



Membership Application: Educational Institutions

AACSB International Membership Application Process

Thank you for your interest. To begin the membership application process, please print and mail your completed application for membership, dues payment and required supporting documents, as detailed below, to:

AACSB International - Member Services
777 South Harbour Island Boulevard, Suite 750
Tampa, Florida 33602-5730 USA

Please allow 30 days for review of the application; you will be contacted if additional information is required.

For questions, please contact Member Services:

Phone: +1 813 769 6540

Fax: +1 813 769 6559

Email: membership@aacsb.edu

Website: www.aacsb.edu

Please enclose the following required information (English language where feasible):

All applications must include the requested organizational and official representative information. The official representative must be the dean/chief officer of the business school/unit. Official correspondence (including accreditation decisions and voting notifications) will only be sent to the dean/chief officer of the business school/unit, in accordance with AACSB International bylaws. If preferred, the official representative may designate an individual to receive correspondence that is not official in nature. Please identify both individuals in Section 1.

Documentation from the organization that authorizes your institution/university to grant degrees; and documentation of accreditation or recognition by an appropriate governing body, as defined in Section 2 of this application.

A current organization chart of the institution and business unit(s), listing titles and areas of responsibility of administrators.

A listing of educational institutions with whom the business school/unit has current collaborative arrangements and a brief description of the nature of each arrangement (such as offering joint degree program, faculty or student exchanges, etc.).

Initial membership dues check or verification of dues payment via wire transfer or credit card (2550 USD), renewable on July 1 of each year. If applying January through April, the initial dues payment is 1275 USD. To receive wire transfer instructions, please email membership@aacsb.edu

Completed, signed application form.

Institutional website and online resources will be reviewed as needed; additional materials may be requested.

Please retain this page for your records

Section 1**A. Organizational Information:**

Institution Name: _____

Institutional Web Site Address (URL): _____

Postal Address

City State/Province/Region Zip/Postal Code_____
Country**B. Official Representative Information:** The official representative must be the dean/chief officer of the business school/unit._____
Surname/Last Name First Name Middle Name/Initial_____
Position/Title Unit/Business School Name_____
Postal Address (if different than Section 1, A)_____
Telephone Fax Institutional Email Address (REQUIRED)
(include country/city code or area code) (include country/city code or area code)**C. Designated Representative Information:** Designated by the official representative_____
Surname/Last Name First Name Middle Name/Initial_____
Position/Title Unit/Business School Name_____
Postal Address (if different than Section 1, A)_____
Telephone Fax Institutional Email Address (REQUIRED)
(include country/city code or area code) (include country/city code or area code)

Section 2: Eligibility

Please confirm your eligibility for membership by providing requested information below.

1. ___ The applying collegiate institution is authorized to grant baccalaureate and/or graduate degree programs in business administration, management, or accounting:

Please identify under what authority the institution grants degrees and provide documentation of authority (examples: New York State Department of Education; Ministry of Education and Research in Romania Government Decree; Higher Education Law 35, Republic of Korea)

AND

2. ___ The institution is accredited by an appropriate governing body. An “appropriate governing body” shall be defined as:

For institutions in the United States:

A United States Department of Education authorized regional accrediting organization granting institutional accreditation.

For institutions outside of the United States:

A governmental entity with authority to approve degrees offered by higher educational institutions (e.g. Ministry of Education), or demonstration of approval of academic programs normally through membership in or recognition by one or more appropriate governmental or professional organizations within the applicable country or region.

Please list all appropriate governing bodies that apply, as defined above. Please provide documentation of accreditation or recognition.

Section 3: Institutional Information

Institution Type

Public – controlled and managed by a public education authority or agency (national/federal, state/provincial, or local), whatever the origin of its financial resources.

Private – controlled and managed by a non-governmental organization (church, trade union, or business enterprise), whether or not it receives financial support from public authorities.

Collaborative Agreements

Please attach a separate listing of collaborative agreements for the business school/unit. If none exist, please indicate by checking this box

Business Degrees Offered

(Please list business degree titles, such as Bachelor of Business Administration or Master of Business Administration)

Bachelor’s (or equivalent)	Master’s (or equivalent)	Doctoral (or equivalent)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are there any other programs/units at your institution that offer business degrees?

Yes No If yes, please describe: _____

Student Enrollment – degree programs only

	University (total)		Business Programs	
	Full-Time	Part-Time	Full-Time	Part-Time
Bachelor’s (or equivalent)	_____	_____	_____	_____
Master’s (equivalent)	_____	_____	_____	_____
Doctoral (or equivalent)	_____	_____	_____	_____

Approximate Faculty Size

	University		Business Programs	
	Full-Time	Part-Time	Full-Time	Part-Time
	_____	_____	_____	_____

History

Year established: _____ institution/university _____ business school/unit

Special Interests

Is your institution interested in pursuing AACSB International accreditation?

If you have interests not included in this application that you would like to inform the AACSB International staff about, please provide that information in a separate attachment.

Section 4: Application Authorization

All information included with the AACSB International Membership Application has been provided by an authorized individual and may be verified by AACSB International staff.

The Applicant agrees to abide by the Bylaws of AACSB International, a copy of which may be reviewed at the AACSB International web site at www.aacsb.edu. Specifically, but without limitation, Applicant agrees to the terms under which membership can be cancelled, and that all disputes shall be resolved as specified in Section One, E of the AACSB International Bylaws.

Upon signing, the applicant agrees to the terms and conditions of the AACSB International Logo Policy, as attached. Please retain policy summary for reference.

Signature of dean/chief officer as identified in Section 1, B.

Date

Section 5: Application review - for staff use only

Documentation from the organization that authorizes your institution/university to grant degrees; and documentation of accreditation or recognition by an appropriate governing body.

A current organization chart of the institution and business unit(s), listing titles and areas of responsibility of administrators.

A listing of educational institutions with whom the business school/unit has current collaborative arrangements and a brief description of the nature of each arrangement. If none exist, please indicate by checking this box

Initial membership dues check or verification of dues payment via wire transfer or credit card

Amount paid: _____ USD

Method of payment:

Check

Check #: _____

Wire Transfer

Date: _____

Credit Card

Type: _____

Completed, signed application form

AACSB International Name and Logo Usage Policy – Executive Summary

Thank you for your interest in promoting your AACSB International membership or accreditation. To protect the brand value of the association, the following policy applies to all public representations of AACSB International.

AACSB International Corporate Mark:



The AACSB International corporate mark is the property of AACSB International and may not be used without express written permission. This guideline includes, but is not limited to, a member or non-member organization's website, brochures, promotional materials, publications and other related materials. Permission may be granted to accredited institutions only. To request permission, contact the AACSB Member Services Manager: membership@aacsb.edu.

AACSB Accreditation Seal:



The AACSB International accreditation seal is the property of AACSB International and is made available to accredited members only for use in publications and materials. Accredited members are strongly encouraged to display the seal, and requests for permission are not necessary. Download various formats of the seal from the [AACSB website](http://www.aacsb.edu).

Guidelines for Non-Accredited Members:

Non-accredited members interested in promoting their membership in AACSB International should use the following statement, including the hyperlink or web address of the AACSB International "About Us" webpage:

"{Member Institution/Organization} is a member of AACSB International – the Association to Advance Collegiate Schools of Business. www.aacsb.edu/about"

Members interested in providing further explanation of AACSB International should use the following statement:

"AACSB International is a membership association of educational institutions, business, not-for-profit and government organizations devoted to the advancement of higher education in business administration and management. Membership does not imply accreditation."

A member school that is not accredited by AACSB International should not state its membership affiliation in proximity to or in conjunction with statements of other accreditations. For example, a member should not state: "University "X" is accredited by the ABC association and is a member of AACSB International." In addition, AACSB membership should not be listed under the heading "Accreditations and Memberships".

Guidelines for Accredited Members:

Institutions are required to represent AACSB International accreditation accurately and without ambiguity. Accredited institutions interested in providing explanation of AACSB International accreditation are encouraged to use all of or excerpts from the information available at <http://www.aacsb.edu/accreditation/>.

In the instance that an AACSB-accredited member engages in a formal or informal partnership with a non-accredited member or non-member of AACSB International, any reference to AACSB in publications and promotional materials describing the partnership should use the following statement or a similar variation:

"University "X" offers [degree] in partnership with University "Y". University "Y" is an accredited member of AACSB International."

Institutions may not quote from Peer Review Team Reports, Mentor Reports, and/or any other correspondence between the institution and its representatives and the staff or volunteers acting on behalf of AACSB International. Such documents should not be made publicly available, either partially or in full, except with the express written permission of AACSB International. Wherever institutional policy or state or federal laws require the release of any confidential documents, the entire document must be released.

Violations of these guidelines may necessitate a warning from AACSB and requirement of amendments to any erroneous information; and/or referral to AACSB executive management and/or the appropriate accreditation committee for appropriate action.

This document is only a summary of the AACSB International Name and Logo Usage Policy. To view the full text, [click here](#). Please direct any questions concerning this policy to the AACSB Member Services Manager: membership@aacsb.edu.