UNI FSL New Member Verification Process

**New Member Verification**
Chapter provides potential new members with the link to complete the NMV form. PNMs complete the form to allow chapters to access academic records.

**STEP 01**

**STEP 02**

**STEP 03**

**STEP 04**

**STEP 05**

**New Member Verification Agreement**
Chapter must agree to following the process and policies. This is to be completed once by Chapter President and Recruitment Chair and must be completed when leadership changes.

**Academic records to chapter**
The Office of Student Life provides academic records to the chapter or chapters selected by the PNM through the NMV form. This will be completed within 1-3 business days.

**Potential new member accepts bid or crosses line**
The Office of Student Life provides academic records to the chapter or chapters selected by the PNM through the NMV form. This will be completed within 1-3 business days.

**Chapter extends bid to membership (IFC/PHC only)**
Chapter must agree to following the process and policies. This is to be completed once by Chapter President and Recruitment Chair and must be completed when leadership changes.

**New Member Notification**
Chapter completes NM Notification form to notify the Office of Student Life which potential new members accepted their bid or are presented as a new members. Completion of this form automatically distributes University Membership Form to NMs.

**University Membership Form**
New member receives FSL University Membership Form via automatic email and completes to officially join chapter's university roster. For IFC/PHC only, this must be completed prior to any chapter initiation process or new member education.

**Chapter Builder Update**
Chapter changes status of New Member to A+ (Signed Bid). If NM was uploaded by the council, this should remove NM from other chapters' accounts.