

Instructions For Completing & Filing NJCAA/FCCAA Eligibility Form

- A. Complete Eligibility Form [Three (3) Categories]
1. List all second year participants first. [A “2” is to be placed in column #10]
 2. List all first year participants second [A “1” is to be placed in column #10]
 3. List all transfers whether first or second year participants last. Once they are entered in this category, **THEY NEVER LEAVE** during their eligibility period.

SKIP LINES BETWEEN EACH CATEGORY, NOT BETWEEN EACH PARTICIPANT.

- B. List participants by: **LAST NAME; FIRST NAME**. Then **SOCIAL SECURITY** or **COLLEGE ID NUMBER** on the same line as the name
- C. Prior to submitting the form:
1. Make sure that **EVERY** area on the front of the form is filled out completely.
 2. Make sure that **EVERY** area on the back of the form is filled out completely and that all the necessary documentation [transcripts, waivers, etc.] are attached.
 3. Make sure that the form is signed by the appropriate personnel and that the College Seal or Stamp is affixed.
- D. Mail one form to the NJCAA Office of Eligibility and one form to the appropriate Athletic Commissioner.

NJCAA Office of Eligibility

PO Box 7305

Colorado Springs, Colorado 80933-7305

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