**Alpha Chi Sigma**

**Professional Branch Induction (PBI) Form**

This report provides a valid forwarding address and degree information for each member leaving the Collegiate Branch for the Professional Branch. The National Office uses this report to update our member database.

If your chapter is holding a Professional Recognition Ceremony (PRC) or a Professional Induction Ceremony (PIC), please submit this report ***at least two weeks*** before the ceremony. This will allow adequate time for the National Office to process the form and send the professional pins to your chapter. If this report is not submitted by the deadline and additional shipping charges are incurred, these charges will be billed to your chapter.

If your chapter is not holding a PRC or PIC, please submit this report whenever members transfer to the Professional Branch, regardless of whether a ceremony is performed.

**Before being transferred to the Professional Branch, the member must have paid all pledge and lifetime member fees to the National Office.**

Keep a copy of this form for your chapter records.

**Chapter –**       **Form Completed Date –**      

**Ceremony type –**       **Ceremony date –**

**Send pins to:**

**Officer name –**

**Address –**

**City, state, ZIP code –**

**E-mail address –**

**Telephone –**

**Standard shipping is provided via USPS Priority Mail. Is expedited shipping requested? (Your chapter will be charged for expedited services.) –**

USPS Express Mail ($29.45)

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NOTE: If you need to report more members, please fill out an additional form.