



**INSTRUCTIONS:**

Please read carefully before completing application overleaf.

**COMPLETION:**

Complete this form by providing the information requested and making the Applicant's Declaration. You should also provide on an attachment the names of three other persons to whom confidential inquiries can be addressed (By-Law 25.1). For Foreign Membership at least five names are required (By-Law 26.2).

**PROPOSERS:**

Each proposal for admission or advancement must be signed by two Corporate Members of the Institution of Surveyors, Australia. Corporate Members comprise Honorary Fellows, Fellows and Members.

**VERIFICATION OF QUALIFICATIONS:**

Unless you hold overseas qualifications, which have already been assessed by the Institution, this application must be accompanied by a certified copy of evidence of your qualifications. Normally this should be the formal document presented at a Conferring Ceremony. If you are unable to supply the formal document, for example because it has not yet been conferred, you must provide an original or certified copy of an academic record or statement by the Registrar or Authorised Office of the Tertiary Institution. The academic record is only acceptable if it clearly indicates that all requirements for the award have been successfully completed and if the full name of the award is given. A Registrar's statement should be in the following terms:

"This is to certify that (full name) has passed all examinations and fulfilled all other requirements for admission to the (full title of award)."

**AUTHENTICATION OF FORMAL DOCUMENTS:**

Each photocopy of a formal document submitted in support of an application must be made from the original, which must be shown to a Corporate Member of the Institution. Such Corporate Member is to Authorise the photocopy by certifying that "The original document has been seen and this copy is authentic." A photocopy of a photocopy is not acceptable. Corporate members must also add their name and signature. Certification by a Justice of the Peace is only acceptable if the name and address of the official are included.

**INSTRUCTIONS TO PROPOSERS:**

Proposers are requested to ensure that an application for admission is accompanied by certified evidence of academic qualifications and that the applicant has signed the declaration.

**PAYMENT OF SUBSCRIPTIONS WITH APPLICATION:**

Applications for admission must be accompanied by a cheque or money order drawn in favour of the Institution for the amount of the annual subscription due for the level of membership to which the application relates. In the event that an application is unsuccessful, the money will be refunded except for an amount to cover administrative costs.

**LODGEMENT:**

This form, preferably typed, together with supporting documentation and payment should be lodged at the appropriate Divisional Office.

**ADDRESSES OF DIVISIONAL OFFICES:**

Queensland Division GPO Box 3175 BRISBANE QLD 4001	NSW Division 363 Pitt Street SYDNEY NSW 2000	Victoria Division 13-21 Bedford Street NTH MELBOURNE VIC 3182	Canberra Division 27 - 29 Napier Close DEAKIN ACT 2600
WA Division 2/154 Hampden Road NEDLANDS WA 6009	SA Division GPO Box 1349 ADELAIDE SA 5001	Tasmania Division GPO Box 1194 HOBART TAS 7001	NT Division PO Box 3328 DARWIN NT 0801

**FOR DIVISIONAL OFFICE USE ONLY**

Date of receipt of proposal: .....

Proposal checked and dates and other particulars verified by: .....

Comments: .....

..... Signature

Admission} Member  
Advancement} to Graduate recommended  
Associate not recommended by Divisional Committee under By-Law: .....

Affiliate

on ..... Hon Secretary

..... Division

**FOR NATIONAL OFFICE USE**

Name of Applicant: .....

Admission} Member  
Advancement} to Graduate approved  
Associate not approved at ..... Meeting: ..... Date: .....

Affiliate