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# Application form for members and subscribers

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**Section 1. To be completed by all applicants**

**Name of organisation (or individual if applying for individual membership)**

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**Name of main contact\* (title, first name, family name)**

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\* Students' Unions, please give a permanent staff contact here if possible

**Job title**

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**Contact details**

Address

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Town

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County

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Post code

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Telephone

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Fax

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Email

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Website

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UKCISA offers two email services. Tick to indicate which you wish to subscribe to:

- E-news (relevant news updates from us 1-2 times per week)  
 Discussion list (a forum for members to exchange information, also includes the e-news service)  
 neither

Where/how did you hear about UKCISA?

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**Section 2. Complete ONE part only below, ie A or B or C or D or E, according to the type of membership or subscription you are applying for**

**A. Educational institutions**

**1. What type of institution are you?**

- Higher education
- Further education
- English language school
- Independent school
- Other – please specify

**2. Are you (tick one):**

- a publicly funded UK institution, or
- a private institution?

**3. Are you on the UK Border Agency's Register of Tier 4 Sponsors?**

- Yes Sponsor number: \_\_\_\_\_
- No

Please state the reason why you are not registered:

**4. Give the number of international students, including EU students, at your institution, in the most recent year for which figures are available for calculation of your membership fee\*:**

Full-time equivalent non-UK domiciled students

or

International student weeks (for language schools only)

\* If you are publicly funded we will usually calculate the fee on the basis of the most recent HESA, LSA or equivalent figures, but please give your current numbers here.

Tick here if you are an FE college with fewer than 15 FTE students and wish to opt for the subscriber rate

Tick here if you are a member of the Association of American Study Abroad Providers in the UK (AASAP) and are applying the AASAP rate of membership

**B. Students' Unions**

**Is your Union attached to an institution of (tick one)**

Higher education

or

Further education

**C. Other bodies**

Please state the nature of your organisation's business and its interest in international students **and enclose details, eg a brochure or annual report.**

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Do you provide immigration advice?  No  Yes

If yes, are you:

authorised to practise by a designated professional body (eg the Law Society)? Please state which:

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registered by the Office of the Immigration Services Commissioner (OISC)? Please state your registration number:

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exempt from the requirement to register with the OISC (give details of why):

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Tick here if you are a voluntary sector advice service with fewer than 6 members of staff and wish to opt for the subscriber rate

**D. Individuals**

Please state the nature of your interest in international students and any reason you are not able to access UKCISA services via institutional membership, eg if you are retired or on a career break.

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**E. Agents – subscriber application**

Please give brief details of your business, eg the countries in which you operate and the sectors to which you recruit international students.

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In order to consider your application, we require contact details of two referees from UKCISA institutional members for whom you currently act as agents

1.

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2.

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### Section 3. To be completed by all applicants

The person detailed on page 1 as the main contact shall be known as the Primary Contact of the organisation detailed on page 1. The Primary Contact must be a member of staff of the organisation, or in the case of a Students' Union, a staff member or a sabbatical officer. The Primary Contact will receive the main UKCISA mailings, including financial correspondence. The person designated as Primary Contact may only be changed by giving UKCISA written notice.

The Primary Contact of a member organisation represents the member organisation at, and is eligible to vote at, meetings of the Council in accordance with the Memorandum and Articles of UKCISA. Subscriber institutions have no voting rights.

#### **All new applicants for UKCISA membership and subscriber status are required to give the following undertakings:**

1. I confirm that the aims and objectives of my organisation do not conflict with those of UKCISA as set forth in UKCISA's Memorandum of Association. The relevant clause is:  
The objects of UKCISA are to advance education and learning, with particular reference to the education in the United Kingdom of Great Britain and Northern Ireland (with the Isle of Man and the Channel Islands) of students who by nationality or domicile appertain to other countries or are stateless, the education of United Kingdom students in other countries (all such students being herein after referred to as "international students") and the education of persons connected with international education.  
(Clause 3.1)
2. **I confirm that my organisation will not use UKCISA's logo on any of its printed or electronic publications, and will not make any statements which imply that membership of UKCISA provides any form of endorsement, accreditation or kitemarking by the Council.**
3. I also confirm that my organisation will not, without the approval of the Trustees, use the name of UKCISA in any publication, film, television, broadcast or other such utterance or give permission for such use, without the inclusion in such publication, film, television, broadcast or other such utterance of a clear and prominent statement to the effect that the opinions expressed therein are those of the member or representative alone and do not necessarily represent the views or policy of UKCISA.
4. I certify that my organisation undertakes to contribute to the assets of UKCISA, in the event of the same being wound up while they are a member, or within one year after they cease to be a member, for payment of the debts and liabilities of the UKCISA contracted before they cease to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

**Intention to withdraw from membership of or subscription to UKCISA must be communicated in writing by 31 January in any given year, otherwise fees for that year will be incurred.**

**Admission in to membership of or subscriber status to UKCISA is at the discretion of the Board of Trustees. The Board has the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have a right to be heard before a final decision is made.**

Signed on behalf of the organisation

Job title

Date

If you wish to designate additional mailing contacts please complete section 4 overleaf.

Please return the completed form to:

The Membership Officer, UKCISA, 9-17 St Albans Place, London N1 0NX