

LSU COMPLIANCE

OFFICIAL VISIT CHECKLIST

Name of Prospect

Sport

Pre-Visit:

Step 1: PSA biographical info is in JumpForward (e.g. SSN, phone #, DOB, etc.)

Step 2: Upload the PSA's transcripts & test scores under the 'Documents' tab in JumpForward.

Step 3: Submit Official Visit Pre-Approval Form in Jump Forward (please make sure the address, date of birth, phone number and SSN have been added to the PSA's 'Bio' tab and transcripts uploaded to the 'Documents' tab)

Step 4: Online Travel Authorization through Shorts Portal (will not be approved until Compliance approves step 3).

Step 5: Work with travel office for hotel & flight once approved in Shorts Portal.

Step 6: Make sure Compliance has a copy of the OV Itinerary BEFORE the visit begins.

Step 7: E-mail Official Visit Letter to PSA & Early Arrival Letter if applicable (once received from Compliance).

Post-Visit Forms: (to be included with voucher)

1. Official Visit Itinerary

2. Post Official Visit Verification Form

3. Prospect Declaration Form

4. Student Host Declaration Form

5. Prospect Reimbursement Form (if applicable) - signed by PSA

6. Prospect Meal Tracking Form for each meal/snack