

Form F: Application for transfer from Chartered Membership or Associate to Fellow

Regulations for transfer to Fellow

Before completing this application form applicants must have read the Regulations governing transfer from Chartered Member or Associate to Fellow. These are contained on the Institution website: 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: | Membership number (where applicable): |
| 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. | |
| Current employment position: | |
| 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: |
| Company (in block capitals): | |
| Address: | |
| | |
| Signature: | Date: |
| Institution membership number (if applicable): | |

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

Both supporters must be a Fellow (FIStructE). The supporters should ensure that all sections of the application are properly and legibly completed by the candidate. Where the candidate does not know sufficient Chartered Members of the Institution, he/she should contact the Membership Department at the address overleaf.

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

Please state:

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5 Supporting Documentation

- Proof of change of name (if applicable)
- A 1000 word report (2-4 pages) outlining the role that you have played in the development of structural engineering
- Evidence of your CPD over the previous 5 years (even if previously submitted)
- A record of your career development and most significant achievements
- A detailed CV giving your employment history
- An indication of your current position within your organisation. This might take the form of a brief statement or an organisation chart
- The appropriate application fee (refer to our website: www.istructe.org).

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.

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

6 Regional Group Interview

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 to ascertain whether an interview is required. If you wish the secretariat to contact another Regional Group please confirm this below:

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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:

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 form*

*If you are emailing your application to the Institution or wish to make payment online, please **do not** include your card details. We will contact you once your application has been processed to request payment or provide you with further instructions on how to pay online.

| | |
|--|---|
| 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 | | |