

Form M/MRA: Application for Chartered Membership through a Mutual Recognition Agreement (and election to Graduate Membership, if appropriate)

Regulations for Membership: Applicants must have read the [regulations](#) governing admission or transfer to membership prior to completing this application form.

Applicants satisfying the criteria for entry to the Chartered Membership Professional Review through a membership recognition agreement will be permitted to advance to the examination without being required to submit evidence of their training and experience (e.g. IPD) or undergo another professional review interview. Please note that the submission of an application does not automatically register you for the Examination.

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 Candidate's personal details (To be completed in block letters)	
Surname/family name:	Title: Mr/Dr/Mrs/Miss/Ms/other:
Forenames/other names:	Date of birth:
Previous surname (please provide proof):	
Full communication address:	Telephone number (work):
	Telephone number (home):
	Telephone number (mobile):
	Nationality:
Postcode/zip code:	Membership number (where applicable):
E-mail (preferred/main email address):	E-mail (alternative):

2 Employment details (This section may be left blank if you are currently unemployed or self-employed.)	
Company name:	Current employment position:
Address:	
Postcode/zip code:	

3 Statement by one supporter	
I, the undersigned, from my personal knowledge consider that, subject to the completion of the appropriate requirements, the candidate is a fit and proper person to be admitted/transferred to membership of The Institution of Structural Engineers.	
Signature:	Date:
Name (in block capitals):	
Membership number:	Length of time I have known the applicant:
Your supporter can be a Fellow (FIStructE), Member (MIStructE) or Associate (AIStructE) of the Institution of Structural Engineers.	
When you've completed the form, ask your supporter to sign it. They'll 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 Chartered Member of the Institution, you should contact the Membership Department at the address overleaf.	

4 Education

Full name of academic institution(s)	Full name of course including relevant discipline and grade achieved, indicating full or part time. (As it appears on your degree certificate(s))	Date of commencement. DD/MM/YY	Date of completion. DD/MM/YY

Qualification/s disclaimer: I agree that the university/college(s) from which I graduated may release details of my qualifications to The Institution of Structural Engineers and I agree that if any of the qualifications I have claimed are found to be false my application will be rejected. The Institution of Structural Engineers may inform your employer, any other professional bodies of which you are a member and any qualifying body from which you claimed a false qualification, and The Institution of Structural Engineers may also provide copies of the documents containing these false details to these parties.

Signature: _____ Date: _____

Official use only: Academic qualifications approved for Chartered Membership Yes No

5 Membership and grade of other professional bodies e.g. ICE, HKIE, etc

Please state:

6 Disability declaration

I wish to inform the Institution of a disability:

Disability: _____ Signature: _____
Date: _____

7 Supporting documentation

- Proof of change of name (if applicable)
- A CV detailing recent experience in the profession, including details of company names, addresses, dates of employment and positions held
- Photocopy of your membership certificate from the other Institution
- Photocopy of your Engineering Council registration certificate confirming your chartered registration (if applying through a UK engineering institution)
- Photocopy of your professional status certificate e.g. CPEng status in host country or membership of a particular discipline/college
- A recent (not older than 3 months) original letter from the other Institution confirming your membership and good standing, acceptability of your academic qualifications and that you were admitted to professional membership through their standard procedures (i.e. not through a mutual agreement with another organisation)
- Application fee (refer to our website: www.istructe.org). See section 9 on how to make payment.

If you are not already a Graduate Member you will also need to submit the following:

- Photocopies of your degree certificates (if not already a Graduate Member) (Please provide English translations if not already included)
- Graduate subscription fee (refer to our website: www.istructe.org). See section 9 on how to make payment

If your qualifications are not accredited, you will also need to submit the following:

- Certified and translated photocopies of your academic transcripts*
- Academic assessment fee (refer to our website: www.istructe.org). See section 9 on how to make payment.

*Your certificates/academic transcripts must be certified to confirm that they are authentic copies of the originals (by your employer, university or professional individual).

For further information, email us at <mailto:membership@istructe.org>

8 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. 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 organization. There is no further matter that may affect consideration of my application. I agree to the Institution processing data relating to my membership and (where necessary) transferring such data outside the United Kingdom.

Signature:

Date:

9 Payment

If you are emailing your application to the Institution please **do not** include your card details. If sending your application via post, you can include debit/credit details on the downloadable authorisation form. The most secure and quickest method to pay is online.

- I would like to pay online. (Instructions will be provided once your application has been processed)
- I would like to pay over the phone. (You will be contacted once your application has been processed or alternatively you can contact the Membership Department on +44 (0)20 7235 4535)

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