

EucA membership procedure:

- 1** Send a **formal request** of membership (via e-mail at *brussels.office@euca.eu*). You can follow the template shown on the next page.
- 2** Immediately after processing your formal request, your institution will have **access to all the benefits** of being part of EucA.
- 3** EucA's **General Assembly** – made up of all its effective members – will formally approve the request in its annual meeting. Once approved, your institution will be considered a member with full rights.
- 4** After the General Assembly meeting, you will receive a **formal notification** that the request is approved and EucA will issue the invoice for payment.

Best regards,
EucA team

(Institution headed paper)

Mr. Gian Luca Giovannucci
President
Round Point Schuman 6
B-1040 Brussels

(date and place)

Dear Mr. Giovannucci,

With the present letter, the **(legal name of the institution & address)** requests to become a member of the European University College Association. We hereby declare to have read and accepted the EucA Statute and the provisions on the Charter.

In the hope that our request will be accepted, I am looking forward to hearing from you.

Best regards,

(Signature)

(Name the legal representative of the Institution)

(Function of the legal representative inside the Institution)