

‘ABC School of Business’ — Sample letter — For use after: 21 March 2011

PLEASE TYPE ON THE LETTERHEAD OF THE SCHOOL, COLLEGE OR DEPARTMENT OF BUSINESS OR THE LEGAL ENTITY TO WHICH THE SCHOOL BELONGS.

[Email a scanned copy as a JPG or PDF to “aasb.international at gmail.com”]

[**And** send original by registered **airmail** to: IICPA, Box 9, Pakthongchai 30150, Thailand]

TO:

The Board of Directors

IICPA — International Institute of Certified Public Accountants

Incorporated under the laws of Delaware

Dear Madam, dear Sir:

Request for Professional Accounting Accreditation by the IICPA

We request a resolution by your Board of Directors to accredit our ABC School of Business [use legal name] with assignment of the IICPA-Label for use on the School’s material, effective [state desired date, or “as soon as possible” and allow up to 90 days after submission of audited Statement of Educational Conditions].

We have read and agree to the terms of accreditation as published and as amended from time to time on your website www.IICPA.com.

We intend to submit to you a current audited *Statement of Professional Accounting Education Conditions* prepared in accordance and compliance with the AASIB’s *Generally Accepted Education Principles* (GEAP), and audited in accordance with the AASBI’s *Generally Accepted Educational Standards on Auditing* (GEASA).

We propose the firm [name and address of the public accountants nominated by the School] to be our professional accounting accreditation auditor(s) in accordance with GAESA Statement 200, and we request your approval of the said firm, or suggestion of an alternative firm(s) in our jurisdiction. We understand that the audit fees and expenses are a matter between ourselves and the auditing firm or auditors.

We also understand that IICPA does not levy any professional accounting accreditation fees *per se*, but that we will make a contribution at our discretion and within our means at the conclusion of the professional accounting accreditation process. We undertake to reimburse IICPA’s visiting team of two individuals for their normal travel expenses (business class airfare, food and lodging) at the site visit to a maximum of USD 6,000. No contribution is required if, for any reasons, accreditation is not completed or is not successful.

We wish to appoint [name of staff or faculty member of the School] to function as liaison. Please direct any correspondence to [name of liaison mailing address and Email address].

Yours truly,

Authorized signature

Authorized signature

Seal

(signed)
President and/or
Director

(signed)
Vice President and/or
Director



[Please affix your School’s
or legal entity’s official seal
here]

Enclosures:

Official Printed School Catalogue(s) for the past three (3) academic years along with a recent video (flv or MP4 format) of the School’s facilities on a DVD, if available. [Please do not scan the School’s Catalogue, and do NOT send it by email; but airmail and enclose the Catalogue together with the signed original hardcopy of this letter. The video may be sent as an email attachment.]