA Clearinghouse.
- STEP #5: Upon completion of the Junior year, the final Junior transcript will be sent to the Clearinghouse. The student will receive an initial clearing statement from the Clearinghouse in the fall of the student's Senior year.
- STEP #6: Before the end of the Senior year, you must request the Final Amateurism Certification for each sport that you will participate in. Log back into your account at [www.eligibilitycenter.org](http://www.eligibilitycenter.org); click on 'MY PLANNER'. Then select the 'REQUEST FINAL AMATEURISM' button and follow the instructions.
- STEP #7: After graduation, the student's final Senior transcript with the exact date of graduation will be sent to the Clearinghouse from the high school. The student will then receive a final clearing statement from the Clearinghouse. The Clearinghouse usually requests this but to speed the process, the student can request the transcript be sent on, or near, the last day of school of his/her Senior year. In completing the registration forms, the high school CEEB code is required. THE PRAIRIE SCHOOL CEEB CODE IS: 501918