



*POINT UNIVERSITY*  
**SKYHAWKS**

# Becoming a NAIA Student Athlete

A step-by-step guide for Transfers

## Contact Information

### Taylor Jennings

Athletics Coordinator

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Contact Taylor if you have any questions about the registration process or eligibility process as a whole. She is the Eligibility Compliance contact at our University and works with student-athletes on a daily basis regarding their eligibility.

### NAIA Eligibility Center

(P) 816-595-8300

Contact the Eligibility Center directly

- if you are having technical difficulties
- if you accidentally answered questions incorrectly during registration and need them to manually override it, or
- if you sent in one of your documents to them and still have not seen it show up on your profile.

\*\*Please note that your eligibility does not determine your admission to Point University, nor does your admission to Point determine your eligibility.

For admission questions, please contact:

Point University Admissions

(P) 706-385-1202

(E) [Admissions@point.edu](mailto:Admissions@point.edu)

### Useful Video on PlayNAIA Registration Process:

<https://youtu.be/jnD2xYJcbMo>

## Step One: Submit your online profile

- **Create an account at PlayNAIA.org.** *Pro-Tip: Do this as soon as the recruiting process begins.*  
Start the process by visiting [www.PlayNAIA.org](http://www.PlayNAIA.org) and clicking the “Register Now” button. Registration Fee of:
  - \$135 for U.S. and Canadian transfer students and students with a break in competition after high school
  - \$150 for international students.
  
- **Validate your email address and pay the registration fee.**  
A confirmation code is sent to your email. If it does not appear in your inbox a couple minutes, be sure to check your spam/junk.
  
- **Complete, review and *submit* your online profile.** *Pro-Tip: Opt-in to texting to receive the timeliest status updates and include your first date of competition in your registration profile.*
  1. List *all* the schools you attended and all competitive experiences you have had since high school graduation.
  2. Review your information on the Profile Summary page to make sure it is accurate before clicking “submit.” *You are required to **submit** your online profile to be placed in line for a decision.*

## Step Two: Send us your records and get on a recruiting Short List

- **Send official college transcripts.**  
Don’t get sidelined while waiting on your transcripts to arrive! Request transcripts now for any school that you are no longer attending. If you are currently enrolled at an institution, have the official transcript sent immediately after the conclusion of the current academic term.

The NAIA Eligibility Center needs an official transcript from each university or college you’ve attended (including schools where you earned dual enrollment or summer classes), regardless of whether or not you withdrew, failed or completed a full semester. Ask each

of your colleges to send transcripts with a cover page to help speed things up. We accept electronic transcripts through Parchment, National Student Clearinghouse, E-scrip Safe, Credentials' Transcripts Network and Xap in addition to hard copy transcripts sent via the mail.

- **Send high school documents.** *Only do this if you have attended less than 2 full-time semester of college*

Request to have your official test scores sent directly from the testing service by using the NAIA Eligibility Center code, 9876. Only test scores sent directly from the testing agency are accepted.

Ask your high school guidance counselor to submit an official transcript through the NAIA High School Portal.

- **Provide your ECID # to your NAIA coach to be added to a Short List.**

Students with a break between high school graduation and competing in the NAIA must appear on an NAIA school's "Short List" to receive a decision. A "Short List" includes each NAIA school's recruits and is built by the school's staff. Provide your Eligibility Center ID number (ECID #) to your coach and ask to be added to the list as soon as possible.

### **Step Three: Check your To Do List Regularly**

- **Check your To Do List and monitor your decision progress.**

Once you submit your online registration, are added to a Short List, and all your transcripts are received, you will be placed in line for an NAIA Eligibility Center manager to review the material and determine your initial eligibility. You can view your decision progress and To Do List at any time by logging into PlayNAIA.org.

Eligibility Center representatives conduct internet searches, check enrollment history through the National Student Clearinghouse, contact previous institutions, review transcripts, and/or contact sports leagues as your review is underway. This research could require additional outreach to your NAIA school, you, or other third parties before moving your decision forward.

Most students can expect to receive a decision 7-10 business days after being placed in line. Remember, you must complete these three steps to be placed in line: submit your online profile, turn in all required records, and be added to a school's Short List.

*Pro-Tip: To get in the game, make sure everything we need is received at least two full weeks before your first practice or the start of classes at your NAIA school, whichever comes first.*

Remember – The Big Three!

- 1.) [Online profile](#) is fully submitted
- 2.) All required, [official records](#) are received
- 3.) Placed on an NAIA school's [Short List](#)

## Questions?

Our staff members are available to answer questions you may have.  
Contact us at [ECinfo@naia.org](mailto:ECinfo@naia.org) or (816) 595-8300

## Information Specific to Transfers

Transfers **MUST** meet the following eligibility rules in order to compete:

- ✓ 12 hour rule
- ✓ 24 hour rule
- ✓ GPA rule (depending on year)

**12 hour rule:** Must enroll in **AT LEAST** 12 credit hours for your first semester at our University

**24 hour rule:** Transfer athletes must have earned 24 total hours in his or her two most previous full-time semesters (full-time means that you were enrolled in and attempted at least 12 hours in a semester). None of these hours earned can be remedial or repeat courses.

\*Note that this rule only applies to full-time semesters. If one of your two most recent semesters was part-time (meaning enrolled in 11 credit hours or less), then that term does not apply. Only look at your two most recent full-time semesters.

\*\*Also note that if you have not earned at least 24 hours in your entire college career, then you are still considered a freshman and will be processed through the NAIA as such. If this applies to you, you should stop reading this now and ask for an incoming freshman packet. You will have to request that your high school transcripts, Sat or ACT scores, and college transcript be sent in to the NAIA.

**GPA rule:** This rule only applies to student-athletes in junior or senior standing. Anyone that is considered a junior or above **MUST** have a 2.0 GPA or higher on a 4.0 scale.

\*\*For eligibility purposes, we take your credit hours and GPA earned at previous Universities at face value for your 1<sup>st</sup> term here\*\*

## FAQs

**Q: If I send my transcripts and test scores to Point University, does that mean that they will be sent to the NAIA automatically?**

**A: NO.** All transcripts and test scores MUST be sent separately; one to Point and one to the NAIA. This is because a transcript becomes unofficial as soon as it is opened. Both Point AND the NAIA require an official transcript. Therefore, each student-athlete should request 2 separate transcripts—one for Point University and one for the NAIA.

**Q: How long will it be until I know that I am eligible?**

**A:** That all depends on how quickly you submit all of your documents and what time of the year it is. Once documents reach the Eligibility Center, they show up on your profile within 24 hours. Peak times for the Eligibility Center are July-August and December-January. During non-peak times, athletes who have all steps completed have been processed within 24-48 hours. During peak times athletes should expect about a 7-day wait time to be processed. This is why we encourage you to register as soon as possible!

**Q: If I am eligible does that mean that I am admitted to Point?**

**A: NO.** The Admission process and the Eligibility process are completely separate.

## What's the NAIA Code to Send Test Scores?

# 9876

Students must request that their test scores be sent *directly* from the testing service to the NAIA Eligibility Center using our code: 9876.

We cannot accept test scores that appear on high school transcripts.

Only *one* qualifying test score is needed.

### NAIA Document Processing

The NAIA Eligibility Center is still accepting documents required for eligibility reviews.

We **highly** recommend using the NAIA portals/approved third-party vendors (US documents only) or InCred (international documents only) to electronically submit for fastest processing times. New NAIA portal users will need to be verified by eligibility center staff before granted access to upload. Please note: we cannot accept emailed documents or transcripts sent to [ECInfo@naia.org](mailto:ECInfo@naia.org).

1. NAIA Registrar Portal - the fastest and preferred method.
2. Approved third-party vendors - Parchment, National Student Clearinghouse, eScrip-Safe/Credentials Solutions; if an email address is required for these services, you must use **documents@naia.org**.
3. **All** US high school documents must be submitted through the NAIA High School Portal.

Physical document processing will not take place daily and will be delayed extensively; this is subject to change. **If you sent your documents through FedEx, UPS, or any other third-party shipping carrier, please email [ECInfo@naia.org](mailto:ECInfo@naia.org) with your tracking number and name of shipping carrier used.**