## Official Visit Process

Information to Complete / Provide 3 Business Days Prior to Visit

Official Visit Approval Form

- Login toTeamworks Compliance + Recruiting
- Go to the recruiting tab on the left-hand side and select "recruits" from the dropdown menu.
- Search the name of the recruit you are trying to schedule a visit for and select their name.
- Once you are in their recruiting profile you will need to select the workflow button. It will be the two arrows crossing over in the top right-hand corner of the screen. (the attached image shows its location)
- When you select the workflows button a dropdown menu will come down showing you all the forms that you can complete for the recruit. Select Official Visit Form.
- Please fill out the information in the form and once you submit it, the form will be sent to compliance to follow up with.
- Once compliance has filled out the form, it will bounce back to you to complete the post visit process at the conclusion of the official visit. You will be able to find this in the forms Hub under the "Needs My Attention" tab.
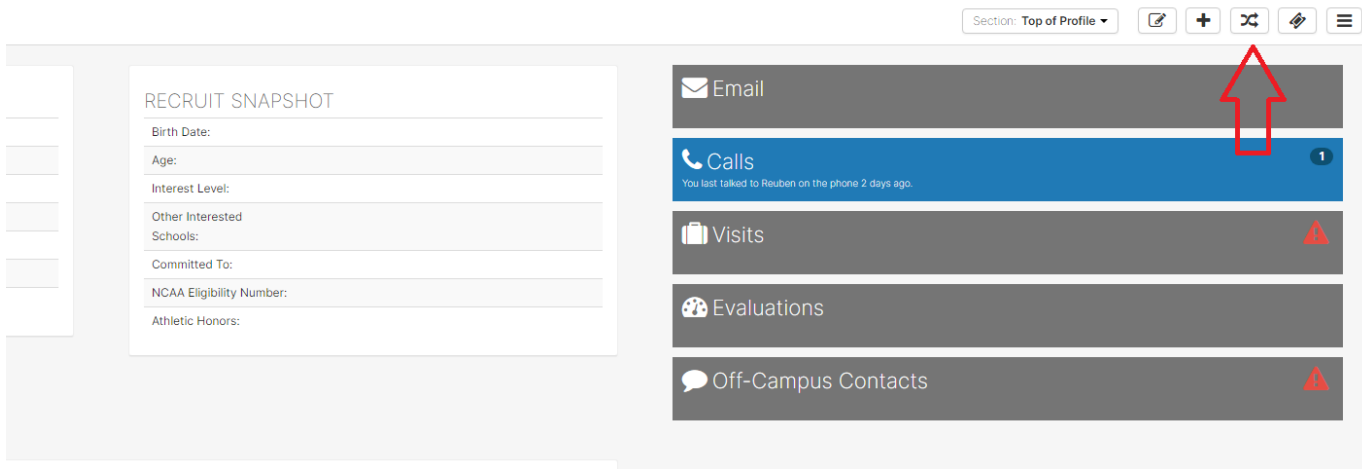
Other Pre-Visit Information

- If attending a football game and you would like to request sideline passes, contact compliance and they will communicate will the football sport administrators for approval.

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://shorturl.at/fqAB2

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 Teamworks Compliance + Recruiting
- The form submitted for pre-approval will be in the forms Hub under the "Needs My Attention" tab
- 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.