

OFFICIAL VISIT REQUEST FORM

To be completed one week prior to the scheduled visit
 All forms must be attached before approval is made

Sport: _____

Date: _____

Prospects Name: _____

Social Security #: _____

Address: _____

Dead Periods for your sport: _____

Dates and Times of Official Visit: _____

Limited to 48 hours on campus

	YES	NO	N/A
Is the prospect registered with the NCAA Clearinghouse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you placed the prospect on an Institution Request List?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the prospective student-athlete be provided with:			
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complimentary Admission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tryout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the (HS) prospect's sport season finished last term?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, have they completed eligibility in this sport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For 2- and 4-year prospects, has their sport season concluded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the prospective student-athlete provided you with a transcript which contains a test score from the SAT or ACT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the prospect been sent the Official Visit Limitation letter along with the Graduation Rates Report? [include copy of letter sent]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach a copy of the following:

- **[High School]** prospect's transcript with test score, or separate proof of test score
- **[Transfer]** prospect's transcript indicating how many transferable units anticipated and/or AA degree. Also highlight "Golden 4" if upper level transfer.
- Official Visit Limitation Letter

The requested visit is approved: YES or NO

 Signature of Assistant Athletics Director

 Date

Grey areas to be filled out by the compliance coordinator

Checklist for NCAA Qualifier Status

Complete this form OR submit Clearinghouse 48-C for prospect

Name of Course	Grade	Units	QPTS	Name of Course	Grade	Units	QPTS
English (6 semesters)				Additional of Previous 3 Categories (4 semesters)			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Math (4 semesters)				Social Science (4 semesters)			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Natural/Physical Science w/ lab (4 semesters)				Additional (any from above &/or religion, foreign language) (6 semesters)			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

	Units	Quality Points	GPA (QPTS divided by units)
Total	_____	_____	_____
Test Scores:	SAT	_____	ACT
		_____	_____

*Beginning August, 1, 2005, students will need a total of 14 core courses to be certified to compete in intercollegiate competition. They will need 3 units of Additional Academic Courses (Religion, Foreign Language, English, Math, Natural Science or Social Science).

Checklist for Transfer Students

SFSU Requirements

Lower Level Transfer <input type="checkbox"/> (1-55 units) Must meet freshmen requirements	Upper Level Transfer <input type="checkbox"/> (56 units or more)
A1 – Oral Communication <input type="checkbox"/>	A2 – Written Communications <input type="checkbox"/>
A3 – Critical Thinking <input type="checkbox"/>	B4 – Quantitative Reasoning <input type="checkbox"/>

NCAA Requirements (2-Year Transfers)

Number of full-time Terms: _____ Enrolled at least 2 Semesters Full Time?

Number of Transferable Units Required: _____ Number of Transferable Units: _____

Enrolled more than 6 Full-Time Semesters? If Yes, will they have AA degree?