

Guidelines for the completion and submission of the Undergraduate Legacy Application are specified below. Although an undergraduate chapter does not vote upon an applicant for membership under the legacy provision, all requirements for membership must be met.

1. A family member soror may obtain an Undergraduate Legacy Application from the Basileus of the chapter of where she is a member or from the Graduate Advisor of the undergraduate chapter in where her daughter, adopted daughter, step-daughter, granddaughter, or legal ward desires membership.

*(\* For Alpha Kappa Alpha Sorority, Incorporated, a legal ward is defined as one whose permanent care, control and custody legally have been placed with a soror by an appropriate court of law).*

**Per Article IV, Section 14 of the *Constitution and Bylaws* states, "The living family-member soror must have been active for at least two (2) years immediately preceding the membership application for the undergraduate Legacy Candidate." Two years equal twenty-four (24) consecutive months.**

2. The top portion of the Undergraduate Legacy Application should be completed by the applicant. The remaining portion of the Undergraduate Legacy Application should be completed by the family member soror.
3. Upon completion of the Undergraduate Legacy Application, the family member soror should sign it. If she is a member of a chapter she must obtain the signature of her chapter Basileus. *Falsification of any information on the Undergraduate Legacy Application provided by the family member soror makes her subject to a penalty, which may include expulsion. Further, if it is determined by the Corporate Office that any information provided on the Undergraduate Legacy Application is false, the applicant will not be approved for membership.*

**Per Article IV, Section 39 of the *Constitution and Bylaws*, "Any soror determined to have been ineligible for membership following her initiation in Alpha Kappa Alpha Sorority, Incorporated, because of the revelation or submission of fraudulent information or documents, shall on the recommendation of the Regional Director, and by majority vote of the Directorate, have her membership revoked until the next Boule at which time a vote on expulsion will be taken."**

4. The family member soror should give the completed and signed Undergraduate Legacy Application to her daughter, adopted daughter, step-daughter, granddaughter, or legal ward prior to the Rush program.
5. The applicant shall take her official transcript, the completed Undergraduate Legacy Application, Undergraduate Membership Interest Application, two letters of reference, at least one Evidence of Community Involvement Form, an official letter from the college/university registrar for verification of full-time status, and the Letter of Interest to the Rush program.
6. The credentials of the legacy applicant are included with the packet of membership credentials of other prospective candidates.

7. It shall be the responsibility of the Corporate Office staff to verify the information on the Undergraduate Legacy Application and determine whether the applicant meets all requirements for membership. If any information on the application cannot be verified, the Corporate Office staff may request that the family-member soror provide additional documentation within a specified time period.
8. When action has been taken in the Undergraduate Legacy Application, the Corporate Office staff will notify the Regional Director. The Regional Director shall notify the undergraduate chapter of the status of the Undergraduate Legacy Application submitted. By sending a Letter of Acceptance or Letter of Regret, the chapter shall notify the legacy applicant of the action taken on her application at the same time that all other prospective candidates receive notification regarding their eligibility for membership.