

## Form AM/MRA

# Application for Associate-Membership through a mutual recognition agreement (and election to Graduate Membership, if appropriate)

### Regulations for membership:

Applicants must have read the regulations governing admission or transfer to membership prior to completing this application form.

Applicants satisfying the criteria for entry to the Associate-Membership Professional Review through a mutual recognition agreement will be permitted to advance to the exam without submitting evidence of their training and experience (i.e. IPD) or undergoing another Professional Review Interview. Please note that your application is subject to approval and you will be sent the exam entry form if successful.

### 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 Statement by supporter

Your supporter can be a Fellow (FIStructE), Member (MIStructE), Associate (AIStructE) or Associate-Member (AMIStructE) of the Institution of Structural Engineers.

When you've completed the form, ask your supporter to sign 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 an eligible supporter contact us at the address overleaf.

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

Signature:

Date:

Name (in block capitals):

Membership number:

Length of time I have known the applicant:

### 4 Education

Full name 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: academic qualifications approved for Associate-Membership

Yes

No

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

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

### 6 Disability declaration

I wish to inform the Institution of a disability:

Disability:

Signature:

Date:

The membership team will contact you to discuss reasonable adjustments

## 7 Supporting documentation

### Please include:

A CV detailing recent experience in the profession, including details of company names, addresses, dates of employment and positions held

Copy of your membership certificate from the Institution with a recognition agreement with IStructE

Copy of your Engineering Council registration certificate confirming your Incorporated registration (if applying through a UK engineering institution)

Copy of your professional status certificate (eg CPEng status) in host country or membership of a particular discipline/college

A recent (not older than 3 months) original letter from the other Institution confirming your membership and good standing, acceptability of your academic qualifications and that you were admitted to professional membership through their standard procedures (i.e. not through a mutual agreement with another organisation)

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

### If you are not already a Graduate Member you will also need to submit:

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

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

### If your qualifications are not accredited, you will also need to submit:

Certified and translated copies of your academic transcripts\*

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.

## 8 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. The Institution undertakes random sampling of CPD records, so on occasion you will be asked to submit an annual CPD return. 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 executive 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:

## 9 Payment

If you are emailing your application to the Institution please **do not** include your card details.

I would like to pay online. (We will provide instructions once your application has been processed)

I would like to pay over the phone. (We will contact you once your application has been processed or alternatively you can contact us on +44 (0)20 7235 4535)

Cheque/bankers draft: this must be in pounds sterling, payable to 'The Institution of Structural Engineers' and drawn on a UK bank.

**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)**