Read these ten steps to understand what is involved to apply for AIRC Certification.

**STEP ONE - Review the Standards and Process and Eligibility**
Representatives of organizations considering applying for AIRC Certification must first review the [AIRC Certification Process and Standards Manual](https://airc.membershipsoftware.org/assoc_subscribe.asp) and [Agency Certification Eligibility](https://airc.membershipsoftware.org/assoc_subscribe.asp) - Read this Document to Determine Agency Eligibility.

**STEP TWO** – When you have determined your agency meets eligibility, you may apply. There are two application forms. The first form is at: [https://airc.membershipsoftware.org/assoc_subscribe.asp](https://airc.membershipsoftware.org/assoc_subscribe.asp) This application establishes a record in the AIRC database and allows for the agency to complete its application fee payment. **First Payment point at Application** - U.S. $2,000 (Non Refundable)
Payment options include credit card, check, or wire transfer. An invoice and payment instructions will appear upon completion of the application.

**STEP THREE** - Complete the online application: [https://airc.formstack.com/forms/agency_application](https://airc.formstack.com/forms/agency_application)
This form provides more details for AIRC review.

**STEP FOUR** - Letter of Intent
Applicants must submit a signed letter of intent from the agency’s chief executive officer setting forth the reasons for the organization’s interest in AIRC Certification and stating that he or she has read and understands the AIRC Standards and requirements for certification. The letter of intent may be uploaded with the application or sent separately to ([certification@airc-education.org](mailto:certification@airc-education.org)). You may also request a template for this letter.

**STEP FIVE** - Approval to Undergo Certification
Upon receipt of the application materials and fee the AIRC Certification Commission initial review committee will order a background check report and check institutional references. When these materials are received and cleared, the committee votes on whether the organization can continue to the next phase of certification - the Certification phase and self-evaluation and review process.

**STEP SIX** - Second payment point at Approval to Undergo Certification
Once an organization is approved to move to the next phase of certification it will be required to pay U.S. $5,000 (non-refundable). This covers the cost of the self-evaluation and review of the agency by an external reviewer and must be paid prior to the commencement of certification review. At this phase the agency is provided with the following:

- Access to training materials for agency counselors on U.S. Education and Immigration
- AIRC Self-Evaluation Report Form (SERF), on which the agency describes and documents how it meets the AIRC Certification Standards. AIRC staff will assist with any questions you have about meeting the standards and required documentation.
- When the SERF is completed, AIRC will arrange for a site reviewer to visit the agency to verify the standards are met. The agency pays for the travel, meals, lodging and visa, if required.
STEP EIGHT - Call for Comments
When the applicant agency is advanced to undergo certification, AIRC will inform its members by posting a notice on its website announcing the organization and inviting comments from the public regarding the organization’s compliance with the AIRC Standards. The comments received remain confidential within the certification process. https://www.airc-education.org/airc-certified-agencies

STEP NINE - Certification Decision
The AIRC Certification Commission meets several times a year and reviews all applications that are complete at the time of the Certification Commission meeting. Within one week following the meeting of the Certification Commission, the Director of Certification will send a letter to the applicant Agency announcing the decision of the Certification Commission.

STEP TEN - Membership
Assuming successful Certification, the organization will become an agency member of AIRC. In order to maintain active Certification status agency members are required to pay the third Certification payment point, which is the first year’s membership fee - U.S. $3,000.
After the first year of membership, Certified agencies pay the annual membership fee based on the following schedule:
- U.S. $2,000 - Small Agencies (Placing fewer than 3000 students globally annually)
- U.S. $4,000 - Large Agencies (Placing 3000 or more students globally annually)

Agencies must continue to comply with AIRC standards during their membership. Failure to do so may result in probationary action or revoking of certification. Both of these actions are made public.
AIRC Certified agencies must also complete an annual report for AIRC each year which includes agency updates and institutional and student client surveys results.

Upon applying for Certification the agency will need to confirm that its representative has read and acknowledge all of the above steps including the standards and fee structure, and wish to continue the application process.

For Questions about the process, email Certification@airc-education.org