

CHECKLIST FOR APPLICANTS (✓ appropriate boxes)

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| ALL APPLICANTS | Contact the Membership Helpdesk to identify if completion of this form is necessary | <input type="checkbox"/> |
| | Include evidence of qualification(s) DO NOT SEND ORIGINALS Note for overseas graduates: All qualification certificates and transcripts must be in English or be accompanied by an English translation. | <input type="checkbox"/> |
| | Include detailed CV which must identify any academic study or work-based-learning undertaken since the qualifications in section 3 were achieved, eg. training courses, seminars, publications etc. The CV must also include a description of the current job role. | <input type="checkbox"/> |
| | Include official academic record / transcript for each qualification. This is a document issued by your university and must list the subjects you personally completed for each year of the qualification. Normally available from the Student Record Office. | <input type="checkbox"/> |
| APPLICANTS WITH A FIRST QUALIFICATION | eg. HNC/D, BSc, BEng(Hons), MEng, Dipl Ing etc Submit a one page summary of major academic project undertaken as part of your qualification (typically final individual/group project work and penultimate year individual project, if appropriate) and include the following details: <ul style="list-style-type: none"> • Duration and nature of course (eg 3 yrs full time) • Qualification title (eg BEng(Hons)) • Classification (eg 2:1) • Subject (as it appears on your certificate) • Full name of academic establishment • Year of award • Indicate method of delivery: <ul style="list-style-type: none"> ○ Taught programme ○ Distance learning ○ Examinations / Assignments ○ Coursework (no formal examinations) ○ Specify if none of the above and give detail | <input type="checkbox"/> |
| APPLICANTS WITH HIGHER DEGREES | eg. MSc, PhD, MPhil etc Include official academic record / transcript listing the subjects you personally completed for each year of the degree programme where examinations / modules were completed. Indicate method of delivery. Provide the following documents relating to the dissertation / thesis submitted in connection with the award of the higher degree: <ul style="list-style-type: none"> • Index page • One page summary or abstract • Conclusions / recommendations page(s) | <input type="checkbox"/> |

DO NOT SUBMIT YOUR APPLICATION IF YOU HAVE NOT TICKED YES TO ALL APPROPRIATE BOXES. INCOMPLETE APPLICATIONS WILL DELAY THE APPLICATION PROCESS AND MAY RESULT IN YOUR APPLICATION BEING WITHDRAWN

NOTE: If any additional information is required to complete the assessment this will be requested at a later date.

IMechE have an Arbitration and Appeal process through which applicants who are dissatisfied with the decision about their application may appeal.

Return your completed form with supporting documentation to:
 POST: Academic Review, IMechE, 1 Birdcage Walk, London, SW1H 9JJ
 E-MAIL: academicreview@imeche.org

WE ARE ABLE TO ACCEPT ASSESSMENT OF QUALIFICATION FORMS BY EMAIL, PROVIDED THAT THE 2ND PAGE IS SIGNED