



Association of International Graduate Admissions Consultants 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

ORGANIZATIONAL MEMBERS

Organizational members shall consist of organizations whose company or a portion of their company represent graduate admissions consultants who have an interest in the purpose and objective of the corporation and who meet any additional requirements for Organization membership as may be imposed by the Board from time to time.

Organizational membership is based on the number of active graduate admissions consultants in your organization

Organizational Categories:

Small – 1 Consultant – \$350

Medium – 2-5 Consultants – \$700

Large – 6+ Consultants – \$1,400

Graduate admissions consultants are defined as those who meet the following criteria:

- Directly interact with clients to provide admissions advice
- Are compensated for providing admissions advice
- Hold a bachelor's degree (or higher) from an accredited institution
- Have 24 consecutive months of work experience in graduate admissions consulting
- Served a minimum of 15 clients
- Uphold all of the principles that AIGAC represents.

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.



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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.
 - Hold every consultant in their organization to the highest ethical standards
- 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 that our company (and all our representatives) will adhere to the Principles of Good Practices for AIGAC Members stated above.

Signature

Date



**Association of International Graduate Admissions Consultants
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Consulting Organizations, Affiliate and Student member applicants, please complete the application and submit with supporting documents (if required) and payment.

Send your application and supporting documents to shiela@aigac.org

Organization: _____
 Name of Owner / Principal or Director: _____ Title: _____
 Address: _____ City: _____
 State: _____ Country: _____ Zip Code/Postal Code: _____
 Phone: () _____ Fax: () _____ Cell: () _____
 Email: _____ Website: _____

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: _____

Include the owner, principal or directors resume with your application

Membership Annual Dues

Selected category	Membership category and voting status	Cost
<input type="checkbox"/>	Organization Membership – Small – 1 Consultant	\$350
<input type="checkbox"/>	Organization Membership – Medium – 2-5 Consultants	\$700
<input type="checkbox"/>	Organization Membership – Large – 6+ Consultant	\$1400
<input type="checkbox"/>	Affiliate (non-voting)	\$150
<input type="checkbox"/>	Student (non-voting; include a copy of your student ID with valid sticker)	\$25

PAYMENT INFORMATION (No Purchase Orders Accepted)

Check (payable to AIGAC) Visa MasterCard Amex **Total \$:** _____

Credit Card #: _____ Exp Date: _____

Name on Card: _____ Signature: _____

**** 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.**

Association of International Graduate Admissions Consultants (AIGAC)
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