

WESTERN ARCHIVES INSTITUTE

Administrative Offices: 1020 O Street, Sacramento, CA 95814

(916) 653-7715

FAX: (916) 653-7134

Dear WAI Applicant:

Thank you for your interest in the 2019 Western Archives Institute, to be held June 9-21, 2019. The online application for the Institute, as well as important local arrangements information, can be accessed on the Society of California Archivists and California State Archives websites. Please note that the application also includes information regarding the Western Archives Institute Scholarship.

Each individual interested in admission to the Institute must submit an application. If more than one person from an institution wishes to apply, there must be one application per person.

Consideration for admission to the Institute requires that a completed application, and \$100.00 application fee, be received by **March 1, 2019**. The application deadline for the Western Archives Institute Scholarship is also March 1, 2019. Applications received after the March 1st deadline will not be accepted.

All applicants, accepted or not, will be notified no later than **March 22, 2019**. Unsuccessful applicants will receive a full application fee refund. For successful applicants, the application fee will be applied to the \$725.00 tuition, with the balance due April 24, 2019. Applicants are encouraged to pay fees by April 10th to take advantage of the "early bird" registration. **After April 24th, fees will increase by \$50.00.**

If an applicant withdraws his/her application before April 10, 2019, he/she will receive a full refund. After April 10th, some fees will not be refunded. Please see *Important Dates for the 2019 WAI* for details. After May 15, 2019 there will be no refunds of any fees.

If you have any questions concerning the Western Archives Institute, you can contact me at the e-mail, or phone number, listed below.

Sincerely,

Kira Dres
Administrator
E-mail: WAI@sos.ca.gov
(916) 653-7715