

Form F: Application for transfer from Chartered Membership 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 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 (home):	E-mail (work):

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 two supporters

We, the undersigned, from our personal knowledge of the candidate consider that, subject to the completion of the appropriate requirements, he/she is a fit and proper person to be admitted/transferred to membership 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:

You must have two Fellow supporters. One supporter MUST be a Fellow of the Institution of Structural Engineers. The other supporter can be a Fellow of another Professional Engineering Institution or Organisation. When you've completed the form, you should ask your supporters to check 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 Fellow Member of the Institution, please contact the Membership Department at the address overleaf.

Optional third supporter

I, the undersigned, from my personal knowledge of the candidate consider that, subject to the completion of the appropriate requirements, he/she is a fit and proper person to be admitted/transferred to membership 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:

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.

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

Please state:

5 Supporting Documentation

- Proof of change of name (if applicable)
- A Comprehensive Statement 1000 – 1500 word report including reference to 5 most significant achievements
- Your CPD records over the previous 5 years (even if previously submitted)
- A detailed CV giving your employment history
- Organisational Chart indicating your current position within your company. (Not required for sole practitioners / contractors)
- The appropriate application fee (refer to our website: www.istructe.org).

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

6 Regional Group Interview

If an interview is required, all members with a registered address within the area covered by a Regional Group shall, ipso facto, be members of that Regional Group, but any member may request the Institution to contact another Regional Group. If you wish the secretariat to contact another Regional Group, please confirm which one below:

7 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 findings 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.

Signature:

Date:

8 Payment

If you are emailing your form to the Institution, please **do not** include your debit/credit card details. If sending your form via post, you can include debit/credit card 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 when your form has been processed)
- I would like to pay over the phone. (We will phone you when your form 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.