

# APPLICATION FOR MEMBER/FELLOW MUTUAL RECOGNITION ROUTE



Please complete all sections of this application form and ensure that copies of qualification certificates, signed by your sponsor, membership certificate from your overseas institute, and your CV are attached and the required payment is included.

Please note that this application is for those who have already gained membership with HKIE, EA, IPENZ, IEI or IESL through the standard route, including interview.

## OVERSEAS INSTITUTION DETAILS

Please tick the appropriate institute you currently hold membership with and attach a photocopy of your membership certificate with your application.

EA  HKIE  IPENZ  IEI  IESL

Please note: CIBSE may require further assessment and/or interview.

## APPLICATION FOR MEMBER/FELLOW MUTUAL RECOGNITION ROUTE

Applying for:  Member  Fellow

Please indicate whether:

New (not previously a member of CIBSE)

Transfer/Previous member

Membership Number  Grade

## PERSONAL DETAILS

Title  First Name(s)

Surname

Date of Birth  DD /  MM /  YY

Home address

Post code

Country

Telephone No

Email

Mobile No

Company name

Work address

Post code

Country

Telephone No

Email

Preferred mailing address  Home  Work

Preferred email address  Home  Work

## EMPLOYMENT DETAILS

Please submit your curriculum vitae, in chronological order, providing full details of your work experience within the field of building services engineering. This must include dates, full details of the companies you have worked for, the posts you have held, and level of responsibility.

## EDUCATIONAL QUALIFICATIONS

Please list all your post school qualifications below and indicate any exemptions granted and details of any interruptions to your course. Awards shown must be accompanied by a photocopy of the original certificate countersigned by your Sponsor as having seen the original.

| University or College | Full title of qualifications gained including subject area | Date course commenced | Course duration | Date qualification obtained | Mode of Study (F/T, P/T, sandwich, etc.) | Year of entry to course (i.e entered in year 1 or 2, 3 due to exemptions) |
|-----------------------|--|-----------------------|-----------------|-----------------------------|--|---|
|                       |  |                       |                 |                             |  |   |
|                       |  |                       |                 |                             |  |   |
|                       |  |                       |                 |                             |  |   |
|                       |  |                       |                 |                             |  |   |

## SPONSOR'S DECLARATION

Please provide one sponsor who holds CIBSE membership or professional registration, at the same level or higher as the grade being applied for. **NB.** Sponsors may be contacted by CIBSE for confirmation of their support of the applicant.

I confirm that I have known the applicant for a minimum of one year. To the best of my knowledge, all the information contained in this application and supporting documents is correct. I confirm that I have seen the original qualification certificates referred to in the application and have initialled photocopies of them. I confirm my support for this application at the grade applied for.

I confirm that I am:

- CIBSE member (MCIBSE/FCIBSE)  
 CEng registrant\*  
 Professionally registered with EA, HKIE, IPENZ, IEI or IESL\*

\*If you are not a member of CIBSE, please send a copy of your registration certificate with this application.

Name of sponsor

Home address

Post code

Country

Telephone No

Email

Date of Birth  DD /  MM /  YY

Signature  Date  DD /  MM /  YY

### Sponsor's Institution Membership (if applicable):

Name of Institution:

CIBSE membership No (if applicable)

EngC registration grade/registration number

## DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law. We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists of our members, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

- I do not wish to receive mailings from CIBSE  
 I do not wish to receive emails from CIBSE  
 I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership.

CIBSE seeks to provide the best possible support to candidates. From time to time, we use applicants' material to illustrate best practice. All material is anonymised. If you do not wish your application to be used for this purpose, please tick here

## APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents are correct. I agree that, in the event of my election to any class of membership of the Chartered Institution of Building Services Engineers, I will be governed by the provisions of the Royal Charter and By-laws as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct, which can be found at [www.cibse.org/code](http://www.cibse.org/code), and do all in my power to advance the objects of the Institution; providing that whenever I shall signify in writing to the Director of Membership that I wish to withdraw from the Institution, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

Signature

Date

DD /  MM /  YY

**NB.** In the event of it coming to light that information supplied on this form is inaccurate, CIBSE reserve the right to withdraw membership of the Institution and discipline the applicant under the Code of Professional Conduct.

## FEES

Please visit [www.cibse.org/fees](http://www.cibse.org/fees) for details of all subscription, application, interview and Engineering Council fees.

All applicants must include payment for the following:

- Application fee (if not already a CIBSE member)
- Annual subscription fee for MCIBSE/FCIBSE
- Engineering Council CEng registration entry fee (if applicable)

All subscription fees run on an annual basis from 1st January to 31st December each year. If you have already paid the annual subscription for another grade, the difference between this rate and the new grade rate is payable here. Fees are not dependent on date of joining and therefore not prorated. All application fees are non refundable.

### CREDIT CARD PAYERS

- Your application fee will be debited on receipt of your application.
- Your subscription fee and Engineering Council fee (if applicable) will be debited when your application has been approved.

Please tick:

Mastercard  Visa  Visa/Delta  Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from  MM /  YY

Expiry Date  MM /  YY

Issue Number (For Maestro only)

Security Code

Address details card is registered to

Post code

Country

Please debit card to the amount of £

Signature of Cardholder

Date

DD /  MM /  YY