



*The global voice of freight logistics*

# FIATA Diploma

## Application process

FIATA Association Members who conduct a validated training programme leading to the **FIATA Diploma in Freight Forwarding** and/or the **FIATA Higher Diploma in Supply Chain Management** must follow this application process to request FIATA to issue the diploma to successful students. The timeline for application processing should be particularly noted, as requests for immediate delivery will not be accepted.

The Professional Development and Sustainability unit at FIATA is responsible for processing the diploma applications. For questions on the application process, please contact [training@fiata.com](mailto:training@fiata.com).

## Application process

- Step 1:** Association Members must submit a **complete and accurate list** of the successful students using the [Excel template](#), together with a **complete and accurate [application form for the FIATA Diploma in Freight Forwarding](#) and [application form for the FIATA Higher Diploma in Supply Chain Management](#)** (current at the time of application) to FIATA at [training@fiata.com](mailto:training@fiata.com).
- Step 2:** Upon receipt and acknowledgement of the submitted list and application form(s), FIATA will review and verify the accuracy of the documents and will inform the Association Member of the results of the application process **within 15 business days**.
- Step 3:** If necessary, FIATA will contact the Association Member to request **additional information**. Upon receipt, the timeline will reset to **the 15 business days** referenced in Step 2.
- Step 4:** Once the submitted documents are fully verified, FIATA will send an electronic **invoice** to the Association Member **within 5 business days**.
- Step 5:** Upon receipt and **verification of payment** to FIATA's bank account, FIATA will issue the diploma(s) within 5 business days. Please note that sometimes it may take **up to 10 business days** for FIATA to receive payment from Association Members.
- Step 6:** FIATA will send the diploma(s) by **email (for the electronic version)** or by **courier service (for the print version)**. Please note that FIATA cannot guarantee the delivery timeframe for courier service; however, a tracking number will be provided to the Association Member to monitor the delivery status.



The application process should be completed within **30 business days**, from receipt of the application list and form(s) until the issuance of the diploma(s), granted that all information was accurately submitted by the Association Member. However, the timeframe might be subject to variations depending on circumstances beyond FIATA's control. Should the process be delayed, FIATA will inform the Association Member accordingly.

## Fees

The applicable fees\* to issue a FIATA Diploma are as follows:

- **Electronic version:** CHF 50
- **Print version:** CHF 150

\* *The fees might be subject to change.*