

Section III

Applicant's Pre-Rush Instruction Checklist

Thank you for considering membership with Alpha Kappa Alpha Sorority, Inc. Please review the checklist below and ensure all are completed prior to submitting your application at Rush. Failure to attend the Rush or submit all the required information during Rush will eliminate you from membership consideration. You must have creditably completed (i.e. earned 12+ hours towards a degree) the previous semester and be currently enrolled full-time at the school affiliated with the chapter. All required documents must be submitted in an unsealed 9" x 12" envelope with your full name on the front. Arrange your submissions in the order it appears in the checklist below. Forms may be secured from the Graduate Advisor or at www.aka1908.com; however, you must obtain and sign for a *General Information for the Collegian* brochure from the Graduate Advisor.

Check if YES	Checklist
○	<p>Sealed/Official Transcript (ITEM ONE) Ordered and received an official transcript in an official sealed envelope. If the campus policy is to mail transcripts, you must request that an official transcript be mailed to the Graduate Advisor for arrival prior to Rush. All grade or class changes on official transcript must be completed prior to Rush.</p>
○	<p>Letter confirming current Full-time Enrollment Status (ITEM TWO) Letter from Registrar or National Clearing House are acceptable. Print date of enrollment letter must be after the start of current semester/quarter.</p>
○	<p>Undergraduate Legacy Application (Legacy applicants Only) (ITEM THREE) Form must be completed and signed by the family member soror and her chapter officers. If family member is an active General Member or deceased, chapter officer signatures are not required.</p>
○	<p>Undergraduate Membership Interest Application (ITEM FOUR) Form must be completed in its entirety. All questions must be answered.</p> <ul style="list-style-type: none"> ○ Page III-11 – Affirmation Statement #1, obtain the <i>Information for the Collegian</i> brochure from the Graduate Advisor. ○ Page III-11 – Affirmation Statement #2, if applicable, explain if you applied for membership into AKA or another sorority and why you discontinued the process. ○ Page III-12 – Read, sign and date the Background Check section. ○ Page III-13 – Read, sign, and date Anti-Hazing Policy; must provide date of birth. <ul style="list-style-type: none"> - If you are under 21 and unmarried, parent/guardian must sign and date this section. (It is acceptable to scan or fax parent/guardian the form for signature and date.) <p style="text-align: center;">***Only one page for III-13 is accepted.***</p> <ul style="list-style-type: none"> ○ Page III-13 – Read, sign, and date Agreement to Arbitration.
○	<p>Evidence of Community/Campus Involvement – ECCI FORM (ITEM FIVE) Only community/campus involvement within the past two (2) years is accepted. You may submit a maximum of three forms. Form must be completed in its entirety.</p>
○	<p>Two Letters of Reference (ITEMS SIX AND SEVEN) Letters must be typed on 8 ½" x 11" paper (stationery preferred) and include date, writer's full name, home or business address, and official handwritten signature. Letter writers must include the applicant's name in the body of the letter. Only original letters are accepted. Suggested letter writers are high school teachers or administrators, college professors, employers, clergy, and graduate members of Alpha Kappa Alpha Sorority, Inc.</p>
○	<p>Letter of Interest (ITEM EIGHT) A typed letter must be prepared and submitted on 8 ½" x 11" paper and should not exceed one page. Include the following in your letter: In your words, the purpose of Alpha Kappa Alpha Sorority, Inc. Talents you possess that will ensure Alpha Kappa Alpha Sorority Inc. will maintain its status as the premier Greek-lettered organization for college-trained women. How have you served your campus community?</p>