



Applying for IACBE Membership (International Institutions without U.S.-Based Regional Accreditation)

There are several steps necessary in applying for institutional membership in the IACBE.

1. Complete the attached application form and mail it to the IACBE headquarters.
2. Enclose a copy of the most recent catalog for undergraduate and graduate programs offered by the institution. If the catalog is online, this should be stated and the Internet address (URL) should be provided and an electronic version.
3. Provide evidence that the academic business unit has offered at least one bachelor or graduate degree program in business or a business-related field, with enrolled students, for at least two years.
4. Provide evidence that the institution has the necessary authorizations from appropriate state and/or federal government bodies to confer business degrees.
5. Provide evidence that the institution has a publicly-stated mission appropriate to a college or university. This mission must have been approved by the institution's governing body (regents, trustees, directors, etc.).
6. Provide a description of the language(s) in which the academic courses are taught.
7. Enclose your annual membership dues, or remit the dues by wire transfer (wire transfer information is included on the application form). Dues are prorated depending on the month in which you apply for membership (see below).

Time Period	Prorated Dues
Annual Dues 2010	\$2150
January 1 – February 28	\$1,900
March 1 – April 30	\$1,600
May 1 – June 30	\$1,250
July 1 – August 30	\$900
September 1 – October 31	\$500
November 1 – December 31	Dues Waived

8. Arrange for a one-day preliminary visit to your campus within one year of your IACBE application in order to validate your eligibility to become a “Candidate for Accreditation.” Before the preliminary visit can be scheduled, the academic business unit must complete a self-evaluation of the business programs.

The IACBE will review the materials and contact the institution to establish a timeframe for the candidacy process. An institution may remain an institutional member for up to five years. However, since an institutional member has no accreditation status, institutional members are not permitted to publicly claim any affiliation with the IACBE until they have been granted candidacy status.

Following the preliminary visit, the IACBE Board of Commissioners will determine the institution’s eligibility to become a “Candidate for Accreditation.”

On becoming an institutional member of the IACBE, you will receive a packet of material that includes:

1. The IACBE *Accreditation Process Manual*;
2. The IACBE *Accreditation Manual*;
3. An example of a completed self-study, Volume I;
4. Accreditation site visit instructions;
5. An IACBE monograph titled *Outcomes Assessment in Higher Education*;
6. The IACBE By-Laws; and
7. The IACBE Regional Assemblies Handbook.

The IACBE looks forward to working with you on building and sustaining excellence in business education.

Application for IACBE Membership
(International Institutions without US-Based Regional Accreditation)

President/CEO's Name: _____
 Institution's Name: _____
 Institution's Address: _____
 City, Province, Country: _____ Postal Code: _____
 Telephone: _____ E-mail: _____
 Fax: _____ Website: _____

1. Identify the entity that authorizes your institution to grant baccalaureate and graduate degrees.

 Please attach a copy of the document that gives your institution authority to grant degrees.

2. What is the organizational name of your academic business unit (e.g. department, division, school of business administration)? _____
3. Please provide the following information concerning the head of your academic business unit and its primary representative to the IACBE.

Name: _____ Title: _____
 Highest earned degree: _____ E-mail: _____
 Telephone: _____ FAX: _____

4. List all of the undergraduate and graduate degrees offered by your academic business unit (e.g. A.S., B.B.A., B.S. in Accounting, M.B.A., Ph.D., etc.) and the number conferred in the last academic year. (If additional space is needed, attach a sheet with continuation of listing.)

Degrees Offered	Number Conferred

5. Please enclose your current catalog(s) and your membership dues* in U.S. funds with this application.

Submitted herewith is our application for membership in the IACBE and our commitment to excellence in business education.

Signature of Chief Executive Officer: _____ Date: _____
 CEO's printed name: _____ Title: _____

Mail to: Director of Member Services IACBE
 P.O. Box 3960 Olathe, KS 66063 USA

Ship to: Director of Member Services IACBE
 11257 Strang Line Rd Lenexa, KS 66215 USA

* Wire Transfer:	Fifth Third Bank 38 Fountain Square Plaza Cincinnati, Ohio USA	IACBE Bank Account: 7431526842 Swift Number: FTBCUS3CXXX ABA 042000314
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