

# ROYAL NAVY (RN) ROYAL MARINES APPLICATION

Institution of  
**MECHANICAL  
ENGINEERS**

Institution of Mechanical Engineers

1 Birdcage Walk

Westminster

London SW1H 9JJ

**For submissions or support:**

**Telephone:** +44 (0)20 7304 6999

**Email:** [membership@imeche.org](mailto:membership@imeche.org)

**Web:** [www.imeche.org](http://www.imeche.org)

Application to become a **Member** (MIMechE) of  
the Institution of Mechanical Engineers (IMEchE)

## About this form

Use this form to apply for membership of the IMechE.  
Before you begin this process you should be confident  
that you meet the current requirements.

## Eligibility

You must be serving in the Royal Navy Royal Marines  
or have left the service no more than 12 months before  
the date of this application.

Please refer to [www.imeche.org/royalmarines](http://www.imeche.org/royalmarines) for  
details on eligibility and flowcharts for registration. If  
you have any questions, please contact the Defence  
Liaison Officer at [dlo@imeche.org](mailto:dlo@imeche.org)

## This form has four sections

You must complete all sections before you submit your  
application:

1. About you
2. Sponsor
3. Your declaration
4. Endorsement

Once you have completed all sections of this form,  
please email your application to the endorser.

Once they have they endorsed your application the  
endorser will email your application to the IMechE.

## Using this form

- Please type using a black font
- Please fill in all applicable fields in this form

Support text is shown alongside questions at the  
point of need.

# Section 1: About you

## Part A: Personal and employment details

### Membership details

Which level of registration are you applying for?

- ☐ Engineering Technician (EngTech)
- ☐ Incorporated Engineer (IEng)

### Personal details

Title  
☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

Membership number (if applicable)

Home address  
  
  
Country  
 Post code

Personal email

Home phone  Mobile phone

### Employment details

Rank

Ship/Establishment/Department

Post/Job title

Work address  
  
  
Country  
 Post code

Work email

Work phone

Are you currently serving? ☐ Yes ☐ No

What is your Service Number?

## Part B: Your education

This section must show the highest engineering or technology qualifications you hold including your Class 1 Qualification, NVQ 3, Artificer Command and Field Course (ACFC), Advanced Command Course (ACC) and short courses (eg managers' course, structural integrity course, etc).

University/college/establishment name

Type of award/course/qualification

Course title

Course type (eg full-time, part-time, sandwich)

Mark classification (eg MSc (Distinction))

Award/course/qualification

Admission month/year

Completion/graduation month/year

University/college/establishment name

Type of award/course/qualification

Course title

Course type (eg full-time, part-time, sandwich)

Mark classification (eg MSc (Distinction))

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Course type (eg full-time, part-time, sandwich)

Mark classification (eg MSc (Distinction))

Award/course/qualification

Admission month/year

Completion/graduation month/year

## Part C: Your preferred interview option

Virtual Professional Review Interviews (PRIs) are IMechE's preferred method. Please be aware that in person interview slots will be very limited and as such, there may be a delay in arranging an in person interview.

☐ Virtual interview    ☐ In person interview

## Part D: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you. Please tick the boxes below to let us know what you'd like to hear about.

- ☐ News and updates from the IMechE
- ☐ Events and training opportunities
- ☐ Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation. For more information visit [www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

## Part E: Career history

In chronological order (10 years maximum, most recent first) please give details of positions held.

Start date	End date	Ship/Establishment	Full job title	Rank held
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## Section 2: Sponsor

## Sponsor details

Applicants should be sponsored by a registered engineer with the Engineering Council, at the same level or above the registration category you are applying for.

Sponsor

I understand that, by acting as sponsor, I will be supporting this applicant and thus recommending the applicant to the Trustee Board as worthy of consideration for membership. I am of the opinion that this applicant should be considered for election to the class indicated.

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Rank

\_\_\_\_\_

Date of birth

DDMMYYYY

IMechE Membership / EngC number

Class and Institution (eg CEng MIMechE)

\_\_\_\_\_

Home address

\_\_\_\_\_

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Country

Post code

Email

Work phone

[illegible]

Mobile phone

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Signature

Date \_\_\_\_\_

D D M M Y Y Y Y

## Section 3: Your declaration

This is your declaration, please ensure that you read it carefully before you sign below.

I, the undersigned, certify that the information provided here is true and do hereby agree that, in the event of my election, I will be governed by the Royal Charter and the By-Laws of the IMechE as they are now formed or as they may hereafter be altered, throughout my membership. I agree that I will not use titles, abbreviated titles or descriptions associated with the IMechE except those to which I am entitled under the By-Laws.

An application for Membership and Professional Registration includes:

1. the obligation to pay an annual subscription as prescribed in the By-Laws. If at any time I desire to withdraw from the IMechE, I will, forthwith, pay all arrears of subscriptions or other payments due from me.
2. the obligation to review and abide by the IMechE Code of Conduct ([www.imeche.org/code-of-conduct](http://www.imeche.org/code-of-conduct)). Failure to abide by the Code of Conduct may be the basis for future sanctions including, ultimately, the revocation of Membership and professional registration. Additionally, I will advise the IMechE promptly if convicted of a criminal or civil offence anywhere in the world (excluding fixed penalty offences).
3. the requirement to carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in my areas of practise, including the development of a Personal Development Plan.

In order to satisfy the requirements of the UK General Data Protection Regulation (UK GDPR), I authorise the IMechE to exchange the information I have provided here with their volunteer community of professional engineers for the purposes of reviewing and assessing my eligibility for membership and registration against the published criteria.

I also understand that the IMechE is required to collect my Service Number for the purpose of verifying my eligibility for payment of fees either through reimbursement or central billing (where applicable). Any application fees or one-off fees will be paid by me.

Please also refer to the IMechE privacy policy for an explanation of how we use your personal data.

[www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

Signature

Date

### Application Checklist

- ☐ Have you checked the flowchart relevant to the registration level for which you are applying?

Please send your completed form to the endorser. Their email address can be found on our website.

Please see our website for further details on all our current fees at [www.imeche.org/fees](http://www.imeche.org/fees)

Once we have received your application form, we will contact you about the payment of your application fee (this is not needed if you are applying for EngTech registration).

# Section 4: Endorsement

## Endorser details

This section must be completed by the Facilitator.

I confirm that the applicant has reached the relevant trigger point in his/her career and has the relevant academic qualifications (including the appropriate further learning, if necessary) appertaining to the registration for which they are applying.

Name

Job title

Signature

Date

Once endorsed the endorser will email your application to the IMechE at [membership@imeche.org](mailto:membership@imeche.org)