

## NJCAA Online Letter of Intent Instructions

The NJCAA Online Letter of Intent program initiated with the 2007-2008 letters of intent, hard copies were no longer accepted by the NJCAA National Office. In addition, the Scholarship Certification Form is no longer used. All student-athletes receiving athletic aid must be signed to an online letter of intent.

### **INSTRUCTIONS**

- 1) Log on to the NJCAA schools site ([www.njcaa.org](http://www.njcaa.org)) with your college login and password.
- 2) **Choose a Sport** from the drop down list.
- 3) Click on the **Letter of Intent System** link.
- 4) Enter the secondary password.
  - a) The secondary password is the original login password for the school site plus LOI
  - b) Example – the college password for the school site is Ducks. The password for the Letter of Intent system would be Ducksloi.
- 5) Prior to giving a letter of intent to the student-athlete for signature, the following steps must be followed.
  - a) Click on the **Add New Signee** button.

### **Signee Information**

- 1) Input the following information to the form:
  - a) Student-Athletes first, middle and last name
  - b) ID (which may be an ID number assigned by the school or the student athlete's social security number)
  - c) Date of Birth (month/day/year)
  - d) Gender
  - e) High School Status: Select HS(3+) for those students who attended high school in the U.S. for 3 or more years. Select HS(-3) for those students who attended a high school in the U.S. for fewer than 3 years or not at all. Citizenship is no longer a factor when determining eligibility.
  - f) Address
  - g) High School
  - h) City
  - i) State
  - j) Zip
  - k) Academic Year (automatically defaults to the current signing period)
  - l) Country
  - m) Submitted by (name, title, email)
- 2) Click on **Submit Signee**

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## **Scholarship Info**

- 1) Type
  - a) Tuition
  - b) Course Related Fees
  - c) Other Fees
  - d) Room
  - e) Board
  - f) Books
  - g) No Athletic Aid
  - h) Other Conditions
  - i) Full Scholarship
  - j) Course Required Supplies (not to exceed \$250 per academic year)
  - k) **Transportation Costs**
  - l) **Addendum**
- 2) Scholarship Terms
  - a) For each of the scholarship fields listed under “Type”, a college may choose to include any qualifying terms by typing those terms in the text box. By choosing a “type” and entering scholarship terms in the text box, those terms only apply to that specific scholarship “type”. By choosing “Other Conditions”, a college may enter conditions that are applicable to all scholarship “types” chosen.
  - b) A “Full Scholarship” will include tuition, fees, room, board, course related books, course required supplies up to \$250 and transportation costs to and from the college by direct route one time per academic year (Article VI, Section 13).
- 3) Term
  - a) Fall
  - b) Spring
  - c) Winter
  - d) Summer
  - e) All
    - i) The term is set at “All” by default and includes the entire academic year minus summer. If summer is included in the scholarship, both All and Summer should be selected.
- 4) In order for the scholarship information entered to be saved, the user must click the **Add Scholarship** button.

## **Signed**

- 1) By design, the only title available for selection initially is “Athletic Director.” Once the date of the athletic director’s signature is entered and the **Add Sign Date** button is clicked, the form is available to print.
- 2) Upon printing the form, the college is then able to submit the Letter of Intent to the student-athlete for his/her signature.
- 3) The online system signing procedures are as follows:

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- a) The college director of athletics must sign and date the form prior to submission to the student-athlete.
  - b) Once signed by the athletic director, the student-athlete has 14 calendar days from the date of the AD's signature to sign and date the form.
  - c) Once signed and dated by the student-athlete, the college has 21 calendar days to submit the student-athletes date of signature online.
  - d) If a student-athlete is not yet 18 years of age upon signing, the student-athlete's parents must also sign and date the form.
  - e) The college President's signature and date of signature is mandatory. The president must sign and date the form within 21 calendar days of the student-athletes signature.
  - f) The sport coaches signature and date of signature is not mandatory, and may be added at any time.
- 4) Once all necessary signatures and dates are added online, within the deadlines defined above, the college must click on the **Submit Signee** box for the form to be officially submitted. **The form must be electronically submitted within 21 calendar days of the student-athletes signature.** If the **Submit Signee** box is not clicked, the form will not be submitted.

## **Listing**

### **1) Status**

- a) All individuals entered into the online letter of intent system will be shown on the "Listing" page within that particular sport. The "status" of each student-athlete is provided and identifies where he/she is in the signing process. In addition, the college may sort by each status heading.
  - i) **All** – lists all of the student-athletes entered by your college in that particular sport no matter their status.
  - ii) **Unsigned** – information for a particular student-athlete has been entered, however the athletic director's date of signature has not yet been added, therefore the 14 day count has not begun.
  - iii) **Unsigned, pending** – information for a particular student-athlete has been entered, including the athletic director's date of signature. The 14 day clock has begun during which the student-athlete must sign and date the letter of intent for it to be valid.
  - iv) **Released** – a student-athlete signed a valid letter but has subsequently been released by submitting the online NJCAA Release Agreement.
  - v) **Inactive** – a letter of intent, complete with the director of athletics signature and date of signature, was submitted online. However, the form was never signed by the student-athlete and the deadline for submission of that form has passed. The form may be recreated and submitted at a later date should the college wish to continue to recruit the student-athlete. An inactive status does not mean the college may not sign the student-athlete in the future.
  - vi) **Signed** – the NJCAA Letter of Intent has been successfully signed, dated and submitted by all parties involved and counts as one of the available scholarships within that sport as per the NJCAA Sport Procedures (Article V, Section 20).

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## 2) Action

- a) Actions, as listed, are dependent upon the status of the specific letter of intent.
  - i) **Release** – a student-athlete who is listed as “Signed” in the status column, may be released within the guidelines of Article VIII, Section 1.F of the NJCAA bylaws, or for reasons specified within your college’s scholarship addendum (if used). Clicking the “Release” link will provide an online NJCAA Release Agreement which must be properly completed and submitted.
  - ii) **Edit** – this option allows you to make corrections on a “Signed” Letter of Intent. Click Edit under the Action column and it will open the Letter of Intent and allow you to make changes to the student-athletes information (ID number, address, name, etc.) once the information is corrected click on Save Student Info; the edit function will also allow you to add scholarship monies to a letter of intent which has already been “Signed” in the status column by entering the additions in the text box of the scholarship section and clicking on Add Comment/Change. A scholarship decrease is not allowed to be submitted online. All scholarship decreases must be filed via hard copy with the National Office and must be signed by the college director of athletics as well as the student-athlete.

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