

EAIE Institutional Membership Toolkit

YOUR GUIDE TO PURCHASING, RENEWING AND MANAGING EAIE MEMBERSHIPS FOR YOUR TEAM

EAIE Institutional Membership makes it simple for organisations to provide EAIE membership to multiple staff members through a single purchase.

While the institution purchases and manages the membership package, each allocated colleague becomes an individual EAIE member, with their own account and full access to member benefits, events, resources and discounts.

Institutional Membership is available in packages of 5, 10, 15, 20 or 35 memberships and offers a cost-effective way to support professional development across your team.



WHY INSTITUTIONS CHOOSE INSTITUTIONAL MEMBERSHIP

- Simplifies purchasing and administration
- Supports professional development across multiple team members
- Provides better value than purchasing individual memberships separately
- Gives every allocated colleague full individual membership benefits
- Helps teams stay connected to the international higher education community

FLEXIBLE MEMBERSHIP ALLOCATION

Institutional Membership is designed to fit changing teams.

- Memberships do not all need to be allocated immediately
- Allocations can be made until the end of March
- If staffing changes occur, contact the EAIE Office to see if it is possible to reassign the membership
- Unallocated memberships can be assigned later, subject to EAIE policies

HOW TO PURCHASE A NEW INSTITUTIONAL MEMBERSHIP PACKAGE

Institutional Membership allows organisations to purchase multiple individual EAIE memberships at a reduced rate and allocate them to colleagues throughout the year. Institutional Membership packages can be purchased until the end of March each year.

TO REQUEST A PACKAGE

- Visit the [Institutional Membership](#) page on the EAIE website.
- Complete the request form and nominate an Institutional Membership Coordinator.
- The coordinator acts as the main contact for the package and is responsible for:
 1. Managing renewals
 2. Billing and payment
 3. Allocating memberships to colleagues
 4. Communicating with the EAIE Office regarding the package
- Once your request has been submitted, you will receive instructions on how to complete payment by credit card or bank transfer.

HOW TO RENEW YOUR INSTITUTIONAL MEMBERSHIP PACKAGE

If your institution already has an Institutional Membership package in 2026, renewals open on 19 November.

The Institutional Membership Coordinator can renew the package through the [‘My Membership’](#) section of My EAIE until 31 March.

During renewal, coordinators can:

- Renew the existing package
- Increase or decrease the package size to reflect team needs
- Maintain continuity of membership for existing members
- Update membership allocations where required

If your coordinator has left the institution, simply contact the EAIE Office to provide the name of the new coordinator. The new coordinator can renew the package and take on all responsibilities, including billing and member allocations.



SETTING UP YOUR TEAM WITH MEMBERSHIP

Allocating memberships

Once your Institutional Membership package has been purchased, memberships can be allocated to eligible colleagues.

Each member receives:

- Their own individual membership
- Access to the Community Platform
- Member pricing and discounts
- Access to member-only resources and events
- Individual participation in member programmes and activities

How allocation works

- Team members must have an EAIE account before a membership can be allocated.
- Existing account holders can be allocated immediately.
- New staff members will need to [create an EAIE account](#) before being assigned membership.
- Coordinators can manage allocations through the '[My Membership](#)' area.



IMPORTANT NOTES:

- The institution does not hold the membership itself. Instead, each allocated staff member becomes an individual EAIE member and receives their own access to EAIE benefits.
- If your institution held an Institutional Membership package the previous year, memberships will automatically carry over to the same individuals unless changes are made before 31 March.

