

## Section III

## Applicant's Pre-Rush Instruction Checklist

1. Applicants are advised to review **carefully** all information on the Pre-Rush Instruction Checklist.
2. Full-time student status in the current and previous term is required for membership consideration.
3. All applicable completed documents listed below must be submitted to the Graduate Advisor or Membership Chairman during the Rush (See posted Rush flyer for location, date, and time).
4. Failure to attend the Rush or submit all required information during the Rush will result in the applicant's elimination for consideration for that Membership Intake Process.
5. All requested information must be submitted in an unsealed 9"x12" envelope, with the applicant's full name on the front of the envelope. (*Note special instructions below regarding Transcripts.*) Arrange your submissions in the order they appear on the chart below before placing them into your envelope.
6. Forms may be secured from the Graduate Advisor or our website – [www.aka1908.com](http://www.aka1908.com). No other forms may be submitted. Additional documents and materials submitted will not enhance your standing and will not be accepted or reviewed.

| Form / Document  | Instructions   | Task Completed |
|--|--|----------------|
| <b>Sealed / Official Transcripts</b><br>(all applicants)                 | Transcripts must be submitted in an official sealed envelope and embossed with the seal of the college or university.<br><br><b>Note: If the campus policy is to mail transcripts, you must request that an official transcript be mailed to the Graduate Advisor and it must arrive prior to the Rush.</b>  |                |
| <b>Letter Confirming Full-time Enrollment Status</b><br>(all applicants) | Letter must be submitted in an official sealed envelope and contain the seal of the college or university.   |                |
| <b>Undergraduate Legacy Application Form</b><br>(Legacy applicants only) | Form must be signed by the family member soror and the family member soror's chapter president.  |                |
| <b>Undergraduate Membership Interest Application</b><br>(all applicants) | Form must be signed by the applicant and Parent or Guardian if applicant is under 21 years of age.   |                |
| <b>Letters of Reference</b><br>(all applicants)                          | <ol style="list-style-type: none"><li>1. Two (2) completed letters of reference must be submitted with each applicant's packet.</li><li>2. Letters must be typed on 8 ½" x 11" paper (<i>letterhead stationery preferred</i>), include the applicant's name, as well as the letter writer's full name, title, address, Email address, current telephone number, signature and date of signing.</li><li>3. Letter writers may include, but are not limited to, high school teachers, counselors, or administrators; college professors, advisors, or administrators; or members of the clergy or employers; graduate members of Alpha Kappa Alpha Sorority may also write letters of reference.</li><li>4. It is the applicant's responsibility to inform her letter writers of the due date for her letters of reference</li></ol> |                |

| Form / Document   | Instructions   | Task Completed |
|---|--|----------------|
| <b>Evidence of Community/Campus Involvement (ECCI) Form</b><br>(all applicants) | <ol style="list-style-type: none"> <li>1. Form(s) must be given to the director(s) or advisor(s) of the activity or program for completion. All applicants must submit at least one <b>fully completed</b> ECCI form. Up to three (3) forms may be submitted.</li> <li>2. The activity or program supervisor's signature, title, address, email address, current telephone number, state, ZIP and date of signing must follow each documented activity or program listed on the form.<br/><br/> <i>*A supervisor who completes an ECCI form may also write a letter of reference.</i></li> <li>3. The applicant must sign and date the completed form.</li> </ol> <p><b>Note: Only community/campus involvement within the two (2) years immediately preceding the prospective candidate's application for membership is to be reported. Community involvement completed during the applicant's high school career is only acceptable if it occurred within the two (2) years immediately preceding the candidate's application.</b></p> |                |
| <b>Letter of Interest</b><br>(all applicants)                                   | A typewritten or electronically-generated letter must be prepared and submitted by the applicant on 8 ½" x 11" paper and should not exceed one (1) page in length.   |                |
| <b>General Information for the Collegian Brochure</b><br>(all applicants)       | <ol style="list-style-type: none"> <li>1. <b>Must be secured from the Graduate Advisor</b>; cannot be downloaded from the website.</li> <li>2. Applicant's signature is required for receipt of document.</li> <li>3. Applicant is required to review and adhere to the mandates outlined in this document.</li> </ol>   |                |

### Alpha Kappa Alpha Sorority, Incorporated – Anti-Hazing Statement

The purpose of Alpha Kappa Alpha Sorority, Incorporated is to cultivate high scholastic and ethical standards, to promote unity and friendship among college women, and to be of service to all mankind. Hazing does not represent the values of Alpha Kappa Alpha Sorority and will not be tolerated.