REGISTRATION PREPARATION CHECKLIST

- Registration Workshop:
  - 2019-2020 Group completed the registration the FIRST time=ATTENDANCE is optional
  - ALL OTHER GROUPS MUST ATTEND the 2020-2021 REGISTRATION WORKSHOP
  - New organizations MUST HAVE ATTENDED A REGISTRATION WORKSHOP or will be denied AND submitted their NEW ORG PRESENTATION to orgsupport@uic.edu

- Constitution for the 2020-2021 school year

- If you are affiliated with a regional/national/international organization please have a letter supporting your organization for submission:
  1. Must be on letterhead
  2. Must be dated for the upcoming academic year
  3. Must state your group is recognized/active for the upcoming academic year

- Contact information for the three officers:
  First Name (directory), Last Name (directory), UIC email, UIN
  WE DO NOT RECOGNIZE CO-OFFICERS. You must select ONE person for each position.

- Confirm that each name submitted acknowledges they will serve for the FULL academic year 2020-2021.

- Contact information for the advisor:
  First Name (directory), Last Name (directory), UIC email
  WE ONLY RECOGNIZE ONE ADVISOR. You must select ONE person to be recognized by the university.

- Profile picture submitted (if your group uses the logo, it must be the newest version). It cannot use any UIC trademarks.

  **Please note that the above are the most common reasons for denial**

  **If there is an error in your submission:**
  You will have FIVE (5) business days to submit any changes for review. After that you CAN be denied until the next review cycle.

  **Follow up actions/activities:**
  1. Please note the President and Treasurer are mandated to attend the Student Org Conference in the fall (date to be determined)

  2. As a registered student organization you are required to submit Clery Geography Forms.