

# Application Process



## TO APPLY ONLINE

If you have a credit card, apply online and become an approved member in minutes.

### HAVE THE FOLLOWING READY

1. Your 6 digit MDRT ID number
2. Your credit card details
3. Scanned certifying letter in PDF or JPEG format. Obtain this from your company. Files must be smaller than 4mb.

Go to [mdrt.org/applynow](https://mdrt.org/applynow)

Current/Former Member

New Applicant

Enter username and password to log in.

Create a new ID by clicking on "New User Signup" and complete the profile.

Follow instructions on each screen and complete the application.

Upload scanned certifying letter(s) obtained from your company.

Enter credit card details and make the payment.

Once payment is confirmed, registration is complete. Print the application form and payment receipt for your records. An e-mail will be sent notifying you of your approval.

## TO APPLY OFFLINE

If you do not have a credit card, apply offline and courier the hard copy of the application form.

Go to <https://my.mdr.org/printapplication>.

Current/Former Member

New Applicant

Enter username and password to log in.

Create a new ID by clicking on "New User Signup" and complete the profile.

Follow instructions to download and print a copy of your personalized membership application.

### Submit the following:

1. Application form
2. Copy of your certifying letter(s)
3. Payment
  - a. By credit card at the secure online payment portal at <https://my.mdr.org/prepaymentonline>  
OR
  - b. Include a check or bank draft. Must be payable to MDRT, in US funds, drawn on a US bank.

Enter the payment details on the application form.

Courier the completed application form, certifying letters, and payment before March 1 to:  
**Member Processing Department**  
**325 West Touhy Avenue**  
**Park Ridge, IL 60068 USA**

The approval letter and membership certificate will follow in the mail.  
The application deadline is **March 1**. After this date, an additional fee of USD 200 will be applicable.  
Questions? Contact MDRT at +1-847-692-6378 or [MemberRelations@mdrt.org](mailto:MemberRelations@mdrt.org)