

NEW GRADUATE APPLICATIONS

General Information

- ACA membership applications are available from ACA headquarters or on the ACA website at <http://www.acatoday.org>
 - New graduate members receive a free year of membership after graduation.
 - Processing time at ACA for applications is 5-10 business days.
 - New graduates will receive a welcome package from ACA headquarters.
 - **To make sure your new graduates get the best service possible from ACA**, please make sure that all of your applications are filled out properly per the instructions below.
1. Check and double-check to make sure that each application:
 - **Has Complete Contact Information, including an accurate address.** We are unable to service members that do not provide a complete mailing address. Please check the address and phone number.
 - **Include an Email Address.** An email address is not required, but many benefits, including the ACA Week In Review, are provided via email. ACA does not share or sell email addresses. Individuals that include their email address will receive the user ID and password required to access the member's only areas of the website.
 - Complete the "Application Summary Sheet" below.
 2. As soon as possible, but no later than 5 days after you receive the applications from the new member(s), mail the Applications Summary sheet, the applications, and payment to:

American Chiropractic Association
1701 Clarendon Blvd.
Arlington VA 22209
Attn: Membership/SACA

New Graduate Applications Summary Sheet

IMPORTANT: Include this form as a cover sheet EVERY time you submit New Graduate membership applications to ACA headquarters. Be sure that you fill out all the information and the proper payment is enclosed.

Mail to:

**American Chiropractic Association
1701 Clarendon Blvd.
Arlington VA 22209
Attn: Membership/SACA**

Date Mailed ____/____/____

If these applications were collected at graduation, date of graduation: ____/____/____

College Submitting Applications: _____

College City/State: _____

Person Submitting Applications: _____

Phone: (____) _____ E-mail: _____

Enclosed:

New Graduate Applications

Checklist:

- Is there a complete mailing address and phone number for each application?
- Are the applications legible?
- Did you make copies of applications for records?