

**BEMIDJI STATE UNIVERSITY
OFFICIAL VISIT APPROVAL (NCAA Bylaw 13.7)**

COACH CHECKLIST

COMPLETE PRIOR TO VISIT Please complete and submit this form to the Compliance Office as soon as the official visit is scheduled, preferably two weeks in advance.

Sport: _____ **Coach:** _____ **Date:** _____

Student's Name: _____ **Address:** _____

Phone: _____ **E-mail:** _____

Date of Birth: _____ **Eligibility Center ID#:** _____

Current High School or College: _____

TURN IN THE FOLLOWING DOCUMENTS TO THE COMPLIANCE OFFICE PRIOR TO THE VISIT

_____ **Test Score (HS or Prep School PSA's): Presented through official testing agency document OR high school transcript (official or unofficial)** Taken on a national testing date and on file at BSU. Taken on a national testing date and on file at BSU – ATHLETICS NEEDS A COPY.
 _____ **Transcripts from high school (or college)**

How notify psa? _____ **Regular Mail** _____ **Fax (list # _____)** _____ **E-mail**

VISIT INFORMATION

On Campus Information

Date of Arrival on Campus _____ Time _____

Date of Departure from Campus _____ Time _____

Transportation paid? _____ None _____ Air _____ Bus _____ Other

Lodging paid? _____ Yes _____ No

Off-campus lodging location _____ Visitor Names _____

On-campus lodging location _____

Name of Student Host _____

Complimentary Admissions Needed (max of 3 per event on-campus)? Yes _____ No _____

Which Events _____

Coach Signature _____ **Date** _____

Sarah Levesque, Associate AD/SWA _____ **Date** _____

Approval for Visit _____ **Approval for Travel** _____

COMPLIANCE OFFICE ONLY

Written Notification: _____ (Date Sent) Prospect notified in writing of the visit limitations, expenses covered by BSU during the Official Visit

Graduation Rate Report: _____ (Date Sent)

Added to IRL _____ (PRIOR to visit) * High School PSA's or Prep School

Permission to speak received _____ * 4 yr. transfers

Outside Dead Period: _____ Visits not permissible during a recruiting dead period.

48-hour Period: _____ Not longer than 48 hours.