



Financial details will not be shared with any Alliance members. If you are not able to provide an item, please explain in the cover letter. Applications should be submitted to the attention of the Membership Committee.

Alliance for International Exchange

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The Alliance welcomes applications for membership. Organizations wishing to be considered for membership should submit a cover letter containing the following information and accompanying material:

ITEMS TO INCLUDE IN COVER LETTER:

1. Contact information, including names, addresses, telephone, website, and mobile numbers.
2. Name, email address and mobile number of CEO or individual who would serve as primary Alliance representative.
3. State of incorporation; year of incorporation; type of incorporation (nonprofit, corporation, LLC).
4. Organizational mission statement; list of activities your organization conducts that facilitate or support international exchange activities.
5. Statement: "We certify that our organization currently, and throughout our membership in the Alliance, will support the goals and mission of the Alliance and will adhere to the Alliance Code of Conduct. See attached."
6. Statement: "We certify that our organization is, and will continue to be throughout our membership in the Alliance, (a) in good standing in our state of incorporation; and (b) authorized to do business in every state in which we operate."
7. If a unit or subsidiary of a corporate entity is applying for membership, list the corporate parent. List all related entities, even if separately incorporated, that conduct or support exchange programs.
8. List of J-1 Exchange Visitor Visa designations (if applicable).
9. Explanation of current sanction (if applicable).
10. Estimation of Alliance dues level (see Dues Worksheet).

ITEMS TO ACCOMPANY COVER LETTER:

1. Printed materials describing organization and its activities, including most recent annual report prepared for public release.
2. Two most recent audited financial statements or letter by third-party accountant attesting to worksheet accuracy.
3. List of governing Board.