

# ASSOCIATE APPLICATION FORM

## STEP 1: APPLICANT DETAILS

All sections of this form must be typed or completed in **black ink** in block letters. If the form is incomplete, this will delay your application and the form may be returned to you.

Designatory letters  
eg BEng, OBE

Membership number  
(if already a member)

Title: Mr/Mrs/Miss/Ms/Dr

Forename

Surname

Date of birth

Home address

Country

Postcode

Home email

Work email

Home tel

Mobile

Are you applying for enrolment with the Institution's MPD Scheme with this application? Yes  No

## STEP 2: ACADEMIC QUALIFICATIONS

To be completed by all applicants.  
Please complete details of first degree qualification.

University

Degree designation  
(eg BEng/MEng)

Full degree title  
(eg Mechanical Engineering)

Course type  
(eg F/T, P/T, sandwich)

Which year did you enter the degree  
1st / 2nd / 3rd / 4th

Date of admission to course  
(excluding foundation year)

Date of graduation

If you did not start in Year 1 of the degree, please provide photocopied evidence of qualifications awarded prior to commencing your part-time degree (eg HNC/HND).

### Degree programme transfer

If you did not complete all your studies on the programme for the degree awarded, please supply details of your previous degree study programme.

University

Degree designation  
(eg BEng/MEng)

Full degree title  
(eg Mechanical Engineering)

Course type  
(eg F/T, P/T, sandwich)

Which year did you enter the degree  
1st / 2nd / 3rd / 4th

Date of admission to course  
(excluding foundation year)

Date of completion of studies on this programme

### Post graduate qualification (if any)

University

Degree designation  
(eg MSc, PhD)

Full title of degree  
(eg Aero Engineering)

Course type  
(eg F/T, P/T)

Degree classification  
(eg Pass, Distinction)

Date of admission to course

Date of graduation

### STEP 3: DATA PROTECTION ACT

IMechE will hold your personal data (for example, your contact details, areas of engineering interest and details of your academic record and employment experience/history) on its computer database. This information may be accessed, retrieved and used by IMechE and its associates for normal administrative purposes (for example, processing your membership application/renewal and contacting you in respect of your membership) and conducting market research. If you are based outside the European Economic Area (the "EEA"), information about you may be transferred outside the EEA.

IMechE may also periodically send you information on events, conferences and publications you may be interested in. If you **do not** wish to receive such information, please tick this box.

IMechE may also provide your personal information to carefully selected third parties (a list of whom is available on request) in order to provide you with information for non-IMechE events, conferences, publication and various affinity benefits. Where possible, the information sent to you by third parties will be targeted to focus on your likely interests. However, if you **do not** wish to have your personal details used in this way, please tick this box.

### STEP 4: ENGAGEMENT

**To be signed by applicant. Please read carefully.**

I, the undersigned, certify these statements are true, and do hereby agree that in the event of my election I will be governed during my membership by the Royal Charter and By-Laws of IMechE, as they are now formed or as they may hereafter be altered, and that I will not use any titles, abbreviated titles or descriptions associated with IMechE except those to which I am entitled under the By-Laws.

I further undertake that I will pay an annual subscription as prescribed in the By-Laws, and if at any time I shall desire to withdraw from the Institution, I will forthwith pay all arrears of subscription or other payments due from me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed forms to:

Membership applications  
IMechE  
1 Birdcage Walk  
London SW1H 9JJ  
T 0845 226 9191  
F 020 7090 1001  
E [membership@imeche.org](mailto:membership@imeche.org)  
Overseas callers +44 (0)20 7090 1078  
[www.imeche.org](http://www.imeche.org)

### Checklist

Don't forget to enclose.

- Application fee. Cheques should be made payable to IMechE and crossed 'A/C payee only'
- Authenticated and translated evidence of the award of your degree - please see notes
- If applying for MPDS, enclose registration form and payment for MPDS registration. See website for current fees

### Please note

Photocopied evidence of your degree(s) must be submitted with this application form. This can be in the form of a copy of your certificate, or a copy of the communication received from the university notifying you of your degree award. All copies of certificates/correspondence should be authenticated on the front with the statement "this is a true and fair copy of the original" and should be signed by one of the following:

- The university
- A Chartered Engineer or Incorporated Engineer (or the equivalent level of professional registration overseas)
- A senior in charge, or a member of the company's HR department

The person signing the above statement should print in block capitals: their name, position, organisation, and registration number, where applicable.

### Membership application fee

An application fee must accompany this form. This fee is non-refundable and does not include the annual subscription. Details of our current fees can be found on our website.

Applicants should note that transfer to Associate membership may generate an additional subscription fee for the current year.

### Monitored Professional Development Scheme (MPDS)

You can apply for registration on the MPD scheme if your company holds an IMechE accredited plan. Your company will be able to advise you accordingly and ensure your mentor has completed the Mentor Registration Form.

Registration forms can be downloaded from: [www.imeche.org/mpds](http://www.imeche.org/mpds)

### For office use only

Received \_\_\_\_\_

1st degree evidence checked \_\_\_\_\_

2nd degree evidence checked \_\_\_\_\_

AAC ref no \_\_\_\_\_

Fees paid \_\_\_\_\_

Current academic status \_\_\_\_\_

Accepted date \_\_\_\_\_

Signed \_\_\_\_\_