



Membership Application: Educational Institutions

AACSB International Membership Application Process

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

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

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 of the application.

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

__ 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. If applying in May or June, initial dues payment is 3000 USD, activating the membership through June 30th of the following membership year. 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.

For questions, please contact Member Services:

Email: membership@aacsb.edu

Website: www.aacsb.edu

Please retain this page for your records

Completed applications may be submitted via email to membership@aacsb.edu. If you would prefer to send a hardcopy application via postal mail, please do so as detailed below:

If located in the following countries/territories:	If located in the following countries/territories:
<p>Afghanistan American Samoa Australia Bangladesh Bhutan Brunei Cambodia China Chinese Taipei Christmas Island Cocos (Keeling) Islands Cook Islands Easter Island Fiji French Polynesia Guam Hong Kong India Indonesia Iran Japan Kiribati Lao PDR Macao Malaysia Maldives Marshall Islands Micronesia</p> <p>Mongolia Myanmar Nauru Nepal New Caledonia New Zealand Niue Norfolk Island North Korea Northern Mariana Islands Palau Pakistan Papua New Guinea Philippines Pitcairn Islands Samoa Singapore Solomon Islands South Korea Sri Lanka Thailand Timor-Leste Tokelau Tonga Tuvalu Vanuatu Vietnam Wallis and Futuna Islands</p>	<p>All other countries/territories not noted in left column</p>
<p>Please send to: Asia Headquarters</p> <p>AACSB International Ltd. 331 North Bridge Road #08-07 Odeon Towers Singapore 188720 Phone: +65 6592 5210 Fax: +65 6339 6511 Email: membership@aacsb.edu</p>	<p>Please send to: World Headquarters</p> <p>AACSB International - Member Services 777 South Harbour Island Boulevard, Suite 750 Tampa, Florida 33602-5730 USA Phone: +1 813 769 6540 Fax: +1 813 769 6559 Email: membership@aacsb.edu</p>

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Section 1**A. Organizational Information:**

Institution Name: _____

Business School/Unit Name: _____

Institutional Web Site Address (URL): _____

Postal 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 Information:** The official representative must be the dean/chief officer of the business school/unit._____
Prefix Surname/Last Name First Name Middle Name_____
Position/Title Business School/Unit Name_____
Postal Address (if different than Section 1, A)_____
Direct Telephone Email Address (preferably not yahoo, hotmail, etc)**C. Designated Representative Information:** Designated by the official representative_____
Prefix Surname/Last Name First Name Middle Name_____
Position/Title Business School/Unit Name_____
Postal Address (if different than Section 1, A)_____
Direct Telephone Email Address (preferably not yahoo, hotmail, etc)

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 - Please note information in this section is requested so that AACSB may learn more about its prospective members. Exact data is not required.

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? (optional)

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: Payment

Annual membership dues are currently 2550 USD per year (July 1 – June 30). Payment is required before the membership is activated.

Dues are prorated according to the following schedule, based on join date:

- July – December initial dues are 2550 USD; membership active through June 30, 2012
- January – April initial dues are 1275 USD; membership active through June 30, 2012
- May – June initial dues are 3000 USD; membership active through June 30, 2013

If necessary, initial dues payment may be postponed until a membership decision is received; however, membership will not be activated until payment is confirmed.

Amount paid: _____ USD

Please indicate method of payment:

- Check enclosed
 Wire transfer sent
 Credit card

Name on Card _____

Invoice # _____

Type of Card Visa MasterCard American Express

Card# _____

Expiration Date _____

Cardholder's billing postal code _____

Membership dues are renewable on July 1 of each year – invoices are distributed in early May.

Other notes:

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 for use may be granted to accredited institutions only.** To request permission, contact membership@aacsb.edu.

AACSB Accreditation Seal:



The AACSB 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: www.aacsb.edu/accreditation/seal.asp.

Guidelines for Accredited Members:

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

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.

Guidelines for Non-Accredited Members:

Non-accredited members interested in promoting their AACSB membership should use the following statement, including a link to the AACSB International “About” Web page:

“{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. 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."

Violations of these guidelines may necessitate a warning from AACSB International and requirement of amendments to any erroneous information; and/or referral to 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 membership@aacsb.edu.