



**This document was created to help you with the ASHRAE SmartStart Transfer Program.**

- I. Background Information
- II. Transfer Online
- III. Paper Application

## I. Background Information

What is the SmartStart Program?

Simply put, it's the best way for ASHRAE student members to continue receiving the many member benefits of ASHRAE after finishing college.

How does it work?

1. The first year out of college annual membership is still only \$20.
2. Then it is only \$50 for the second year and \$50 for the third year.
3. Students also have the option of paying \$120 for all three years.

When you transfer from Student Membership to Regular Membership you gain access to the following essential ASHRAE member benefits:

- The ASHRAE Handbook — the indispensable, industry-wide resource for all HVAC&R professionals
- ASHRAE Journal — this monthly resource is the most trusted technical magazine in the HVAC&R community
- High Performing Buildings — the quarterly magazine for innovation in building technology design and operation (electronic version only)
- ASHRAE Insights — the monthly newsletter of key Society news and activities
- HVAC Industry News — a weekly news resource keeping ASHRAE members abreast of the latest industry news and information
- Access to more than 300 of the industry's leading technical publications
- Access to online education, satellite broadcasts and professional education classes
- Online training
- Professional certification
- Critical industry research
- Tremendous networking opportunities through chapters and committees
- Career Services

**Student Activities Chairs** should run the chapter report and find students approaching graduation. Contact them and ensure they are familiar with the low cost of the transfer program and the benefits of remaining active in ASHRAE.

Students that have expired **CANNOT** transfer via this program. Their only option is to renew (\$20) online as a student, then contact [r@ashrae.org](mailto:r@ashrae.org) and request a transfer. This will then be done at no **additional** charge to the student unless they purchase the three year package. For accounting purposes, it can only be done this way.

## II. Transfer Online

a. [www.ashrae.org/smartstart](http://www.ashrae.org/smartstart):

b. Select the first button, Electronic Application which is a re-direct link to

The screenshot shows the ASHRAE SmartStart Program Landing Page. The browser window title is "SmartStart Program Landing Page - Windows Internet Explorer". The address bar shows "http://www.ashrae.org/students/page703". The page content includes a "SmartStart Program" logo with the tagline "graduate, transfer, succeed!". Below the logo, there is text about energy consumption projections and the benefits of the SmartStart program. A red oval highlights the "SmartStart Program Application (Electronic)" button. The right sidebar contains advertisements for Cannon Blue and Reliable Controls.

[www.ashrae.org/onlinesmartstart](http://www.ashrae.org/onlinesmartstart).

c. Complete the form in its entirety. Current and permanent mailing address **must** be entered. You must also select your handbook type and whether you opt to pay for all three years at once (\$120).



Click submit at the bottom of the page

- d. You are now complete. You will be sent a confirmation. If there are errors with your submittal you will be contacted by staff immediately.

### III. Paper Application

- a. The paper application is also available at [www.ashrae.org/smartstart](http://www.ashrae.org/smartstart)
- b. Click on the SmartStart PDF application

- c. That will take you to a PDF of the student transfer application.
- d. Complete this application in its entirety and submit it to headquarters.
- d. The application can be faxed to **(404) 321-5478**.
- e. You may also send it via email to [rloomis@ashrae.org](mailto:rloomis@ashrae.org).