If a student-athlete is interested in transferring to another NCAA or NAIA institution, he/she must provide that institution with permission to contact from the SJSU Compliance Office. The Student-Athlete Release Form must be completed, signed by the Head Coach and Sport Supervisor and submitted to the Compliance Office before another institution is granted permission to contact, use of the one-time transfer exception or an NLI release.

**STEP 1:** The Head Coach consults with the Sport Supervisor regarding the circumstances of the student-athlete’s request, as well as APR implications.

**STEP 2:** The Student-Athlete Release Form is completed and signed by both the Head Coach and Sport Supervisor and submitted to the Compliance Office.

**STEP 3:** The Compliance Office processes the release request based on the completed Student-Athlete Request Form, copying the Head Coach and Sport Supervisor.