

**Educational Advising Center  
U.S. Embassy, Yaoundé  
EAC Membership Program Information**

**EAC MEMBERSHIP AND MEMBER SERVICES**

**Membership benefits:**

EAC Members will receive an EAC Membership Card which will identify them as members. A member file will be established for each individual, and all formal contact with the member will be recorded in the file. With a current EAC Membership Card in hand, membership benefits will include:

[1] the opportunity to pre-schedule individual appointments with Educational Advisors at no additional cost. (Individuals must contact the Educational Advisor well in advance to set up an appointment time convenient to both parties.)

[2] free attendance at otherwise fee-based EAC presentations (including *Choosing a School and Financing Your U.S. Education* and *Visa Interview Preparation*) which they may attend accompanied by a parent or a sponsor at no additional cost. (Members not carrying their membership cards at the time of the presentation will be charged the normal fee for attendance and will not be reimbursed.)

[3] invitations to workshops or presentations at no additional cost to be held throughout the year and which may include:

- Practice Exams
- Test Preparation Materials
- Understanding and Filling Out the College Board International Student Financial Aid Application
- Understanding and Filling Out University Applications
- How to Write an Essay
- Special Visa Interview Preparation Session (for those who have been members for at least six months) including a short presentation by a consular officer
- Pre-departure Orientation Session

Membership may also require compulsory attendance at a given session.

**Visa Interview Preparation:**

Members are eligible for individual visa preparation appointments year-round. If the Visa Interview Preparation Session is being offered, members must attend that session prior to being granted an individual appointment with the Educational Advisor to review visa interview preparedness. Members will be able to attend the Visa Interview Preparation Session for free and may be accompanied by a parent or a sponsor at no extra

charge. As with all other appointments, individual visa preparation appointments must be scheduled by the member with the Educational Advisor well in advance.

### **Membership Fee:**

The EAC membership fee is 25.000 FCFA to be paid in one lump sum at the time membership is granted. EAC membership is good for one year.

### **Information Resource Center (IRC):**

The Educational Advising Center (EAC) Office is situated within the Information Resource Center (IRC) at the U.S. Embassy in Yaoundé. EAC Membership does *not* include IRC membership which must be obtained separately and in accordance with IRC rules. A description of how non-IRC members may arrange for entry into and use of the IRC is stated on the IRC webpage. Note that such arrangements must be made in advance.

### **Membership Criteria:**

Individuals will be required to meet basic criteria to be eligible to become an EAC member. Successful applicants for membership will clearly demonstrate to the Educational Advisors (1) that they are serious students intending to pursue and complete studies in the U.S. with a clear (if not definitive) plan for their education and for their future, (2) that they are prepared to carry out that plan, (3) that they are capable of gathering the necessary financial support to complete their studies in the U.S., and (4) how they intend to use the knowledge and skills they acquire in the U.S. upon their return to Cameroon. The EAC Membership Application and the application process are designed to assist the EAC in making this determination.

### **EAC Membership Application:**

Applications for EAC membership may be downloaded from the website of U.S. Embassy, Yaoundé by clicking on *Educational Advising* and following the appropriate links. Applications may also be requested digitally from the Educational Advising Center via email or picked up at the Information Resource Center (IRC) at the Embassy. The fee to submit an application to an Educational Advisor for review and meet for an EAC membership application appointment is currently 1000 FCFA.

### **Membership Application Appointments:**

Once a membership application is fully completed, the applicant needs to contact an Educational Advisor to make a membership application appointment. At the appointment, applicants will be expected to submit the membership application and appointment fee (1000 FCFA), two passport-sized photographs, and the completed EAC Membership Application which s/he will review with the Educational Advisor. An orientation to the EAC including details of EAC membership will be given at that time.

Determination of acceptance or denial of membership could be made at the appointment or at a future date after further consideration by EAC.

Note that potential members are expected to come with the application completed (including the two photographs and member application and appointment fee). If the application is not completed, the individual will forfeit her/his appointment and will not receive a refund of the membership application and appointment fee. If such an individual chooses to apply in the future, s/he will have to pay a new application and appointment fee.

Acceptance:

Once an individual is accepted for membership, s/he will be notified and will need to pay the membership fee in order to receive an EAC Membership Card. S/he may be asked to return to the IRC on a future date to pick up the card.

Denial:

If membership is denied, the EAC Membership Application will be retained by the EAC. An individual who has received a denial may not reapply for membership until after his/her circumstances have significantly changed. Applicants who are reapplying after a past denial may be asked to submit the application and application fee *before* the EAC will consider offering a membership application appointment.

**EAC Membership Card:**

Replacement of a lost EAC Membership Card is at the discretion of the EAC and, if granted, will include a significant fee. EAC Membership Cards are the property of EAC, not the individual. If it is believed a member is not using his/her card appropriately, the membership card may be confiscated by EAC.

**Forfeiture of Membership:**

EAC membership is a privilege and not a right. An individual automatically forfeits his or her membership if the EAC determines that s/he has not granted proper respect and consideration to all those involved throughout the process.

**EAC Membership Program Updates:**

The EAC reserves the right to alter and update membership guidelines as necessary to provide the best service to its members. Members will be notified of any such updates.

*In applying for EAC membership, an individual implies that s/he has read and understands and accepts the membership program as outlined in this document. In accepting membership, s/he indicates that s/he also understands and agrees to abide by any other guidelines or regulations discussed during the EAC membership application appointment.*