

**IPFW**  
**Intercollegiate Athletics Department**  
**“National Letter of Intent Request”**

Submit this form to the Compliance Office prior to NLI Signing Period. Form will be attached to NLI and returned to Compliance Office once NLI have been sent.

Sport: \_\_\_\_\_  
Prospect’s Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State \_\_\_\_\_  
Zip: \_\_\_\_\_ Home Number: \_\_\_\_\_  
Scholarship Amount: \_\_\_\_\_ JC or HS Senior \_\_\_\_\_  
Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATE NLI MAILED TO PROSPECT: \_\_\_\_\_  
DATE PROSPECT MUST RETURN BY: \_\_\_\_\_  
DATE RECEIVED BY IPFW: \_\_\_\_\_  
DATE SENT TO MID-CON: \_\_\_\_\_

Letter of Intent Procedure

1. Coach submits NLI Request to Compliance Office for approval.
2. Compliance Office Signs and Dates.
3. Request form given to Account Clerk to create NLI document and cover letter.
4. Letters of Intent with accompanying cover letters are given to Business Manager for fiscal approval, signature, and date.
5. 3 copies of NLI, cover letter, and request form are given to coach.
6. Coach takes NLI to Director of Financial Aid’s Office for signature and date.
7. Once all signatures have been obtained, it is requesting coach’s responsibility to forward NLI to the prospective student-athlete and then return NLI request form to Compliance Office. (*Business Office Cover Letter must be included so that all returning documents come back directly to the Compliance Office*)
8. Once NLI is received, Compliance Office verifies accuracy of document and verifies when document must be received by conference office.
9. Compliance Coordinator makes a copy of NLI, gives a copy to coach and sends original document to conference office via certifiable mail within 2 business days.
10. Coach is notified by email when NLI has been sent to conference office to meet applicable deadline.

NLI Reminders

- Parent or Legal Guardian is required to sign if prospect is less than 21 years old at time of signing.
- NLI must be signed by prospect and parent/legal guardian within 14 days from the date issued or document will be invalid (Does not apply to early signing period in November).
- NLI must be filed with conference office within 21 days after the date of final signature or document will be invalid (Does not apply to early signing period in November).