



August 2017

Dear International ACAC Members:

Each year, our Membership Committee actively reviews applications to ensure that our new members fulfill the mission of the International ACAC.

**Professionals applying for individual or organizational membership in International ACAC are required to submit a reference from a current member who represents a secondary or post-secondary institution.** Should you be listed as a reference on a new member application, the Membership Committee will contact you and ask that you respond to the following:

1. Share that you have sufficient awareness of the applicant's practices to feel confident supporting their membership application. Is this someone you believe will continue to advance the mission of the International ACAC?
2. Have an understanding of the financial incentives of the applicant's organization. Given the financial incentives of international student recruitment, the applicant is aware that 'Double Dipping' or receiving financial compensation from two (or more) stakeholders with potentially conflicting objectives (i.e. receiving a fee from both a university and a prospective student) is against this organization's vision of ethical practice. If you have any information that supports evidence of 'Double Dipping', we encourage you not to serve as a reference (and tell us why).
3. Share that you believe the applicant has a working understanding of the NACAC's Statement of Principles of Good Practice (SPGP), as well as relevant International ACAC policies that form the core values of the organization to which they are applying for membership.

Please remember that our mission is to promote professional standards that foster ethical and social responsibility. If you are asked to serve as a reference for an applicant, remember that you help us to shape and grow our community. We thank you in advance for assisting our membership committee to vet qualified applicants.

Best Regards,

Michelle Chow-Liu  
Vice President for Membership