STUDENT LIST:

- The student list is different from the short list.

- The student list is the official way to upload transcripts for first-time NAIA student-athletes.

- This list replaces the NAIA Dropbox.

- Students must list attending your NAIA institution during their registration to appear on your student list.

- If a student didn't list your insitution, please email the eligibility center at ecinfo@naia.org.

REQUESTED ACTIONS:

- Once the student's eligibility status says "documents," the "send transcript" button will appear.

- Students have to submit their profile <u>before</u> a transcript can be uploaded.

STEPS TO SEND TRANSCRIPTS:

STEP 1

- Click on "send transcript" button

1 Students Found   NARROW BY [All Students ▼]   [All Graduating Years ▼]

STUDENT	ECID#	DOB	EST. GRAD	ELIGIBILITY	ACTIONS
Joe Smith	10947	8/1/1994	5/1/2012	Documents	Send Transcript

STEP 2

- Answer required questions.

- Select the transcript and click "upload."

College Transcript Details

Is there a transcript for this student?
◉ Yes ○ No

Completed Through Term:
[Fall ▼]

Completed Through Year:
[2019 ▼]

Degree Earned:
[No Degree Earned ▼]

Indicate if the student has been Dismissed, Expelled or Suspended:
[Select a Disciplinary Action ▼]

Upload File (PDF or Word)

[Select Files]

[Upload]   [CANCEL]

STEP 3

- Check your student list to make sure the action has been completed.

STUDENT	ECID#	DOB	EST. GRAD	ELIGIBILITY	ACTIONS
Joe Smith	10947	8/1/1994	5/1/2012	Documents	Send College/University Transcript on 9/30/2019

DOCUMENT SUBMISSION METHODS:

- Post-secondary transcripts are accepted via the NAIA portal, which is the quickest method.

- Submission through a third-party electronic service may be accepted.

- Services that require an email address must use documents@naia.org.

- Documents sent using any other email address will not be accepted.

- Documents sent via email and not through an electronic service will not be accepted.

INSTITUTIONAL DETAILS:

- NAIA registrars must update the school profile before you can access your student list.

SCHOOL PROFILE:

- If changes to your school address are needed, please contact the College Board.

MEMBER REGISTRATION

- NAIA registrars are automatically registered from the contact list on NAIAHelp.

- Your email address and name must be correctly entered by your institution's AD in NAIAHelp for you to access PlayNAIA.

HOW TO RE-UPLOAD TRANSCRIPTS:

STEP 1

- On the "student list" tab, find the student for whom you need to re-upload a transcript.

- Click on the student's hyperlinked name.

- There will no longer be a "send transcript" button since you have previously sent a transcript.

Joe Smith   10947   8/1/1994

STEP 2

- Once you've opened the student details, click on the "re-send transcript" button."

[Re-Send Transcript]   [Close]

STEP 3

- Complete all required information and upload the new transcript.

- Uploading a new transcript will notify NAIA staff that a new transcript has arrived and will trigger the updated decision process.

Resend Reason:
[Select an item ▾]

What prompted the change?
[Type a value]