



# Membership Application Form

Application for  Admission as a: ( ) Member  
 Advancement to: ( ) Graduate  
 Re-admission: ( ) Associate  
( ) Affiliate  
( ) Student

**PERSONAL DETAILS**

FAMILY NAME: ..... TITLE: Prof/Dr/Mr/Mrs/Miss/Ms: .....

GIVEN NAMES: ..... PREFERRED NAME: .....

(1) ADDRESS: .....

STATE: ..... POSTCODE: ..... COUNTRY: .....

TELEPHONE NO: ..... FAX NO: ..... MOBILE NO: .....

DATE OF BIRTH: ..... COUNTRY OF BIRTH: .....

**EMPLOYMENT/OCCUPATION**

JOB DESCRIPTION: ..... EMPLOYER: .....

(2) ADDRESS: .....

STATE: ..... POSTCODE: ..... COUNTRY: .....

TELEPHONE NO: ..... FAX NO: ..... MOBILE NO: .....

**E-MAIL:** ..... **PREFERRED MAILING ADDRESS:**  [1] OR  [2]

**EDUCATIONAL QUALIFICATIONS**

QUALIFICATION: ..... UNIVERSITY OR COLLEGE: .....

DATE COMMENCED: ..... DATE OF GRADUATION: .....

OTHER QUALIFICATIONS: .....

REGISTRATION/LICENSE: ..... DATE: .....

**PROPOSAL** We, as Corporate Members of The Institution of Surveyors, Victoria propose the applicant from personal knowledge and full conviction of his/her suitability for admission.

PROPOSER: ..... SIGNATURE: .....

SECONDER: ..... SIGNATURE: .....

**APPLICANT'S DECLARATION** I agree that if this application is accepted by **The Institution of Surveyors Victoria** I will conform to the Memorandum and Articles of Association of the Institution.

**SIGNATURE:** ..... **DATE:** .....

**AREAS OF INTEREST** Please tick all areas in which you have an interest

( ) CADASTRAL ( ) SPATIAL INFORMATION ( ) HYDROGRAPHIC ( ) PHOTO. & REMOTE SENSING  
( ) ENGINEERING ( ) GEODETIC/GPS ( ) MAPPING ( ) TOWN PLANNING  
( ) MINING ( ) SUBDIVISION/DEVELOPMENT ( ) INFORMATION TECHNOLOGY ( ) YOUNG SURVEYORS GROUP  
( ) HISTORY GROUP ( ) OTHER (please specify)

Please fully complete this form and attach the following:-

1. Copy of Degree/s, Registration/Licence, Diploma or Certificate.
2. Applicable Subscription

Note: Student Applicants need only supply this form. Note: Applications for Advancement require appropriate supporting documentation. By-Law 20[a] of The Institution of Surveyors, Victoria's Memorandum & Articles of Association requires "at least two years satisfactory experience since graduation or registration".

**APPLICANTS, PROPOSERS AND SECONDRS – PLEASE READ REVERSE SIDE**

**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.

**PROPOSERS:**

Each proposal for admission or advancement must be signed by two Corporate Members of The Institution of Surveyors, Victoria. Corporate Members comprise Honorary Fellows, Fellows, Members, Graduates and Associates of The Institution of Surveyors, Victoria

**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 applicable and non-refundable admission/re-admission fee. A tax invoice for the appropriate annual subscription fee will be issued upon approval of the application.

**LODGEMENT:**

This form, preferably typed, together with supporting documentation and payment should be lodged at the ISV Office, Suite 207, Level 2, 13-21 Bedford Street, North Melbourne Vic 3051.

**ENQUIRIES:**

The Executive Officer, The Institution of Surveyors, Victoria Telephone: [03] 9326 9227, Fax: [03] 9326 9216, Email: [isv@isvic.org.au](mailto:isv@isvic.org.au)

**FOR 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 Committee under By-Law: .....
		Affiliate	
		Student	

on ..... Hon Secretary