

# Association of International Graduate Admissions Consultants

## 2012 Membership Information and Application

### Benefits of Membership

- Stamp of Excellence for Individual Consultant and Business Organization Members
- Networking
- Important Resource Material on Members-Only Web Page
- Inclusion in AIGAC Membership Directory That Will Be Available as a Public Resource

### Classifications and Qualifications for Membership

#### INDIVIDUAL CONSULTANT

To qualify as an Individual Consultant member you must:

1. Have a bachelor's degree (or higher) from an accredited institution plus a minimum of 24 consecutive months of work experience in graduate admissions consulting.
2. Served a minimum of 15 students.
3. Provide a current resume including all admissions-related activities and experience with your AIGAC membership application.
4. Provide with your AIGAC membership application the contact information for a reference which is either: 1) An AIGAC Consultant member who has known you professionally for at least 12 months; or 2) A graduate admissions consultant who satisfies number one and two above but who isn't yet an AIGAC member, and has known you for at least 12 months. Please include reference's name, mailing address, phone & fax numbers, and email address. Your reference will receive a brief questionnaire that will request information about you as a graduate admissions consultant. **NOT ACCEPTABLE AS REFERENCES: Relatives (family members), clients and/or work-related subordinates.**
5. Agree to adhere to the stated mission and Principles of Good Practice of the Association.
6. Provide (via email) an English translation of your published consultancy Web site if it is not available to be viewed in English.

**OR**

- Special appointment by the AIGAC Board of Directors.

#### BUSINESS ORGANIZATION

Up to three consultants within the same organization may join on the initial Business Organization membership. Each consultant must qualify as an Individual Consultant member. Additional consultants (beyond the three) may also join at a discounted rate, and they must qualify as an Individual Consultant member as well.

#### NOVICE CONSULTANT

To qualify as a Novice Consultant member you must:

1. Have a bachelor's degree (or higher) from an accredited institution.
2. Provide a current resume including all admissions-related activities and experience with AIGAC membership application.
3. Provide with AIGAC membership application the contact information for a professional reference that has known the applicant for at least 12 months. Please include reference's name, mailing address, phone/fax numbers, and email address. The reference will receive a brief questionnaire that requests information about the applicant as a graduate admissions consultant. **NOT ACCEPTABLE AS REFERENCES: Relatives (family members), clients and/or work-related subordinates.**
4. Agree to work towards the qualifications and apply for Individual Consultant membership within 24 consecutive months of acquiring Novice Consultant membership; if the Novice Consultant is not eligible for Individual Consultant membership after 24 consecutive months, membership will terminate, and he or she may apply (or reapply) for Individual Consultant membership when the Individual Consultant requirements are met.
5. Remain a current Novice Member until applying for Individual Consultant membership.
6. Agree to adhere to the stated mission and Principles of Good Practice of the Association.
7. Provide (via email) an English translation of published consultancy Web site if it is not available to be viewed in English.

#### ASSOCIATE

Professionals in fields related to graduate admissions who support the stated mission and Principles of Good Practices of the Association. Associate members are non-voting members.

#### STUDENT

Currently registered full-time students who are interested in graduate admissions consulting and who support the stated mission and Principles of Good Practices of the Association. Student members must provide verification of student status and are non-voting members.

#### ADMISSION OF MEMBERS

Applicants shall be admitted to membership on making application therefor in writing, upon payment of first annual dues, and upon approval of the AIGAC Board of Directors.

## Principles of Good Practices for AIGAC Members

Members commit to maintain the highest standards of integrity & competence in dealing with the Association, other members, clients, and third parties.

### **In serving clients, members agree to:**

- Put the interests of the clients and prospective clients ahead of their own.
- Advise applicants to explore career goals before applying to school.
- Support applicant introspection.
- Encourage applicants to research schools and their programs while providing information and resources.
- Urge students to discharge their responsibilities in the admissions process in a timely manner.
- Insist that clients write their own essays.
- Maintain client confidentiality.

### **In interactions with other consultants, members agree to:**

- Share information with other consultants in a reasonable and appropriate way.
- Respect the intellectual property of other consultants.

### **In growing their businesses, members agree to:**

- Strive to improve the professional skills of their staffs.
- Maintain awareness of current trends and practices in admissions.
- Be factual in claiming professional training, experience, and affiliations.
- Abstain from solicitation of clients at school-sponsored functions.
- Avoid any relationship that creates or appears to create a conflict of interest.
- Refrain from claiming individual consultant and business organization member status when an Associate or Student Member.
- Increase public understanding of the graduate admissions consulting profession.

### **In dealing with schools and other third parties in the admissions field, members agree to:**

- Refuse compensation from schools for placing candidates.
- Decline to interview candidates on behalf of any graduate school.
- Cooperate with third parties to keep school statistics, test results, and rankings in perspective.
- Maintain independence of thought and action.

### **In all instances, members agree to uphold the honor and dignity of the admissions consulting industry.**

\*\*Violation of these principles of good practices can result in the termination of membership after review by, and in the sole discretion of, the AIGAC Board of Directors. AIGAC seeks to help members comply with the principles of good practices and welcomes questions from any member about the compliance of an existing or proposed practice.

I attest that I meet the qualifications for the membership classification that I selected, that I support AIGAC's mission, and that I have read, understand and agree to adhere to the Principles of Good Practices for AIGAC Members stated above.

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Signature

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Date

**Association of International Graduate Admissions Consultants  
2012 Membership Application**

Individual Consultant, Novice Consultant, Associate and Student member applicants, please complete the application and submit with supporting documents (if required) and payment. Business Organization member applicants, please complete and submit separate applications along with required supporting documents for each consultant (up to three), and include full payment with the initial membership application. Required supporting documents and resume, can be emailed to [ksnelson@aigac.org](mailto:ksnelson@aigac.org).

Organization: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code/Postal Code: \_\_\_\_\_  
 Phone: (      ) \_\_\_\_\_ Fax: (      ) \_\_\_\_\_ Cell: (      ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Web site: \_\_\_\_\_

**Education & Graduate Admissions Consulting Experience**

Highest Degree/Institution: \_\_\_\_\_

# of Consecutive Years of Experience (minimum of 24 consecutive months required):  
 \_\_\_\_\_

Brief Description of Services:  
 \_\_\_\_\_

Estimated # of Clients Served: \_\_\_\_\_ AIGAC Membership Classification Selected: \_\_\_\_\_

Reference's Name, Mailing Address, Tel., Fax & Email: \_\_\_\_\_  
 \_\_\_\_\_

Check box if resume is enclosed. Dues Amount Enclosed: \$ \_\_\_\_\_

**Membership Annual Dues**

<b>Individual Consultant</b> (voting).....	\$300.00
<b>Business Organization</b> (voting).....	\$600.00
Up to 3 consultants (attach completed application for each consultant; they must meet qualifications)	
<b>Additional Consultant(s)</b> .....	\$200.00
(attach completed application for each consultant; they must meet qualifications)	
<b>Novice Consultant</b> (non-voting).....	\$200.00
<b>Associate</b> (non-voting).....	\$150.00
<b>Student</b> (non-voting; include a copy of your student ID with valid sticker).....	\$ 25.00

**\*\* One full year of dues is paid upon joining and a pro-rated amount will be due for the following year. For example, if you join in July, the entire annual dues amount for that membership category is due, but for the following year you will be invoiced for only 50% of the dues amount for that year since you received only six months of benefits when you joined as a new member, mid-year, at the full rate. Subsequent years will be billed at the regular amount. Annual dues are non-refundable upon acceptance to AIGAC. AIGAC reserves the right to deny membership to anyone.**