



Association of International Graduate Admissions Consultants 2014 Membership Information and Application

Benefits of Membership

- Stamp of Excellence for Individual Consultant and Business Organization Members
- Networking with peers and schools
- Invite to Members-only Annual Conference
- Inclusion in LinkedIn groups for discussions between members and for resource sharing
- Submitting article to highlight expertise / gain exposure
- Participate in blog listing
- Inclusion in AIGAC Membership Directory 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 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, 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.

ASSOCIATE CONSULTANT: To qualify as an Associate 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 Associate Consultant membership; if the Associate 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 Associate 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.

AFFILIATE

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, interested in graduate admissions consulting 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.

Association of International Graduate Admissions Consultants (AIGAC)
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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.
- Advocate that clients' recommenders write their own recommendations
- 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.

Signature

Date



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Individual Consultant, Associate Consultant, Affiliate and Student member applicants, please complete the application and submit with supporting documents (if required) and payment. Required supporting documents and resume, can be emailed to shiela@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: _____

Dues Amount Enclosed: \$ _____

- Check if your resume is enclosed
- If not enclosed, did you send your resume separately by email? If so please indicate when it was sent _____

Membership Annual Dues

Selected category	Membership category and voting status	Cost
<input type="checkbox"/>	Individual Consultant (voting)	\$300
<input type="checkbox"/>	Associate Consultants (non-voting)	\$200
<input type="checkbox"/>	Affiliate (non-voting)	\$150
<input type="checkbox"/>	Student (non-voting; include a copy of your student ID with valid sticker)	\$25

**** 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.**