

# NLI RELEASE REQUEST INSTRUCTIONS FOR THE NLI SIGNEE



## Login to account to start

You will need your user name and password to login. This is the same login for your NCAA Eligibility Center account.

If needed, call the NCAA Eligibility Center to retrieve this information.

[www.nationalletter.org/releaseAndAppeals](http://www.nationalletter.org/releaseAndAppeals)



## Request NLI Release

You can view your NLI record and select... Release Request from this NLI.



## Complete Release Request Form

The majority of your information will be populated in your NLI release request.

You will need to select the reason for requesting your release and you must include the details in the comment box.



## Check and Acknowledge

As the NLI signee, you must be the one entering your release request information and certifying that you agree with all the information provided.

If you are under the age of 21, you must have a parent or legal guardian certify acknowledgement of your NLI release request.



## Submit

Once you submit the NLI release request, the signing institution's director of athletics and compliance administrator will receive email notification and you will receive email confirmation.

The signing institution has a 30-day deadline to render your NLI release decision.



## View NLI Release Request Status

The NLI release status will show as pending until a decision is rendered by the signing institution. Once the signing institution renders a decision you will receive an email notification.

You can also check your NLI release record periodically to check if the release status has been posted.



## Next Steps

You can contact the signing institution for questions related to your NLI release decision.

If you are not granted a complete release, you have an opportunity to submit an appeal to the NLI Committee. Please refer to the NLI appeal process located on the NLI website.