

National Letter of Intent/Admissions Checklist

- Have you checked to ensure that your sport is in a signing period?
- Do you have room within your scholarship limitations to sign this prospect to the percentage you wish to offer?
- Do you have room within your signing limitations for initial counters (if applicable)?
- Have you properly completed the National Letter of Intent and the Grant-in-Aid Agreement?
- Have you made two photocopies of the original NLI and GIA Agreement to be sent to the prospect?
 - Original: to be kept by the prospective student-athlete
 - Copy 1: to be signed and returned (compliance will maintain this copy)
 - Copy 2: to be signed and returned (compliance will send to C-USA)
- Have you included a copy of the most recent Southern Miss graduation rates with the National Letter of Intent? Have you provided the NCAA Banned Substance List?
- Have you attached a cover letter? (either the one from compliance included in the notebook, or a personal one from the coach)
- Upon receipt of the completed NLI and GIA Agreement, have both returned copies been properly signed by the prospect, and if applicable, the prospects parents, legal guardians? Was the NLI signed within 14 days of issuance? If everything is in order, forward both copies to compliance immediately (must be filed with C-USA within 21 days).
- Have you notified SAEP of the prospects signing? SAEP will send admissions information only upon this notification.