FAQ’s for Membership Applications

1. Do I have to pay the dues before I get accepted for membership?
   • Yes, the application requires the dues payment up front. Please read more about the dues schedule here.

2. My dues payment did not go through and I received an error message that says “AVS Mismatch.” What does that mean?
   • SIOP has an extra security measure for credit card payments. “AVS Mismatch” is an error with the address given for the credit card being used. The address which shows in the billing section of our form must match exactly the address shown on that credit card statement. You can retry the payment and correct the address.

   There may be a couple reasons for this error. For example, if your dues are being paid by your employer’s credit card, but your home address is showing because that is the address in your SIOP account, then the payment won’t be accepted. You would need to put in the company’s address instead. Similarly, it has happened that members have moved and updated their SIOP address, but not notified their credit card company of the move yet. A couple further tips: If you are changing the address in the billing section to match the credit card - be sure to match the street address exactly. It is the main component the system is looking at for a match. Also, if switching from an employer address to a home address be sure to delete the company name from the billing section. Also note that for future transactions it may be helpful for you to add multiple addresses to your SIOP User Account to make payments more convenient. Your user account can include up to three address, so you can include a home address, an employment address, as well as a third option (perhaps for a corporate Accounts Payable department.)

3. If I complete the application and pay the dues today, how long do I have to wait before I can submit a proposal to the Conference/receive the member rate for conferences?
   • SIOP gives applicants the immediate benefit of being able to submit to the conference and receive the member rate for the conferences. The actual Membership Committee review process can take up to 5-6 weeks depending on the time of the year.

4. When and why should I upgrade my membership to a professional one in SIOP?
   • Once you have graduated with a master’s or doctoral level degree, SIOP allows a 12-month grace period before our system requires you to upgrade to a professional membership. All Members may serve as a SIOP Committee Chair and on the Executive Board. Members also have voting status in SIOP elections while Student Affiliates and Associates do not. If you wish to chair a session at the SIOP Annual Conference, you must be a professional member (either Member or Associate) of SIOP.

5. I want to be a Student Affiliate but haven’t started classes yet? Is this possible?
   Yes, you may apply to be a Student Affiliate if you will start your classes within the next six months.

6. I’m still a student. Can I be an Associate member?
   • If you have already received your master’s level degree, you are eligible to apply for professional membership in SIOP as an Associate. Students still in a PhD program may apply for Associate as long as two years of the program are completed, but are not yet eligible to apply for full voting Member.
7. I’m already a professional member of SIOP (either Associate or Member) and I’ve returned to school. Can I be a Student Affiliate again?
   • Technically, yes, if you call the SIOP office to make the change for you. But really, why lose your professional stature in the organization?

8. I live outside the United States. Can I be a member of SIOP?
   • Certainly! We welcome all members from around the globe to our Society. Educational requirements are the determining factor for which membership you can apply. Where you live or where you received your education are not a factor. Please read the Membership Criteria here.

9. My company would like to get a membership in SIOP. How do we do that?
   • SIOP does not and has not (at least in the past decade+) offered corporate memberships. These are individually-based and not to be shared or transferred with others. Applicants must be qualified per the SIOP membership criteria and membership follows you wherever you work so long as you keep renewing.

10. Does SIOP offer a lifetime dues or multi-year dues payment option?
    • If you are interested in prepaying your dues due to a budget excess, please contact the SIOP Administrative Office for assistance. We do not offer the option of lifetime dues.

11. Why does the dues renewal process require an “eligibility check” when I just want to pay my dues?
    • The system runs the eligibility check to determine if you may be able to upgrade to full voting Member.
    • For those who have a master’s degree already noted in their user profile, we don’t know if you have recently completed a PhD which would make you eligible for an upgrade to Member. For those Associates with a PhD already noted, the system will automatically offer you the opportunity to upgrade. If you are not trying to become a full Member of SIOP, please click the button next to “Associate Renewal Dues” and you will proceed to the Shopping Cart where you can pay your Associate dues. Otherwise click the button next to “Member Renewal Dues and follow the required steps to upgrade.

12. The application asks me if I want a professional or student membership. I want to be an Associate. Why is it not listed?
    • SIOP has three membership types: Student Affiliate or the two types of professional membership – either Member of Associate. Once you click on “professional membership,” the system will ask you further questions and then you can make your choice of paying Associate dues.

13. I used to be an International Affiliate in SIOP, but I see that this is no longer a membership category. What should I do to pay my dues?
    • When SIOP removed the International Affiliate category your membership category automatically changed to Associate. All Associates receive the exact same benefits that International Affiliates had. You may proceed to renew your dues as an Associate, or if eligible, upgrade to Member, which was not possible as an International Affiliate. Members are eligible to vote in SIOP elections and serve as Chairs of SIOP committees and on the Executive Board.

14. Help! I’m having trouble with the document upload section of the membership application.
• New Member applicants or Associates trying to upgrade to Member must upload certain required documents. All applications require a resume/CV which illustrates your education and your current and previous work history doing I-O related work. Additionally, Member applicants whose PhD was not specifically in I-O, must also upload two separate documents chosen from the following:

   o Abstract of an article published in an I-O-related journal;
   o Letter of recommendation written by current Society Fellow or Member (not Associate or Student Affiliate);
   o List of I-O related courses taught;
   o Copy of unpublished research or evaluation report in an I-O area.

These documents are uploaded in the same part of the application right below the resume/CV. Be sure to Save each document after the upload and then Save the entire section again. If you continue having problems, please see this document for further instructions.

15. My company wants to pay for everyone’s dues with one check, but we need an invoice. Can you supply one?
• Of course, we’d be happy to do this for you. Everyone must have first created an account, and if not already a member, filled out the online membership application completely, up to the Shopping Cart (so we get all required information needed for membership.) Then please send an email with the pertinent details, including the names to be included to siop@siop.org.

16. I am a member of SIOPSA and understand that there is a membership discount in SIOP available to me. How do I receive that?
• Please let SIOPSA know that you are interested in SIOP membership and ask them to send an email to siop@siop.org confirming your membership in SIOPSA. We will get in contact with you after that.

Other problems/questions/concerns? Please send us an email at siop@siop.org or call the Administrative Office at 419-353-0032. We are open from 8 a.m. to 5 p.m. ET.