



Official Visit Process

Information to Complete / Provide 3 Business Days Prior to Visit

Official Visit Approval Form

- Login to FrontRush
- Go to Recruit Database
- Create a New Recruit profile or search for existing profile
- Click on Submit Form drop down list
- Select Official Visit Pre-Approval Form
- Complete the form by providing:
 - PSA Name, Sport, High School, Date of Birth, City/State, Expected Graduation
 - Transcript as an attached document (official or unofficial).
 - If a transfer, attach a transcript from their current institution.
 - Please attach a copy of the transcript even if you have submitted a Pre-Certification as these are two separate processes monitored by different staff members.
 - Method of Travel for PSA and anyone accompanying PSA
 - Dates of the OV (2 nights only reminder)
 - Lodging Information
 - Complimentary Admission Requests
 - Provide the number of complimentary tickets requested, the names of attendees, and the date of the contest(s), and the sport(s) for the requested tickets. Compliance staff will add these ticket requests to Front Rush.

Other Pre-Visit Information

- If attending a football game and you would like to request sideline passes, fill out the 2023/24 Single Game Credential Request <https://form.jotform.com/222300089054143>

The Compliance Office will use the completed Official Visit form to check:

- PSA registration with NCAA Eligibility Center / placement on GT Institutional Request List (IRL).
- Transcript is attached.
- Travel arrangements.
- Planned entertainment
- Visit occurs during a permissible recruiting period / meets first opportunity to visit date.
- Visit occurs within 2 nights window.
 - While an itinerary is not mandatory for approval, we do request a tentative itinerary before the visit begins for further verification of the 2-night window and planned entertainment.

Approval Notification (E-mail)

- After review and approval, an email will be sent to the following individuals:
 - Coaches
 - Compliance Staff
 - Sport Administrator
 - Academic Advisors

Mileage Reimbursement (DocuSign)

- If PSA and/or family member is traveling via car for the visit, complete the OV Mileage Reimbursement form via DocuSign. An attachment of a map confirming the mileage amounts is required.
 - <https://bit.ly/gtaaovmiles>



Information to Collect During Visit

- **Student Host Form (Paper Form)**
- **Prospect Form (Paper Form)**
- **Itemized Receipts for Meals with List of Attendees**
- **Final Hotel Folio / Bill**
- **Entertainment Receipts and list of those present for entertainment**
- **Flight receipts/mileage reimbursement/car service**

Information to Complete / Provide After Completion of Visit

Official Visit Approval (Form Part 2)

- Login to FrontRush
- The form submitted for pre-approval will be in your dashboard
- Complete the form by entering information requested and **attaching**:
 - Student Host Form (Paper Form)
 - Prospect Form (Paper Form)
 - Itemized Receipts for Meals with List of Attendees
 - Final Hotel Folio / Bill
 - Entertainment Receipts and list of those present for entertainment

Flight receipts/mileage reimbursement/car service/Flight itinerary should be booked / paid for through Shorts Travel. If they are not booked through Shorts, please attach them to the form.

Mileage Reimbursement should be completed via DocuSign Form

The compliance office will review and approve OV information in Workday if we have received the Post OV Form with the Student Host and Prospect Declaration Forms attached.

We do prefer to review each visit holistically by reviewing all required documents together as attachments to the Post OV Form and kindly ask that you submit all documents at the time of submission of the Post OV Form.