

AIHEC Membership Application Checklist: All Classes of Membership

Name of Institution:	
Name of CEO:	
Application for Membership Class:	

ITEM	YES	NO	DATE	NOTES
Application form, documentation, and fee received by AIHEC				
Staff review of application for completeness and recommendation transmitted				
Request for technical assistance received/provided				
Additional documentation sent to AIHEC, if applicable				
Site visit team selected and visit scheduled				
Site visit conducted				
AIHEC receives site visit team report				
Request for technical assistance received/provided				
Applicant notified of board meeting date				
Membership and Accreditation Committee discussion and vote				
Board meeting action				
Institution approved for membership in AIHEC				
Membership fees paid				