



## Overview of the ISSA membership application process

Thank you for your interest in joining ISSA as a member! We prepared this overview to guide you through the application process, which consists of several steps. In case of additional questions, please contact Eva Izsak, Membership Manager: [eizsak@issa.nl](mailto:eizsak@issa.nl).

### Step 1: Complete the application form and share your documents

The following information and documents will be needed during the application process.

- Completed application form with general information on your organization (template available on the 'Join as Member' page of the ISSA website)
- The scanned the letter of commitment on the stationary of your organization, signed and stamped (template available on the 'Join as Member' page of the ISSA website)
- The most recent annual report of your organization (preferably in English).
- The most recent financial report of your organization. If it is not possible to share this report, information is needed on the most recent annual spending of your organization.
- If you are applying for full membership, the registration document of your organization is needed.
- Strategic plans, annual plans, leaflets describing the activities of your organization (preferably in English).
- Contact information for a referee organization, which can be contacted for recommendation to support the membership application (If possible, this organization should be an ISSA member, if there is another ISSA member in the country from where the member is applying. The organization may also be from another country, provided they know the work of the applicant.)

These documents should be sent to Eva Izsak, Membership Manager: [eizsak@issa.nl](mailto:eizsak@issa.nl).

### Step 2: Approval process

After all this information was submitted, the Membership Committee will review your application and will share it with the ISSA Board for approval. You might be contacted for additional information, if needed.

### Step 3: Joining ISSA's learning community

Once your application is approved, you will receive a welcome letter with relevant information on your membership and the membership fee invoice.