

YOUR ATTENTION PLEASE

Important to Know About Application Process

All applications are checked upon receipt and processed on a first come, first serve basis. Process takes approximately 3-4 weeks including shipping.

- * **Students must not be initiated until Membership Certificate is received by advisor.**
- * **Mailing of application to headquarters does not constitute membership.**

Possible Delays in the application process:

- Applications missing information will be returned to advisor.
- Application missing advisor's signature will be returned.
- Advisor's signature is checked on all applications.
- Please use application online.
- Application will be returned if student does not meet requirements for membership. All membership requirements must be met. There are NO exceptions.
 - » Membership requirements are listed on our By-laws. See our website www.alphaphisigma.org and click on "about us" to see By-laws.
 - » GPA is 3.2 for undergraduates and 3.4 for graduate students.
- **There is NO expedite or express application process. All applications are processed in the order received.**
- Please plan adequately for the busiest times. These are March through April and October through November.
- Keep in mind that during the National Conference our headquarters is closed. During that time applications will be delayed one extra week.
- Allow 1-2 weeks for mailing process (from your school to our mailing room and subsequent delivery to our office), and 2 weeks for in-house processing.

Important to Know About Honor Regalia Orders

Honor Regalia MUST be ordered by Chapter Advisor

- ALL Honor Regalia order forms MUST be signed by the chapter Advisor.
- The order form MUST include the Member's full name and year initiated (full name and year listed on the certificate).
- Please allow 3-4 weeks for processing and mailing after received by headquarters.
- There will be **NO expedited processing or shipping.**
- Honor Regalia orders are sent to the Advisor **ONLY**. Alpha Phi Sigma is not responsible for Honor Regalia not reaching student on time for graduation. Please order promptly.
- Advisors may pay via PayPal. Please ask headquarters for an invoice to be emailed.
- No exchanges or returns of Honor Regalia.