



To be filled out by Coach

NAME: \_\_\_\_\_ SPORT: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

City State Zip

HOME TELEPHONE NUMBER: \_\_\_\_\_ SSN: \_\_\_\_\_

PROBABLE DATE OF VISIT: \_\_\_\_\_ TODAYS DATE: \_\_\_\_\_

HIGH SCHOOL SENIOR \_\_\_\_\_

Name of High School City, State

2 YEAR TRANSFER \_\_\_\_\_

Name of Junior College City, State

4 YEAR TRANSFER \_\_\_\_\_

Name of Collegiate Institution City, State

Recruiting Eligibility Checklist Attached (Evaluation done by Admissions)

Copy of Transcripts at Institution (attach copy) High School \_\_\_\_\_ College \_\_\_\_\_

Test Scores at Institution (attach copy) ACT \_\_\_\_\_ SAT \_\_\_\_\_ PSAT \_\_\_\_\_

PARKING PERMIT REQUEST

Begin on: \_\_\_\_\_ End on: \_\_\_\_\_

For Parking Lot: \_\_\_\_\_

- To be picked up at: Athletic Office (3 day advance notice)
UTAPS Office
Info Booth 1
Info Booth 2

(Office Use Only) \*\* Date entered into VPD: \_\_\_\_\_

ENTERTAINMENT

Complimentary Admissions: YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, turn in Official Visit Complimentary Pass List form to the Ticket Manager
(This form is available online at Hornetsports.com under Internal forms)

RESTAURANT TRADE REQUEST

Date needed by: \_\_\_\_\_

- Restaurant Requested: Amount Needed:
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- People going to eat:
1. \_\_\_\_\_ 4. \_\_\_\_\_
2. \_\_\_\_\_ 5. \_\_\_\_\_
3. \_\_\_\_\_ 6. \_\_\_\_\_

(Office Use Only)\*\*
Authorization Signature/Approval \_\_\_\_\_ Date \_\_\_\_\_

**HOTEL TRADE REQUEST**

Name of Hotel: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_

Name Reservations are to be held under: \_\_\_\_\_

# Double Rooms \_\_\_\_\_ # Single Rooms \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

.....  
(Office Use Only)\*\*  
Confirmation Number/s: \_\_\_\_\_

**TRAVEL REQUEST**

Will you be using the department's Travel Coordinator when making travel arrangements for recruit?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Bottom portion to be completed by Compliance Office**  
(You will receive back this package once approved)

.....  
**Required Documents Received:**

\_\_\_\_\_ Release on file? \*\* for transfers only  
\_\_\_\_\_ Admissions Evaluation packet completed

**Clearinghouse Status**

Prospect registered with the Clearinghouse? YES \_\_\_\_\_ NO \_\_\_\_\_  
Test scores on file at Clearinghouse? YES \_\_\_\_\_ NO \_\_\_\_\_  
Transcripts on file at Clearinghouse? YES \_\_\_\_\_ NO \_\_\_\_\_  
Clearinghouse Approval? YES \_\_\_\_\_ NO \_\_\_\_\_

**Checklist**

- Copy for parking request given to Administrative Assistant
- Copy for hotel trade given to Associate AD for Marketing/Promotions
- Copy for restaurant trade given to Associate AD for Marketing/Promotions
- Copy for complimentary admissions given to Ticket Manager
- Copy for Travel Coordinator if travel assistance is required

Copy of "Five Visit" letter sent (attach copy) \_\_\_\_\_ Date Mailed \_\_\_\_\_

APPROVED FOR VISIT: YES NO

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_