



Guide for the International Student-Athlete



THE NAIA ELIGIBILITY CENTER

Welcome to the NAIA Eligibility Center! We're here to help you.

Students, coaches, parents and recruiters are encouraged to contact us if they have questions at any point in the process.

Contact the [eligibility center](#)

Hours: 9 a.m. to 5 p.m. Central Standard Time, Monday through Friday.

Who needs to register with the NAIA Eligibility Center?

All first-time NAIA student-athletes must register and receive an eligibility determination before they are permitted to play.

Do I need to register with the NAIA if I'm registering with the NCAA?

Yes, the NAIA and NCAA are two separate associations with different certification processes. If you would like to play in the NAIA, you must register with the [NAIA Eligibility Center](#).

What does the registration process involve?

- At [PlayNAIA.org](#) you'll fill out a profile about yourself, your academic history and sports experiences and pay for the registration. You'll get an ID number that will help you track your status.
- International students are also required to purchase an InCred evaluation (link to [InCred](#) website). Have all your required international secondary and post-secondary documents submitted to the NAIA Eligibility Center.
- Have your SAT / ACT test scores sent directly to the NAIA Eligibility Center.
- Share your number with your future NAIA coach so the coach can be sure that you are listed on his or her "Short List." A Short List contains the names of the coach's recruit list and provides priority for your review to begin with the NAIA Eligibility Center.

Once all of your complete information has been received, it will be evaluated by the NAIA Eligibility Center and your eligibility will be determined.

When do I need to register with the NAIA Eligibility Center?

Most international students should register immediately after graduation or the end of the academic term/year. International students who will enroll in the fall term at an NAIA school should have all required academic records submitted to the NAIA Eligibility Center at least two months prior to the start date of the term in which they are seeking eligibility. Don't wait until the summer holiday months when many schools close; it could delay your determination.

How much does it cost, and how do I pay?

The one-time, non-refundable international registration fee is U.S.D. \$160.00. Regardless of where you live currently, if you attended high school or university outside

of the United States or its territories, you must pay the international fee. Graduates of U.S. military base or DoDEA schools pay the domestic fee. When you register, you can pay online by Visa, MasterCard or Discover credit cards. You also can mail a money order. (Please be sure the money order includes your name and NAIA ID number.) NAIA schools may not pay the fee on behalf of any student. International students do not qualify for fee waivers. Canadian students pay the U.S. fee.

What are you asked about when you register online?

Be prepared to provide thorough and accurate information. Any incorrect or missing information could result in a delay in processing your determination.

- **Personal Information** — Important contact information, places you have lived, when you plan to enroll
- **My Academic Information** — Names and addresses of all of the secondary schools you have attended as well as any universities
- **My Sports Experience** — Sports and leagues you have been involved with after high school graduation

Why do we ask about your sports experiences?

The NAIA has a rule that helps to make sure that its student-athletes compete against other students with similar levels of training and competitive experience. Athletes who compete outside the traditional college setting can gain an unfair advantage. Students are charged seasons for competing at the collegiate level or for any professional-level, outside competition that takes place a year after high school graduation when not participating in college sports. NAIA students are allowed a maximum of 4 seasons of competition in a single sport. We need to know about your sports experiences to determine if this rule applies to you.

It is important to list all events and leagues in which you have played, regardless of their level, so that an accurate and quick determination can be made. Some competitions that are amateur in nature can be considered "chargeable competition" and thus could impact your eligibility. Failure to provide complete and factual information could result in potential penalties, including permanent banishment from the NAIA.

If I have played in sports competitions since high school graduation, can I still be eligible?

Yes, you can. The NAIA Eligibility Center evaluates each competition individually. If the events or leagues you compete in are determined to be below professional-level competition, it will not impact your eligibility.

What if I was not paid for playing sports after high school? Do I still need to give you information about competitions I participated in?

Yes, you are required to list all events and leagues in which you have competed since graduating from high school, regardless of their level or standard. This includes recreational leagues, amateur leagues, church leagues, national teams, premier leagues, individual competitions or tournaments, or any other type of organized competition. Some competitions that are amateur in nature can be considered "chargeable competition" and thus could impact your eligibility.

When should I have my school send my documents?

You should have your records submitted to InCred as soon as they are made available or at the conclusion of the current academic year. If you have been out of school for some time, please have your school(s) submit your academic records now.

Should I have my school send my original certificates/records?

Please do not have originals or the only official copy of certificates/records sent to InCred. We cannot return any documents.

How do I send translations?

Academic records must be sent in BOTH the original language of issuance AND a literal, word for-word English translation. If the translation is not a literal translation, the NAIA Eligibility Center reserves the right to request new translations or verify the translations with a third party. If a third-party verification is required, this can delay your review, so have literal, English translations submitted for all academic records.

Translations do not need to be certified, notarized, school-stamped or official.

International Academic Records Submission

International students will be required to purchase an InCred evaluation prior to receiving an eligibility center determination. International transcripts that are sent directly to the eligibility center will be forwarded to InCred for handling. Only records submitted to and verified by InCred, as well as the official InCred credential evaluation, will be used to apply NAIA eligibility rules.

1. Order an InCred Evaluation. This service allows you to upload your transcripts electronically. InCred accepts all forms of academic records including: international university records, international high school records, class rank letters and Sixth Form College letters. For more information on this service, visit InCredEvals.org.
2. There may be alternative instructions for sending records depending on your country. Refer to the [Documents Required by Country](#) for this information.

NAIA Eligibility Center

Website: PlayNAIA.org
Hours: Monday-Friday, 9 a.m. to 5 p.m. Central

InCred Evaluations

Website: InCredEvals.org
Phone: 1.816.595.8300 (Press 3)
Email: InCred@naia.org

Tracking the status of your eligibility determination**How do I know if you received my documents?**

Log into your profile PlayNAIA.org and review your activity list. Once a usable transcript is received and processed, the task will move from "Current Tasks" to "Completed Tasks." If a document is received that cannot be used, it will remain under your "Current Tasks" with information as to why the document is not usable.

My documents have been signed for but are still showing as "needed" in my Activity List:

Once documents are received, they must be processed and reviewed before your online status is updated. If your shipping records show that your documents have been signed for by the NAIA Eligibility Center, please check your online profile. If you still do not see a status update after a couple of days, please contact the Eligibility Center using the contact form through your profile.

My documents are listed as "Not Usable" on my online profile. What does this mean?

It means the documents we received contain only partial information needed. Details of what is missing will be shown on your profile. You must submit additional documents before we can continue the evaluation. Please visit our country-by-country list of documents required for international students.

When will I know if I am eligible or not?

International student reviews take significant time to complete. We strive to complete international student reviews within 20 business days starting after the date that all of the following have been completed:

- Your online profile is submitted and all information is accurate and complete.
- Your coach has placed you on his or her Short List.
- All academic records submitted from all previous schools you have attended are marked as complete and have been evaluated by InCred.
- Your official test score and/or class rank letter has been received.

Fall enrollees – Eligibility decisions will be released starting no earlier than May 1.

Spring and winter enrollees – Decisions will be released when all necessary documents and information have been submitted.

You can accept scholarships, sign with schools and practice with the team all prior to receiving your final eligibility decision. You cannot, however, play in NAIA competition prior to receiving an eligibility determination.

Eligibility Requirements

Is there an age limit in the NAIA?

No, there is no age limit for participation in the NAIA. Instead, students are restricted to four seasons of competition in a given sport and have 10 university semester terms or 15 university quarter terms to complete those four seasons of competition.

What are the eligibility requirements if I have never attended university?

If you have never started courses at a university or post-secondary institution, then you will be required to meet initial freshman eligibility standards. NAIA requirements for initial freshman eligibility state that a student must have a 2.3+ GPA OR meet two of the following three criteria after high school graduation:

1. TEST SCORE REQUIREMENT	2. HIGH SCHOOL GPA REQUIREMENT	3. CLASS RANK REQUIREMENT
*Achieve a minimum of 18 on the ACT or 970 on the SAT	Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale	Graduate in the top half of your high school class
<p>Tests must be taken on an international testing date prior to the start of the term in which you intend to participate in athletics and scores must be achieved on a single test date. The minimum SAT must be achieved on the Evidence-Based Reading & Writing and Math sections only; the Writing score cannot be used.</p> <p>*Minimum score requirements for tests taken prior to May 1, 2019 varied.</p> <p>For tests taken prior to March 1, 2016: 18 ACT, 860 SAT (reading, math).</p> <p>For tests taken between March 1, 2016 and May 1, 2019: 16 ACT, 860 SAT (evidence-based reading & writing, math).</p>	<p>The NAIA Eligibility Center will verify whether or not you have met this requirement by converting grades from your academic records to a U.S. 4.0 scale.</p>	<p>To meet this requirement, the appropriate secondary school official must write a letter on school letterhead stating your high school graduation placement based on cumulative grades and the total number of students in your graduating class.</p> <p>Other cases: Home school students, Private User (for England and British-patterned systems), distance education and International GED students are not able to use the class rank requirement to meet initial freshman requirements. Instead they must meet the test score and GPA requirements.</p> <p>Exception: Completion of nine institutional credit hours prior to identification at any institution of higher education can be used if no class rank appears on the final official high school transcript. The credit hours must be completed with a grade of "C" or better.</p>

What are the eligibility requirements if I have attended some university?

IF ATTENDED UNIVERSITY FOR ONLY ONE SEMESTER OR TERM: YOU MUST PASS PASS NINE U.S. CREDIT HOURS

Credits are converted to U.S. equivalents based on international transfer credit industry standards on a course-by-course basis, and those can vary by country and institution. Generally speaking, a student who attends one term of university abroad must complete with a passing grade at least 75% of the normal full-time load to meet the nine U.S. credit hour rule.

AND have a 2.3+ GPA OR meet two of the following three incoming freshmen requirements.

1. TEST SCORE REQUIREMENT	2. HIGH SCHOOL GPA REQUIREMENT	3. CLASS RANK REQUIREMENT
Achieve a minimum of 18 on the ACT or 970 on the SAT	Achieve a minimum overall high school grade point average of 2.0 on a 4.0 scale	Graduate in the top half of your high school class

Mid-Year Eligibility Opportunity

If you do not meet requirements for an entering freshman, you can satisfy **one** of the initial requirements in addition to earning 12 institutional credits hours with a grade of "C" or better during your first term of attendance at your NAIA school to be eligible.

What are the eligibility requirements if I have attended multiple years of university?

Students who have attended multiple terms/years of university are required to meet the following standards:

- 24/36 Hour Rule**
 To meet this requirement, you must have achieved 24 U.S. converted credits in the last two full-time terms of attendance. Credits are converted to their U.S. equivalents based on international transfer credit industry standards on a course-by-course basis, and can vary by country and institution.
- GPA**
 Minimum grade requirement of a U.S. 2.0 grade equivalent. Students who reach "junior" or "senior" standing or are charged two seasons of competition or more are required to have and maintain a 2.0 cumulative university GPA. The NAIA Eligibility Center will verify whether or not you have met this requirement by converting grades from your academic records to a U.S. 4.0 scale.

What is the Progress Rule?

The Progress Rule applies to students who have used one or more seasons of competition. To meet this rule, you must have achieved 24 U.S. credits for each seasons of competition charged (i.e. a student charged two seasons of competition must have achieved 48 U.S. credits). The NAIA Eligibility Center will convert your credits to U.S. equivalents based on international transfer credit industry standards.