

[Date]

[Name]

[Address1]

[Address2]

[City, State, Zip]

Dear [PSA]:

We are very pleased that you have chosen to make an official visit to our campus to evaluate our academic and athletics program. Because this is an Official Visit, San Francisco State may pay for your expenses.

NCAA regulations require that we inform you of several important rules regarding Official Visits, in writing, before your scheduled visit. These rules are:

- ◆ You are entitled to a maximum of five expense-paid visits to institutions that are in Division I or Division II;
- ◆ You cannot make more than one expense-paid visit to any one institution. (You can, however, make as many unofficial, non-expense-paid visits as you wish to any institution);
- ◆ Your Official Visit cannot last more than 48 hours from the time you arrive on campus; and
- ◆ Entertainment can be provided only to you, your parents (or legal guardians) and your spouse.

Attached is a copy of San Francisco State's Graduation-Rates Report. This report tracks students who initially enroll at San Francisco State as first-time freshmen and receive athletically related aid.

Per NCAA Bylaw 13.3.2, we must provide all incoming prospects with the NCAA banned drug list. Please refer to the following website for this list: [www.ncaa.org](http://www.ncaa.org).

We are eager to see you! We hope that you will enjoy your visit to our campus.

Sincerely,

[Coach's Name]

[Head \_\_\_\_\_ Coach]

Enclosure: Graduation Rates Report

cc: Tracee Passeggi, Associate Athletic Director