



Application for
Educational Membership

Institution _____

Date _____



Application for Educational Membership

President/CEO's Name: _____

Institution's Name: _____

Institution's Physical Address: _____

Institution's Mailing Address
(if different than physical address): _____

City and State or Country: _____ ZIP/Postal Code: _____

Telephone (with country code
if outside of the United
States): _____ Email: _____

Fax (with country code if
outside of the United States): _____ Website: _____

Type of Institution: _____ Public _____ Private Nonprofit _____ Private For-Profit

Date of Submission of Application: _____

1. Does your institution currently have nationally-recognized institutional accreditation (or its equivalent), or approvals or authorizations to award degrees from an appropriate governing, legal, or similar body?
_____ Yes _____ No
 - If yes, proceed with item 2 below.
 - If no, the institution's academic business unit is not eligible for educational membership.

2. Does your institution grant business degrees at the bachelor's, master's, or doctoral level?
_____ Yes _____ No
 - If yes, proceed with item 3 below.
 - If no, the institution's academic business unit is not eligible for educational membership.

3. Does your institution have a publicly-stated mission that is appropriate to a higher education institution and that has been approved by the institution's governing body (i.e., trustees, regents, directors)?
_____ Yes _____ No
 - If yes, proceed with items 4-13 below.
 - If no, the institution's academic business unit is not eligible for educational membership.

4. If applicable, when is your next institutional accreditation site visit? _____ Year

5. If applicable, what is the organizational name of your academic business unit (e.g., department, division, school, college, institute, academy, faculty of business, etc.)? _____

6. Provide the following information pertaining to the chief academic officer of your institution:

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

7. Provide the following information pertaining to the head of your academic business unit:

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

8. Provide the following information pertaining to your primary representative to the IACBE, i.e., the person who will be your primary contact for the IACBE and who will vote on behalf of the academic business unit on IACBE matters (if not the same as the head of the academic business unit):

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

9. Provide the following information pertaining to your alternate representative to the IACBE:

Name: _____

Title: _____

Highest Earned Degree: _____ Email: _____

Telephone (with country code if outside of the United States): _____ Fax (with country code if outside of the United States): _____

10. Enclose a check with your application package or contact the IACBE office at 1-913-631-3009 or by email at iacbe@iacbe.org for additional payment information and options.
11. Enclose all required information/materials as outlined in the Application Supplement with your application package.
12. Submitted herewith is our application for Educational Membership in the IACBE, affirming our commitment to abide by the accreditation policies and procedures of the IACBE and to attaining and maintaining excellence in business education.

Signature of Chief

Executive Officer: _____

Title: _____

CEO's printed name: _____

Date: _____

13. Send the application and all supporting materials to iacbe@iacbe.org (preferred); or send via regular mail to:

IACBE World Headquarters
11374 Strang Line Road
Lenexa, Kansas 66215
USA

Application Supplement

Please enclose the following information/materials with your application package:

1. Evidence that your parent institution has institutional accreditation from an appropriate nationally-recognized institutional accrediting organization. Institutions located outside of the United States must provide evidence of equivalent recognized institutional accreditation from an appropriate organization in the relevant country or region, or approvals or authorizations to award degrees from an appropriate governing, legal, or similar body. This evidence should take the form of a copy of the most recent letter from an appropriate nationally-recognized accrediting organization affirming or reaffirming institutional accreditation. For institutions located outside of the United States, this evidence would be the most recent equivalent letter, certificate, charter, or license from an appropriate accrediting, governing, legal, or similar body in the relevant country or region granting institutional accreditation, recognition, approval, or authorization to award degrees. In cases where this documentation is written in a language other than English, the academic business unit must submit a copy of the original non-English version of the letter, certificate, charter, or license, and a certified English translation of the original documentation.

2. The total headcount enrollment of the institution as a whole: _____

Note: For institutions for which the academic business unit is the institution (i.e., institutions that consist of no academic units other than the academic business unit), provide the total headcount enrollment for the academic business unit.

3. Evidence that your parent institution grants business degrees at the bachelor's, master's, or doctoral level. This evidence should take the form of the URL address for the location on your website that identifies the business programs offered by the institution:

Website Address: _____

4. Evidence that your parent institution has a publicly-stated mission appropriate to a college or university. This evidence should take the form of the URL address for the location on your website of the statement of institutional mission:

Website Address: _____

5. A copy of the most recent catalogs, prospectuses, bulletins, marketing brochures, or other materials that describe the institution's undergraduate and graduate degree programs. If this material is online, provide the website address for and an electronic version of this material (e.g., a document such as a PDF file).

Website Address: _____