

Form F

Application for transfer from Chartered Member or Associate to Fellow

Regulations for membership:

Applicants must have read the regulations governing admission or transfer to membership prior to completing this application form.

Disclaimer:

The information you provide on this form is required to enable the Institution of Structural Engineers and its Regional Groups to communicate relevant information/services to its members. Once you have been elected, you have the facility to amend your contact details and preferences via the 'my account' section on the website.

1 Personal details *(Please complete in block letters)*

Surname/family name:	Title: Mr/Dr/Mrs/Miss/Ms/other:
Forenames/other names:	Date of birth:
Previous surname (please provide proof):	
Address:	Telephone number (work):
	Telephone number (home):
	Telephone number (mobile):
	Nationality:
Postcode/zip code:	Membership No. (where applicable):
Email (preferred/main):	Email (alternative):

2 Employment details *(Please leave blank if you are currently unemployed or self-employed)*

Company name:	Current employment position:
Address:	
Postcode/zip code:	

3 Statement by two supporters

One of your supporters should be a Fellow of the Institution of Structural Engineers. Your other supporter may be a Fellow of another professional engineering institution.

You will need to make sure all sections have been completed and are legible before you send it back to us. If you do not know a Fellow of the Institution, please contact us at the address overleaf.

We, the undersigned, from our personal knowledge of the candidate consider that, subject to the completion of the appropriate requirements, the candidate is a fit and proper person to be admitted/transferred to Fellowship of the Institution of Structural Engineers.

1	Signature	Date:
	Name (in block capitals):	Email address:
	Membership number:	Length of time I have known the applicant:
2	Signature	Date:
	Name (in block capitals):	Email address:
	Membership number:	Length of time I have known the applicant:

Optional third supporter

You may also provide an optional third supporter. This supporter will be used in cases where one of the other supporters is unable to return the supporter questionnaire to the Institution. Ideally they should be a Fellow of the Institution.

I, the undersigned, from my personal knowledge of the candidate consider that, subject to the completion of the appropriate requirements, the candidate is a fit and proper person to be admitted/transferred to Fellowship of the Institution of Structural Engineers.

3	Signature	Date:
	Name (in block capitals):	Email address:
	Membership number:	Length of time I have known the applicant:

4 Membership of other professional bodies e.g. ICE, HKIE, etc

Please state the name of the institution and the grade of membership held:

5 Supporting documentation

Please include:

Proof of change of name (if applicable)	<input type="checkbox"/>
A comprehensive statement of 1000 – 1500 words including reference to your five most significant structural engineering achievements	<input type="checkbox"/>
Your CPD records for the previous five years	<input type="checkbox"/>
A detailed CV	<input type="checkbox"/>
Organisational chart indicating your current position within your company. (Not required for sole practitioners / contractors)	<input type="checkbox"/>
Application fee (refer to: www.istructe.org)	<input type="checkbox"/>

6 Candidate's declaration and undertaking

This form of undertaking is to be completed by any candidate for admission or transfer to any class of membership of the Institution other than Honorary Fellow in accordance with the provisions of bye-law 1.13.1

CPD - The Institution's Code of Conduct requires members to "Maintain and broaden their competence, and assist other to do so." All members elected to a professional grade (Technician, Associate-Member, Associate, Chartered Member, Fellow) must comply with the Institution's mandatory reporting of CPD policy. The Institution undertakes random sampling of CPD records and you will be asked periodically to submit your annual record for review. Payment of your subscription confirms that you have satisfied your CPD obligation – normally 90 hours over a three year period.

For information on the policy, activities that the Institution recognises as CPD and other organisations whose CPD is recognised by the Institution, please visit the CPD section on the website.

I have read the Charter, the Bye-laws and the Code of Conduct. Whilst I am a member I undertake to be governed by the laws of the Institution for the time being in force, and to accept as final and binding decisions of the Board and the Institution on all matters in which they have jurisdiction. I also undertake to promote the objects of the Institution; to attend Institution meetings as often as I conveniently can, and to endeavour to present to the Institution an original communication relating to structural engineering. I further undertake that, upon the cessation of my membership, I will cease to describe myself in any way as a member of the Institution of Structural Engineers. I have no criminal conviction unspent within the relevant jurisdiction. I am not subject to a bankruptcy order, restriction or undertaking. I have not been subject to an adverse finding by another organisation. There is no further matter that may affect consideration of my application.

Signature:

Date:

7 Payment

If you are emailing your form to the Institution please **do not** include your debit/credit card details.

I would like to pay online. (We will provide instructions when your form has been processed)

I would like to pay over the phone. (We will contact you when your form has been processed. Alternatively you can contact us on +44 (0)20 7235 4535)

Cheque/bankers draft: this must be in pounds sterling, payable to 'The Institution of Structural Engineers' and drawn on a UK bank.

All data provided in this form will be processed in accordance with the Institution of Structural Engineer's Privacy Policy, which can be found at www.istructe.org/privacy-policy