



Phi Beta Kappa

FALL 2012

Congratulations on your election to the Columbia College chapter of Phi Beta Kappa!

Phi Beta Kappa celebrates excellence in the liberal arts and sciences. This is one of the highest academic honors for undergraduate students and recognizes your scholastic achievements thus far.

In this document, you will find the following information:

- Membership Induction
- Membership Information
 - Membership fee
 - Online registration
 - Phi Beta Kappa key order details

Please read carefully, complete and return the Membership Induction Form to:

Karen Jung
Academic Affairs Coordinator
202 Hamilton Hall
kf257@columbia.edu
(212) 854-2442

**No later than:
10 a.m., Wednesday, January 23, 2013**

If you have a problem paying fees at this time, please complete the online registration and forms, and contact Dean Hazel May at hm2135@columbia.edu to make other arrangements for payment.

Checklist:

- ☐ Complete and return the *Membership Induction Form* to Karen Jung (202 Hamilton) by 10:00 am, Wednesday, January 23, 2013.
- ☐ Complete online registration with national Phi Beta Kappa headquarters.
- ☐ Collect from 202 Hamilton Hall induction ceremony invitations for family and faculty guests. You are welcome to invite three guests to the ceremony.



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MEMBERSHIP INDUCTION FORM

Your induction into Phi Beta Kappa will take place on **Friday, February 15, 2013 at 2:00 p.m.** in the Faculty Room of Low Memorial Library. A reception will follow the ceremony.

You are welcome to invite three guests to the induction ceremony. You may collect from Karen Jung in 202 Hamilton Hall induction ceremony invitations for family and faculty guests.

ANNOUNCEMENT OF NAME AT CEREMONY

Your name will be read at the February 15th ceremony. Below, please spell out your name **PHONETICALLY** so that it will be pronounced correctly:

PHONETIC SPELLING:

CERTIFICATE ENGROSSING

Below, please **PRINT** your name as you would like it to appear on the engrossed certificate:

(First Name)

(Middle Initial/Name)

(Last Name)

Please return this form to:

Karen Jung
202 Hamilton Hall
kf257@columbia.edu

No later than:

10 a.m., Wednesday, January 23, 2013



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MEMBERSHIP INFORMATION

MEMBERSHIP FEE

The initiation fee for the Columbia College chapter of Phi Beta Kappa is **\$55**, payable before initiation. There are no annual dues after this payment. The fee entitles you to a Phi Beta Kappa handbook, an engrossed certificate, and a lifetime subscription to *Key Reporter*. This fee goes to the national Phi Beta Kappa organization for your membership and registration.

ONLINE REGISTRATION

In order to complete your initiation to Phi Beta Kappa, you must register with the national chapter headquarters.

Online Member Registration Instructions for New Phi Beta Kappa Members:

1. Go to <http://www.pbk.org/membership> and click to register.
2. Enter the passcode CCDelta.
3. Complete the blanks with your information. Make sure to select the proper chapter (school) of induction, and give the best email address to reach you.
4. Click *Preview* to view your information. If you need to make any changes, click *Back*.
5. Choose *Next* to go on to the next step.
6. Please choose to pay your membership fee online. Please keep in mind you are not considered an official member until the membership dues have been paid.
7. Having chosen Yes to pay your fee with a credit card, fill in your information and click *OK*. There will be a confirmation and receipt to verify your payment.
8. Once online registration is complete, you will receive an email confirming that you have paid or indicating the amount owed. You will not be an official member until the chapter officer has validated your membership registration.

For any technical questions, contact the Director of Information Technology and Membership Services at itdirector@pbk.org or phone (202) 745-3273.

PHI BETA KAPPA KEY ORDER DETAILS

If you would like to order an engraved Phi Beta Kappa key (or key pin), please visit the Phi Beta Kappa website to view available keys and place your order through the website: www.pbkkey.com/