



# OFFICIAL VISIT CHECKLIST

Athletics Compliance Office - Northwestern University

## Admissions Approval (6 semester transcript or later)

- A signed admissions sheet along with a six semester high school transcript, senior year schedule, and test score must be on file in the Athletics Compliance Office (ACO). The prospect must be registered with the NCAA Eligibility Center, and added to our IRL prior to approval of the visit.
- Submit an official visit approval form via JumpForward.

## Official Visit Compliance Approval (prior to 6 semester transcript)

- Create an Official Visit Approval form in the prospect's profile in JumpForward. Complete all fields, attach the prospect's high school transcript, sign and submit. Once submitted, ACO will approve and forward it to the Business Office. **All visits** must have an approval form submitted, no matter the transportation.
- The prospect must be registered with the NCAA Eligibility Center, added to our IRL, and have a high school transcript on file in the Athletics Compliance Office prior to approval of the visit.

## Itinerary Requests

- To schedule a meeting with an Athletics Academic Advisor and/or a Faculty member go to: [http://nusports.com/sb\\_output.aspx?form=9&path=acad](http://nusports.com/sb_output.aspx?form=9&path=acad) Go to NUsports.com and click on "Athletics" link- go to "Academic Services"- Click on "Forms and Documents" link on the right - then Click on "Coaches".
- To request a cot - email ACO (Veronica) with Prospect's name, Student-Athlete Host's name & cell number, Residence Hall & room # and the dates the cot is needed. Veronica will make the arrangements for the cot to be delivered.

## Complimentary Admissions Requests

- Must be entered thru JumpForward at least six (6) hours prior to the event the prospect will be attending.
- Must be complete with the following information: Grad Year, Requested Sport (your sport), First & Last Name, Email, Mobile #, High School, Sporting Event (event the PSA is going to), Number of Tickets Requested with First & Last Name of Guest and Relationship
- Maximum of six complimentary admissions may be provided

## Visit Itinerary

- A detailed itinerary must be submitted to the ACO **at least four days prior** to the prospect's scheduled arrival on campus.
- At minimum, the itinerary must include the following information:
  - Prospective Student-Athlete's Name
  - Scheduled Arrival Date and Time on Campus
  - Scheduled Departure Date and Time from Campus
  - Name(s) of Family Members accompanying the prospect and their relationship to Prospect (*e.g., parent, guardian, sibling, grandparent, spouse, etc.*)
  - Travel Details (Mode & Times - *e.g., flight # and flight times*) (*If arriving late and starting visit the next morning, please list evening accommodations*)
  - Lodging
    - On-campus: Residence Hall and Room # - *request cot if needed*
    - Off-campus: Address or Hotel name & Address
  - Academic Meeting with Athletic Academic Advisor and/or NU Faculty
  - Meetings with NUDAR Staff members
  - ALL Meals / Entertainment / Activities / NU Events during Visit - list who will be in attendance at these activities
  - Coach and Cell # / Student-Athlete Host and Cell #

## Northwestern Recruiting Policy

- Must be sent to the prospect the day prior to the visit starting along with the itinerary - CC ACO (Veronica) on these communications.  
[http://sidearm.sites.s3.amazonaws.com/nusports.com/documents/2016/9/19/Recruiting\\_Policy\\_updated\\_9\\_2016.pdf?id=14265](http://sidearm.sites.s3.amazonaws.com/nusports.com/documents/2016/9/19/Recruiting_Policy_updated_9_2016.pdf?id=14265)

## Student-Athlete Host Guidelines

- Must be reviewed by a Coach with the Student-Athlete Host and signed prior to start of the visit. *Please have Student-Athlete Host fill in the amount of host money they receive at the time.*

## Expense Report

- Must be completed in detail and submitted to the Compliance Office for all meals that were provided to the prospect and/or their family members in conjunction with the official visit. Please attach the expense report cover sheet to note if any changes were made. *Please list ALL attendees at each meal.*

## Official Visit Cancellation Form (if applicable)