



Membership Application
Educational Organizations

United States | Singapore | Netherlands



Membership Application: Educational Organizations

AACSB International Membership Application Process

Thank you for your interest. To begin the membership application process, please email the completed application for membership, dues payment information, and required supporting documents to membership@aacsb.edu.

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 and additional contacts in Section 1 of the application.

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

- Documentation from the organization that authorizes your organization/university to grant degrees; and if applicable documentation of accreditation or recognition by an appropriate governing body, as defined in Section 2 of this application. *Please provide link(s) for online review if available.*
- A current organization chart of the institution and business unit(s), listing titles and areas of responsibility of administrators.
- A listing of organizations 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 programs, faculty or student exchanges, etc.).
- Initial membership dues payment via check, credit card, or wire transfer (3300 USD for 2018-2019), renewable on June 1 of each year (for membership effective July 1 – June 30). Initial dues are prorated monthly at the time of requesting membership.

**The full proration schedule can be found on page 8 of this application. AACSB payment options can be found on page 9 of this application. If an invoice is required, please email membership@aacsb.edu.

- Completed, *signed* application form.

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

Completed applications may be submitted via email to membership@aacsb.edu.

File size limited to 20MB. Please limit files to 20MB each and send multiple emails if required. If you encounter difficulty or do not have the ability to send via email, please contact:

Member Services at membership@aacsb.edu

Tel. +1 813 769 6500 (United States), +65 6592 5210 (Singapore), +31 20 509 1070 (Netherlands)



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Section 1: Contact Information (Note: Limit only one role per person)

A. Organizational Information:

Organization Name: _____

Business School/Unit Name: _____

Organizational Website Address (URL): _____

General Email Address for Organization/Business Unit: _____
(example: info@xxx.edu)

Full Mailing Address

City _____ State/Province/Region _____ Zip/Postal Code _____

Country _____ Unit Phone _____ Unit Fax _____
(include country/city code or area code) (include country/city code or area code)

B. Official Representative: The Official Representative must be the dean/chief officer of the business school.

Prefix _____ First Name _____ Middle Initial _____ Last Name _____

Job Title/Position _____ Designation (i.e.:PhD) _____ Business School/Unit Name _____

Full Mailing Address (if different than Section 1, A)

Direct Telephone _____ Email Address (preferably not yahoo, hotmail, etc) _____

C. Official Designee: Designated by the Official Representative to receive correspondence that is not official in nature; access to the dues renewal invoice; and also serve as the primary contact for DataDirect.

Prefix _____ First Name _____ Middle Initial _____ Last Name _____

Job Title/Position _____ Designation (i.e.:PhD) _____ Business School/Unit Name _____

Full Mailing Address (if different than Section 1, A)

Direct Telephone _____ Email Address (preferably not yahoo, hotmail, etc) _____



D. Head of Business Support Staff: Individual that directly supports the Official Representative (1,B), has access to renewal invoice, and may assist with correspondence (i.e. confirming accuracy of contacts, delivery of official correspondence, etc.)

Prefix First Name Middle Initial Last Name

Job Title/Position Designation (i.e.:PhD) Business School/Unit Name

Full Mailing Address (if different than Section 1, A)

Direct Telephone Email Address (preferably not yahoo, hotmail, etc)

E. Operational Contact for Billing/Administrative Affairs: Individual that handles billing and administrative affairs on behalf of the Official Representative (1,B) and has access to dues renewal invoice.

Prefix First Name Middle Initial Last Name

Job Title/Position Designation (i.e.:PhD) Business School/Unit Name

Full Mailing Address (if different than Section 1, A)

Direct Telephone Email Address (preferably not yahoo, hotmail, etc)

F. Public Relations/Marketing Contact: Senior staff member responsible for marketing, communications, or public relations within the business unit/institution.

Prefix First Name Middle Initial Last Name

Job Title/Position Designation (i.e.:PhD) Business School/Unit Name

Full Mailing Address (if different than Section 1, A)

Direct Telephone Email Address (preferably not yahoo, hotmail, etc)

Note: AACSB requests immediate notification in the event of changes to official organizational contacts. Official Contact Change Forms may be found online at <https://www.aacsb.edu/membership/update-information>.



Section 2: Eligibility

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

1. The applying collegiate organization is authorized to grant baccalaureate and/or graduate degree programs in business administration, management, or accounting by an appropriate governing body:

For International Institutions:

A governmental entity with authority to approve degrees offered by higher educational organizations (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.

For Institutions in the United States:

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

Please identify under what authority the institution grants degrees and provide documentation of authority. Please list all appropriate governing bodies that apply.

(examples: New York State Department of Education; Ministry of Education and Research in Romania Government Decree; Higher Education Law 35, Republic of Korea).

Provide documentation of accreditation or recognition, including the direct web link to your organizational listing on the appropriate governing body website.

.....*AND*

2. The organization offers at least one baccalaureate and/or graduate degree programs in business administration, management, or accounting independently through their organization, and not in partnership with another organization(s).



Section 3: Cf[Ub]nUtional Information - Please note information in this section is requested so that AACSB may learn more about your school. Exact data is not required.

Cf[Ub]nUtion 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) *(provide attachment if additional space is needed)*

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

Are there any other units/colleges at your organization that offer business degrees?
 Yes No If yes, please describe: _____

Does your organization have any campuses in other countries/regions?
 Yes No If yes, please tell us where: _____

Approximate Number of 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 Number of Faculty Members – exact data not required

	University (total)		Business Programs	
	Full-Time	Part-Time	Full-Time	Part-Time
	_____	_____	_____	_____

History

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



Section 4: Special Interests

How did you hear about AACSB International?

To aid in your school's development, please select all areas of interest to your organization:

- | | |
|--|---|
| <input type="checkbox"/> Data & Research | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Thought Leadership | <input type="checkbox"/> Volunteering |
| <input type="checkbox"/> Quality Assurance (Accreditation) | <input type="checkbox"/> Publications |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Collaborations |
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Other (please specify) |

Please tell us why you are interested in joining as members of AACSB International:



Section 5: Application Authorization

I confirm, as official representative of the applicant organization, 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 [website](#). 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 of the AACSB International Bylaws.

Signature of the official representative as identified in Section 1, B.

Date

Section 6: Social Media

Upon membership activation, AACSB International recognizes and welcomes new members via the following social media channels: Twitter, Facebook and LinkedIn. We invite you to include your business school’s social media information. A logo or school photo* may also be submitted to membership@aacsb.edu to be used on Twitter, pending application approval.

Twitter: _____ *(individual recognition: if provided, school will be tagged)*

Facebook: _____ *(comprehensive monthly recognition, school will not be tagged)*

LinkedIn: _____ *(comprehensive monthly recognition, school will not be tagged)*

Organizational profiles are featured on the AACSB Exchange, the online virtual community exclusively for AACSB International members. If permitted, AACSB will also utilize your school logo/photo on this platform.

I authorize the use of our school logo/photo on our Organizational Profile within the AACSB Exchange.

Section 7: Payment

Annual membership dues are 3300 USD per year (July 1 - June 30). Initial membership dues are calculated pro rata at the time of requesting membership:

July:	3,300 USD	October:	2,475 USD	January:	1,650 USD
August:	3,025 USD	November:	2,200 USD	February:	1,375 USD
September:	2,750 USD	December:	1,925 USD	March:	1,175 USD

During the membership renewal period (April-June), initial membership dues are extended rates for membership effective through June 30th of the following year:

April:	4,125 USD (membership effective April 01, 2018 – June 30, 2019)
May:	3,850 USD (membership effective May 01, 2018 – June 30, 2019)
June:	3,575 USD (membership effective June 01, 2018 – June 30, 2019)



Section 7 (continued): Payment

Amount paying: _____ USD

I require an invoice & do not process payment

Please indicate preferred method of payment:

Online – AACSB Staff will contact applicant; DO NOT email credit card information

Individual paying online (only if different than Operational Contact as identified in section 1, E):

Name: _____

Email: _____

Check

Date initiated _____

Receipt requested: Receipt will be sent via email after your application has been processed. Payment is required before the membership is activated.

Please check box to acknowledge membership dues are renewable on June 1 each year – invoices are distributed in April/May to the Official Contacts on record. It is the responsibility of the member organization to inform AACSB of changes in contacts and contact information when necessary, and additionally to ensure that AACSB is an approved email sender for receipt of the annual dues renewal invoice. Invoices outstanding beyond the renewal due date are subject to immediate membership cancellation with a 500 USD fee for reinstatement.

Wire Transfer Instructions: Please add 15.00 USD for the bank’s wire transfer fee. Please include the name of your organization, invoice number and indicate appropriate initial membership dues amount.

Wire Transfer: TD Bank, N.A.
300 Delaware Avenue, Wilmington, DE 19801 **(for wires only)**
ABA Routing # 031101266
Account # 4338176468
Swift = NRTHUS33XXX
USA Federal Tax ID # 43-6036286
Beneficiary: AACSB International