

## Form G: Application for admission/transfer to Graduate membership

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:	Student Membership number (if known):
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 Education			
Please also include completion of any individual university-based modules. Please complete this section even if already a Student Member.			
Name of academic institution e.g. 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

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 Graduate membership	CEng	CEng with F/L	IEng

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

Please state:

#### 5 To be completed by candidates holding non-accredited qualification(s)

I request that my academic qualifications be assessed against the requirements for:

- Chartered Membership (equivalent to accredited 4 year MEng)\*
- Associate-Membership (equivalent to accredited 3 year ordinary degree)\*

\* 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.

#### 6 Supporting Documentation

Have you included:

- Proof of change of name (if applicable).
- Photocopies of your degree certificates\* (Please provide English translations if not already included)
- Graduate subscription fee (refer to our website: [www.istructe.org](http://www.istructe.org)). See section 8 on how to make payment

Graduates whose courses are not accredited with the Institution need to additionally submit the following:

- Certified and translated photocopies of your academic transcripts\*
- Academic assessment fee (refer to our website: [www.istructe.org](http://www.istructe.org)). See section 8 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).

The Institution will check your academic qualifications for eligibility and will contact you if an academic assessment is required to ask for additional documentation and academic assessment fees as required.

#### 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

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:

#### 8 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.

- 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.