

## Application for Student Membership

# STUDENT GUIDE

This guide will assist you in completing your application for Student Membership.

### Section 1: Personal Information

- 1a. Please choose the Student Membership or Student IJOM option.
- 1b. Insert your first, middle (optional), and last name. You have the option to add your photo (your photo will not be available to the public and is for recordkeeping purposes only).
- 1c. Insert your residential address. This address will not be available to the public and is for recordkeeping purposes.
- 1d. Indicate where you prefer to receive electronic or email communications from the OAO. Indicate where you would prefer to receive a hard copy (postal) communication from the OAO. Please include the suite, apartment, or unit number. This is also where your subscription to the International Journal of Osteopathic Medicine (IJOM) will be sent. Currently, the IJOM publishes four issues per year.
- 1e. Insert your clinic/temporary address where we can reach you. If you are living outside the home while attending your osteopathic educational institution, you may enter your temporary address here. You may choose to insert the primary clinic address where you can be reached. If this is not applicable to you, leave the section blank. This address will be used for internal purposes only.
- 1f. The membership year is from January 1 to December 31.

### Section 2: Business Information

- 2a. Indicate which commercial electronic messages (emails) you wish to receive from the OAO.
- 2b. Indicate if you prefer to receive messages via text.
- 2c. Select a username and password that will be used to log into the Members Only portal of the OAO website once approved as a member.

### Section 3: Osteopathic Educational Background

- 3a. Select the full name of your osteopathic educational institution.
- 3b. Insert the full location of your osteopathic educational institution.

#### Section 4: Fee

There are two options for Student membership. For Applicants who wish to receive the **International Journal of Osteopathic Medicine (IJOM)**, the Student membership fee is \$200.00 + \$26.00 HST = \$226.00.

For Applicants who do not wish to receive this publication, there is no fee for Student membership.

Please see the Fee Schedule in this Guide (see below). Membership fees can be paid in Canadian funds online with a credit card. If you have any questions on other payment methods, e.g., e-transfer, cheque, money order or bank draft made out to the 'Ontario Association of Osteopathic Manual Practitioners', please email [membership@osteopathyontario.org](mailto:membership@osteopathyontario.org) for further assistance.

If your payment is paid by cheque, money order or bank draft, the payment will not be deposited until a decision has been made regarding your membership. If your application is rejected, your payment will be returned in full to your preferred address.

#### Section 5: Attachments

Review the Document Checklist in this Guide (see Page 3) prior to submitting your application. This will ensure that you submit a complete package. Incomplete applications will not be reviewed by the Membership Committee.

#### Section 6: Review Process

Your application will be forwarded to the Membership Committee for review. If your application is complete and meets all required criteria, your application will be submitted to the Board of Directors for approval. You will be advised by email of your application's acceptance or rejection within 60 days of receipt. If your application is incomplete or further clarification is required, we will contact you by email.

### Application for Student Membership FEE SCHEDULE

For Applicants who wish to receive the **International Journal of Osteopathic Medicine (IJOM)**, the Student membership fee is \$200.00 + \$26.00 HST = \$226.00.

For Applicants who do not wish to receive this publication, there is no fee for Student membership.

## Application for Student Membership DOCUMENT CHECKLIST (PDF Electronic Copies)

Completed Student application form.

An electronic copy of a letter from the Registrar confirming current enrolment, a copy of your transcript, and a copy of your student card.

Upload proof of regulatory body registration.

Membership fees can be paid in Canadian funds online with a credit card. If you have any questions on other payment methods, e.g., e-transfer, cheque, money order or bank draft made out to the 'Ontario Association of Osteopathic Manual Practitioners', please email [membership@osteopathyontario.org](mailto:membership@osteopathyontario.org) for further assistance.

If your payment is paid by cheque, money order or bank draft, the payment will not be deposited until a decision has been made regarding your membership. If your application is rejected, your payment will be returned in full to your preferred address.

The OAO will not process your application if:

- Forms are incomplete.
- Supporting documents are missing.
- Supporting documents are illegible.
- The fee is not provided (if applicable).

### Questions?

If you have any questions regarding the application or any of the required attachments, please send your questions to [membership@osteopathyontario.org](mailto:membership@osteopathyontario.org).