

## Form SE: Application for admission/transfer to Student in Employment membership

### Regulations for Student (Employment) Membership

Before completing this application form applicants must have read the regulations governing admission or transfer to Student in Employment Membership: these can be found at [www.istructe.org](http://www.istructe.org).

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:	Student Membership number (if known):
E-mail (home):	E-mail (work):

2 Employment details (The person completing this section must be the candidate's present employer.)	
Employment status: <input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Unemployed	
This section may be left blank if you are currently unemployed.	
Company name:	Current employment position:
Address:	
Postcode/zip code:	
I certify that to the best of my knowledge and belief the particulars given by the applicant are correct insofar as they relate to professional education and/or training.	
Name (in block capitals):	Position:
Signature:	Date:
Institution membership number (if applicable):	

3 Statement by supporter	
I consider that, subject to the completion of the appropriate requirements, the candidate is a fit and proper person to be admitted to Student in Employment membership of The Institution of Structural Engineers and certify that to the best of my knowledge and belief the particulars given by the candidate are correct.	
Signature:	Class (F, M or A):
Name (in block capitals):	
Institution membership number:	Length of time I have known the applicant:
<p><b>Supporters can be the following grade members of The Institution of Structural Engineers: Fellow (FIStructE), Member (MIStructE), Associate (AIStructE), Associate-Member (AMIStructE) or Technician Member (TIStructE). The supporters should ensure that all sections of the application are properly and legibly completed by the candidate. Where the applicant does not know sufficient chartered members of the Institution, he/she should contact the Membership Department at the address overleaf.</b></p>	

4 Education (certified copies of qualification certificates must be provided). Please complete this section even if already a Free Student Member.			
Name of academic institution eg. University of London:	Full name of course including relevant discipline and grade achieved, indicating full or part time. E.g: MEng Civil Engineering (full time):	Date of commencement e.g. 01/09/04:	Date of completion e.g. 01/07/08:

Educational activity undertaken outside completed degree(s).
Possible CPD activities which have deepened your formal educational base outside of your degree(s) might include completion of individual university-based modules or short courses on technical topics. Short courses on training issues, such as Eurocodes, Health & Safety, construction law, etc., should not be listed here.

<b>Official use only: Academic qualifications approved for Student (Employed) membership</b> <input type="checkbox"/> IEng with F/L <input type="checkbox"/> EngTech	
<p>Qualification/s disclaimer: I agree that the university/college(s) from which I qualified 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, The Institution of Structural Engineers may inform any other interested third parties such as my employer, any other professional bodies of which I am a member and any qualifying body from which I claimed a false qualification, and The Institution of Structural Engineers may also provide copies of the documents containing these false details to these other interested parties.</p> <p>I also understand that if any of my qualification(s) is/are identified as false my application will be rejected and the Institution will notify the person(s) supporting my application of the reason why my application has been rejected.</p>	
Signature:	Date:

<b>5 Membership and grade of other professional bodies eg. ICE, HKIE, etc.</b>
Please state:

<b>6 To be completed by candidates holding a non-accredited qualification</b>
<b>I request that my academic qualifications be assessed against the requirements for:</b>
<input type="checkbox"/> Chartered Membership (equivalent to accredited 4 year MEng)* <input type="checkbox"/> Associate-Membership (equivalent to accredited 3 year ordinary degree)* <input type="checkbox"/> Technician Membership
* Please tick against the grade for which you wish to be assessed and ensure that full details of the course content and/or academic record accompany the application. Please ensure appropriate assessment fee is attached.

<b>7 Supporting documentation checklist</b>
<b>Have you included:</b>
<input type="checkbox"/> Proof of change of name (if applicable) <input type="checkbox"/> Photocopies of your degree certificate/s <input type="checkbox"/> The appropriate subscription fee (refer to our website: <a href="http://www.istructe.org">www.istructe.org</a> ). Payments can be made by cheque or bankers draft made payable to The Institution of Structural Engineers or by completing the enclosed form. Card types accepted are Visa, Master Card, Switch, Maestro Delta and Solo cards.
<b>Candidates whose courses are not accredited with the Institution need to additionally submit the following: (If you are unsure whether this applies to you please contact the membership department: <a href="mailto:membership@istructe.org">membership@istructe.org</a>)</b>
<input type="checkbox"/> Certified and translated photocopies of your academic transcripts <input type="checkbox"/> Academic assessment fee (refer to our website: <a href="http://www.istructe.org">www.istructe.org</a> )
* Your certificates/academic transcripts must be certified by your employer or supporter (see sections 2 and 3 respectively). Ask your employer/supporter to sign the photocopies of all your certificates to confirm that they are authentic copies of the originals.

<b>8 Disability declaration</b>				
<b>I wish to inform the Institution of a disability:</b>				
<table border="1"> <tr> <td>Disability:</td> <td>Signature:</td> </tr> <tr> <td> </td> <td>Date:</td> </tr> </table>	Disability:	Signature:		Date:
Disability:	Signature:			
	Date:			

<b>9 Candidate's declaration and undertaking</b>				
<b>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.</b>				
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. I agree to the Institution processing data relating to my membership and (where necessary) transferring such data outside the United Kingdom.				
<table border="1"> <tr> <td>Signature:</td> <td>Date:</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Signature:	Date:		
Signature:	Date:			

**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.



## Credit/debit card authorisation

I,	
hereby authorise The Institution of Structural Engineers to debit my credit/debit card to the value of £	
Card type e.g. VISA/MasterCard:	Expiry Date:
Card Number:	Issue number (if applicable):
Start date (if applicable):	Security Code (last 3 digits on the signature strip):
<input type="checkbox"/> Please tick the box if you require a receipt for payment	
Signature:	Date:

For office use only:				
Membership no:				
Payment for:	<input type="checkbox"/> Annual subscription	<input type="checkbox"/> Application fee	<input type="checkbox"/> Engineering Council fee	<input type="checkbox"/> PRI fee
	<input type="checkbox"/> ICP(AQP) fee	<input type="checkbox"/> Technical report (A)	<input type="checkbox"/> Technical report (B)	<input type="checkbox"/> Late fee
	<input type="checkbox"/> Exam fee	<input type="checkbox"/> Other		

Should you wish to make a payment electronically, please log into <https://www.istructe.org/membersarea/> or alternatively you can make payment by contacting the Membership Department at the number above.