





# Registrar's Office Instructions

- **Please certify this form with the official stamp/seal of the Registrar in the box below (if no stamp/seal exists, include acknowledgement on official letterhead of Registrar's Office).**
- Please do not certify this document if there are rows on this form that are not filled or struck-through.
- For players not meeting the definition of a full-time student according to your university's definition of full time, please indicate this by crossing the name of the player out and making a notation in the margin next to their name.

**Registration Certification:** I verify that the Student-Athletes listed are current Full-Time students according to the Records of the Office of the Registrar of this Institution.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Academic quarter/ semester for which this certification applies: \_\_\_\_\_

**Please place official Registrar seal or stamp within this box.**

**(If no stamp/seal exists, include acknowledgement on official letterhead of the Registrar's Office).**

## **MAILING AND DEADLINE INFORMATION**

Each team is responsible for getting the original form to Kim – WCLO Eligibility Chair by February 15<sup>th</sup> or 1 week prior to their first game.

**Please upload your verification form via your team page on the WCLO website. Log in to your team page, in the box labeled WCLO WEBSITE MANAGEMENT, you will see the link for the upload.**

**OR**

**Email a scanned copy to Kim at [webmaster@wclo.us](mailto:webmaster@wclo.us) and keep the hard copy with your team.**

## **HARDSHIP REQUEST INFORMATION**

The WCLO Eligibility Chair and your League President must receive requests for Hardship Waivers no later than February 15<sup>th</sup> to be eligible for nationals. Athletes in question should not participate in any official WCLO games until approval is received. Game participation prior to approval could result in forfeits. The Eligibility Chair will require proof and possibly documentation for the waiver to be considered. Please see the Committee Page on the WCLO website for contact information for the WCLO Eligibility Chair.