

VERIFICATION OF QUALIFICATIONS 2009



FOR THOSE APPLYING FOR MEMBERSHIP

- **The onus is on the applicant to provide the Engineers Ireland with verification of his/her qualifications.**
- In order to process applications for membership candidates must complete the relevant sections of this form and forward it to the appropriate University/College or Engineers Ireland. Alternatively verification of academic qualification may be submitted.

There is a mutual recognition of engineering degree courses accredited by the IEI, the Engineering Council, UK and other bodies, please see our website for more information.

1) This section should be completed by candidate and forwarded to College/University/Engineers Ireland

BLOCK CAPITALS PLEASE

Candidate's Name: _____ Date of Birth: _____

Candidate's Address: _____

Candidates Email: _____ Phone: _____

University/College: _____ Student Number: _____

Address of University: _____

Full Title of Qualification: _____

Exemptions & Reason _____

Year of Entry: _____ Year of Graduation: _____

Duration of Study: _____ Grade Awarded: _____

I hereby authorise the above mentioned College to release the information on this form to Engineers Ireland which is the nation representative body for the engineering profession in Ireland.

Signed: _____

Date: _____

2) This section should be signed by the Academic Registrar or Head of appropriate Engineering Department or their deputies and should bear the Official Stamp of the College

The above mentioned graduate has applied to Engineers Ireland for membership. It would be appreciated if you would verify the qualifications claimed by completing and returning this form directly to Engineers Ireland or by fax 01 6651350 or post (address overleaf) as soon as possible to avoid delay in processing the application.

Official Stamp of
College/University

I certify that the above information is correct

Name & Title

Date: _____

Signature: _____

Tel: _____

Fax: _____

E-mail: _____

Checklist for Applicants

Application Form

1. Please complete all sections of the membership application form

Verification of Qualification (Proof that you completed your degree/diploma/certificate)

2. Please fill out the qualification verification form and send it to your college for them to stamp and fax/post back to Engineers Ireland

or

Please fill out the qualification verification form and send it to Engineers Ireland for them to send to your college to stamp and fax/post back to Engineers Ireland

or

If you have original documents/transcripts/letter verifying your qualification, you may post these documents and we will photocopy & return them

or

You may get a copy of your document/transcript/letter certified by an employee of Engineers Ireland/Gardai Siochanna/Public Notary/ Chartered Engineer

Payment of Subscription Fees

3. You may pay your subscription fees by cheque, postal order, credit card or request an invoice to be sent to your employer.

When all this information is received your application will be processed.

Checklist for Alternative Routes Applicants

Application Form

1. Please complete all sections of the Alternative Routes to Membership application form

Verification of Qualification (Proof that you completed your degree/diploma/certificate)

2. Please fill out the qualification verification form and send it to your college for them to stamp and fax/post back to Engineers Ireland

or

Please fill out the qualification verification form and send it to Engineers Ireland for them to send to your college to stamp and fax/post back to Engineers Ireland

or

If you have original documents/transcripts/letter verifying your qualification, you may post these documents and we will photocopy & return them

or

You may get a copy of your document/transcript/letter certified by an employee of Engineers Ireland/Gardai Siochanna/Public Notary/ Chartered Engineer

Qualification Transcripts

3. Please include copies of your qualification transcripts (list of subjects studied with grade)

Payment of Assessment Fees

4. You may pay your assessment fee of €50 by cheque, postal order, credit card or request an invoice to be sent to your employer.

When all this information is received your application will be processed.

Please return this form to:

**Membership Department,
Engineers Ireland,
22 Clyde Road, Ballsbridge, Dublin 4,
Ireland**