

The Office of the Registrar is happy to support Bradley club sports and other extracurricular teams through needed enrollment verification for competition. We kindly request that teams follow the following process to ensure we can assist you in an accurate and timely manner.

**Step 1: Gather Club Eligibility Verification/Certification Form**

The team captain or representative should gather and prepare the following:

- A roster list of the team including first and last names and Bradley ID numbers of each student.
- A copy of the original verification form to be completed along with any instructions provided by the governing association. Complete any portions of the form that should be completed by the team. All information that needs to be verified by the Office of the Registrar should be left blank.

**Step 2: Provide Written Consent to Disclose Student Record Information**

Each student on the form must sign to provide a written consent to release their academic information.

Documents may be refused if signatures appear to be forged.

- If the eligibility form includes each student's signature and indicates approval for release of academic information for eligibility purposes, no additional form is needed.
- If the eligibility form does not include student signatures and release authorization, the team should complete and submit the Club Sports/Extracurricular FERPA Release Form to the Office of the Registrar along with the eligibility form.
- Please note: Signatures only authorize a one-time release and will need to be obtained again for each subsequent certification.

**Step 3: Submit Form(s) to the Office of the Registrar.**

- Forms should be submitted to the Office of the Registrar at least one week prior to the needed deadline.
- The team captain/representative should provide the date the completed form is needed by and how the team would like the form delivered and the applicable contact information. Delivery options include: returning the original form to the team captain/representative, scanning and emailing a PDF copy, mailing the form via standard USPS, or fax.
- A staff member from the Office of the Registrar will complete the verification request and return it as indicated. A copy of the form will be kept on file in the Office of the Registrar.
- Please note: If any student does not meet the eligibility requirements listed on the form, the team captain/representative will be notified and should indicate to the Office of the Registrar whether the student should be removed from the roster or if the verification should be delayed while the student takes action necessary to meet the requirement.