



## 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 our Membership Officer: [membership@issa.nl](mailto:membership@issa.nl).

### Step 1: Create a user account

Please create an account as an individual user in our database, which will allow you to access the online membership application form. The user account can be simply created by following [this link](#) and entering the requested basic information. Please use the same account during the application process.

### Step 2: Complete the application form and share your documents

The following information and documents will be needed during the application process. We suggest that you have these ready, so you can complete the application form more easily. There is a possibility to save the draft of the form and continue filling it out later.

- General information on your organization (please see the overview of the application form below for details)
- Logo of your organization
- Your photo as a contact person (optional)
- The most recent financial report of your organization. If it is not possible to share this report, information is needed on the annual spending of your organization.
- If you are applying for full membership, the registration document of your organization is needed.
- Annual reports, annual plans, leaflets describing the activities of your organization.
- 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)
- The scanned the letter of commitment (template available online) on the stationary of your organization, signed and stamped

### Step 3: 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.

### Step 4: 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.