

## Form RGM

# Retaining your Graduate Membership

This form is to be completed by Graduate Members who are in their year of free membership. Your membership may be lapsed if this form is not received before the end of November.

### 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 Personal details *(Please complete in block letters)*

Surname/family name:	Title: Mr/Dr/Mrs/Miss/Ms/other:
Forenames/other names:	Date of birth:
Previous surname (please provide proof):	
Address:	Telephone number (work):
	Telephone number (home):
	Telephone number (mobile):
	Nationality:
Postcode/zip code:	Membership No. (where applicable):
Email (preferred/main):	Email (alternative):

### 2 Employment details *(Please leave blank if you are currently unemployed or self-employed.)*

Company name:	Current employment position:
Address:	
Postcode/zip code:	

### 3 Education

Full title of academic institution(s)	Full title 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/YYYY)	Date of completion (DD/MM/YYYY)

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 my employer, any other professional bodies of which I am a member and any qualifying body from which I have 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:

CEng

CEng with F/L

IEng

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

Please state the name of the institution and grade of membership held:

### 5 Supporting documentation

#### Please include:

Copies of your degree certificates (Please provide translations of any non-English documents)

Proof of change of name (if applicable)

Graduate subscription fee (refer to [www.istructe.org](http://www.istructe.org))

#### If your course is not accredited with the Institution you will also need to submit:

Certified copies of your academic transcripts (Please provide translations of any non-English documents)

An academic assessment fee (refer to [www.istructe.org](http://www.istructe.org)).

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

We will check your academic qualifications for eligibility. If you need an academic assessment we will contact you and ask you to provide additional documentation and appropriate fee.

## 6. Certificate in Structural Behaviour

If you pass the Certificate in Structural Behaviour you will receive another year of Graduate Membership for free, and a 50% discount the following year. You can find more details about this certificate by visiting [www.istructe.org/examinations/certificateinstructuralbehaviour](http://www.istructe.org/examinations/certificateinstructuralbehaviour). Tick the box below and we'll send you the details.

I would like to register for the Certificate in Structural Behaviour exam

## 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 organisation. There is no further matter that may affect consideration of my application.

Signature:

Date:

**All data provided in this form will be processed in accordance with the Institution of Structural Engineer's Privacy Policy, which can be found at [www.istructe.org/privacy-policy](http://www.istructe.org/privacy-policy)**