



To be filled out by Coach

NAME: _____ SPORT: _____

HOME ADDRESS: _____

City State Zip

HOME TELEPHONE NUMBER: _____ NCAA ID: _____

PROBABLE DATE OF VISIT: _____ TODAYS DATE: _____

INTENDED DATE OF INITIAL ENROLLMENT AT SACRAMENTO STATE: _____

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(s) _____ College(s) _____

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) _____ Info Booth 1
_____ UTAPS Office _____ Info Booth 2

ENTERTAINMENT - Complimentary Admissions
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 - Will you be using the department's trade?

YES _____ NO _____

TRAVEL REQUEST

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

YES _____ NO _____

HOTEL TRADE REQUEST

Name of Hotel: _____ Number of Rooms: _____

Name Reservations are to be held under: _____

Double Rooms _____ # Single Rooms _____

Arrival Date: _____ Departure Date: _____

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

Required Documents Received:

_____ Permission to Contact on file (4-4 transfers only)

_____ Admissions Evaluation packet completed

_____ Check date of visit with recruiting calendars (Ensure not during a Dead Period)

NCAA EC Status

Prospect registered with the NCAA EC? YES _____ NO _____

Test scores on file at NCAA EC? YES _____ NO _____

Transcript(s) on file at NCAA EC? YES _____ NO _____

Amateurism process started? YES _____ NO _____

IRL Activation Date: _____

PSA Reg. Date: _____

Qualifier Non-Qualifier Registered - TBD

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
- Email out Coaches approval of visit include SARC and above areas if applicable
- Update Official Visit Approval Spreadsheet

APPROVED FOR VISIT (circle one): YES NO

APPROVED BY: _____ DATE: _____

COMMENTS: _____