GRADUATE DEPARTMENT MEMBERSHIP

The Graduate Department Membership is open to any language department that offers graduate degrees in Spanish and/or Portuguese. The graduate department category provides membership status to one full-time faculty member and the graduate students in the department.

The Graduate Department Membership consists of the following three tiers:

<table>
<thead>
<tr>
<th>Category One: $250</th>
<th>One full-time faculty member and 1-20 graduate students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Two: $350</td>
<td>One full-time faculty member and 21-40 graduate students</td>
</tr>
<tr>
<td>Category Three: $450</td>
<td>One full-time faculty member and 41+ graduate students</td>
</tr>
</tbody>
</table>

TO JOIN: The full time faculty member must create an individual graduate department membership online at www.aatsp.org and process payment within one of the three tiers listed above. Once the Graduate Department Membership is approved by the AATSP National Office, the faculty member will invite their graduate students to join online through the website. Detailed instructions follow

1. To join online, visit www.aatsp.org and click on the Membership tab listed in the blue menu bar at the top of the page. Then hover your mouse over Join Now and click Join Online.
2. Select the Graduate Department Membership (Faculty) option and click continue.
3. The Graduate Department Chair will need to create an individual department membership with a unique username for him/her to use. Enter your first and last name followed by your university (I.E. John Doe-MSU), then click continue.
4. Review the three Membership Selections available and select the graduate category that pertains to the correct number of graduate students in your department. Once chosen, click Continue with Selected Membership.
5. Complete all required fields designated with a red (*) asterisk as shown here prior to clicking submit at the bottom of the screen.
6. After clicking submit, you will be prompted to review the membership category previously selected in an earlier step.

**Membership Information**

**Graduate Category 1 — $250.00**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate faculty member</td>
<td>$65.00</td>
</tr>
<tr>
<td>$25 per graduate student for 20 students</td>
<td>$500.00</td>
</tr>
<tr>
<td>Total regular cost</td>
<td>$565.00</td>
</tr>
<tr>
<td><strong>DEPARTMENT MEMBERSHIP PRICE</strong></td>
<td>$250.00</td>
</tr>
</tbody>
</table>

**Promotional Code**

Enter a Promotional Code: [Apply Code] [Clear]

7. Complete the billing information and process payment using a Visa or MasterCard.

**Billing Information**

- Organization: 
- Address*: 
- Address City*: 
- Address Country*: 
- Address Location: 
- Postal Code: 
- Phone*: 
- PO Number: 

**Additional Comments**

8. To print out a receipt, click on View Invoice/Receipt.

**Membership Dues - Thank You!**

Thank you for submitting your membership dues. Membership dues are an investment in the organization and your own mentor experience.

We hope that you enjoy the many benefits of membership in the AAT3R!
9. Once the membership has been approved by AATSP National Office staff (please note this can take up to 48 hours during regular business hours), the graduate chair can add graduate student names by completing the following:

- Sign in at [www.aatsp.org](http://www.aatsp.org) using the username and password you created during the registration process.
- On your first sign in, you will automatically be directed to the My Preferences page.
- Once you have updated your settings, click on manage profile under my profile on the right side of the page.

For all future sign-ins, you will automatically be directed to the Manage Profile screen, as shown above.

- Click Graduate Students as circed above.
- This will direct you to the page below where you can add students by completing the following:
  - **Invite new members by email address** (Note: multiple email addresses can be added at the same time by entering a semi-colon or a line between the email addresses.) The graduate students will receive an email message stating that you (the graduate chair) have requested them to join. The email message also provides a link that will take them to the corresponding page.
10. You will be able to keep track of the current graduate students that have joined within your graduate department membership. Review the information in red shown on the image below to view features available to you.

- As the years progress, you will be able to add and/or remove graduate students at any time.
- If the graduate students wish to continue with an AATSP membership after graduation, they can renew their existing membership as a regular member.
- The membership runs on the calendar year: January – December.
- The department membership expires on December 31 of each year.

QUESTIONS?
Visit the AATSP website (www.aatsp.org) or call the AATSP National Office directly at 205-506-0600.