

## High School Student Registration Checklist

Registering with the NAIA Eligibility Center is easy. Follow this simple, step-by-step checklist to help you through the process and get registered today!

**Step One: Create an account at PlayNAIA.org using a valid email address.** *End of junior year of high school*  
Start the process by visiting: [PlayNAIA.org](http://PlayNAIA.org) and clicking on "Register to Play."

**Step Two: Validate email address.**  
A validation email is generated immediately after clicking submit on the first screen, so if it does not appear in your inbox right away, be sure to check your spam or junk folder.

**Step Three: Pay registration fee.**  
The registration fee is \$70 for U.S. and Canadian high school students, \$90 for U.S. and Canadian transfer students, and \$120 for international students. Fee waivers are available based on need. Details about waivers can be found on the [Fees/Payment](#) page of the website.

**Step Four: Complete profile.**  
The registration profile includes two sections: 1) About me – provide basic information about yourself and the sports you plan to play; and 2) Tell My Story – list the schools you attended and list any competitive experience you have had in your sport since the September 1 **following** high school graduation (if applicable).

**Step Five: Review and submit profile.**  
After filling out the profile, be sure to review your information on the Profile Summary page to make sure it is accurate and complete before clicking "submit."

The NAIA Eligibility Center still needs a few more things before your eligibility can be determined. Incoming freshmen must meet TWO of the follow criteria after high school graduation to be eligible to PlayNAIA.

1. Minimum 2.0 GPA on a 4.0 scale
2. Graduation in the top half of class
3. Cumulative score of at least 18 on the ACT or 860 combined Critical Reading and Math on the SAT

**Step Six: Send test scores.** *Beginning of senior year of high school*  
When you register to take the ACT or SAT, use the NAIA Eligibility Center code **9876** to have the test scores sent to the NAIA Eligibility Center directly from the testing service. Only test scores sent directly from the testing agency are accepted.

**Step Seven: Send official high school transcript.** *After high school graduation OR after junior year*  
After high school graduation, you must have your high school send a final, official transcript to the NAIA Eligibility Center at the address below. If class rank is not part of your official transcript, the high school can send an additional letter on official school letterhead confirming graduation in the top half of your class.

**Early Decisions**

If you have at least a “B” average after junior year or a 2.5 GPA on a 4.0 scale midway through senior year and the required test scores, you qualify to receive an early decision! Have your official transcripts through junior year or after 7 semesters of high school sent to the NAIA Eligibility Center. Transcripts and letters can be sent to:

**NAIA Eligibility Center  
P.O. Box 15340  
Kansas City, MO 64106**

Some high schools can send transcripts using electronic transcript services. The NAIA Eligibility Center accepts electronic transcripts from Docufide by Parchment, National Student Clearinghouse, ConnectEdu, e-Script Safe and the National Transcript Center.



**Step Eight: Choose whether or not to participate in the optional NAIA Connections service.** *End of junior year*

NAIA Connections allows you to create a Sport Resume that can be shared with NAIA schools. You can highlight athletic and academic achievements in the Sport Resume, and then use the enhanced search feature to find NAIA schools that match your college preferences. After researching NAIA schools, you can select **up to five schools** to send your Sport Resume.

**Checking Eligibility Status**

Once you have completed the registration process, AND test scores and transcripts are received, an NAIA Eligibility Center manager will review the material and determine your initial eligibility. You can view your status in the determination process at any time by logging into PlayNAIA.org and viewing your custom To Do List.

Priority for review is given to transfer students who appear on a “Short List” for any NAIA school. A Short List includes each NAIA school’s most serious recruits and is built by the school’s staff.

If you are entering college for the first time and do not have a break between your high school and college coursework, you do not need to be on a Short List to receive an eligibility decision.

**Questions?**

NAIA Eligibility Center staff members are available to answer questions students may have regarding their registration. Any time the student contacts the NAIA Eligibility Center, the student must be prepared to provide his or her Eligibility Center ID# and answer to the security question. The NAIA Eligibility Center may be contacted at:

**ECinfo@naia.org  
(866) 881-6242**