	Title: ENGINEERING INSTITUTION OF ZAMBIA MEMBERSHIP UPGRADE APPLICATION FORM TO CLASS OF FELLOW		EIZ/10APPF001 Page 1 of 5
	Prepared By: DR & DOP Sign:.....	Approved By: REGISTRAR Sign:.....	Valid From: July 2018

UPGRADE TO CLASS OF FELLOW

NOTE TO THE APPLICANTS FOR EIZ MEMBERSHIP UPGRADE TO THE CLASS OF FELLOW

Please read through the notes provided below before proceeding with the filling of the application form. Contact EIZ Secretariat should you need further clarification.

1. MEMBERSHIP CLASSES :


- a. The **Engineers'** Category shall consist of the following Membership Classes: **Fellow, Professional Member, Incorporate Member, Associate Member, Graduate Member and Student Engineer**
- b. The **Technologists'** Category shall consist of the following Membership Classes: **Professional Technologist, Technologist, Trainee Technologist and Student Technologist.**
- c. The **Technicians'** Category shall consist of the following Membership Classes: **Certified Technician, Technician, Trainee Technician and Student Technician**
- d. The **Craftpersons'** Category shall consist of the following Membership Classes: **Master Craftsperson, Craftsperson, Trainee Craftsperson and Student Craftsperson,**

2. HOW TO APPLY

- The following requirements must be submitted together with the application:
- a) Curriculum Vitae (CV)
 - b) Certified Copies of Certificates
 - c) Transcript of Results
 - d) 1 passport size photo
 - e) EIZ Certificate
 - f) Membership of other profession Institutions
- 3. A completely filled in Application form. Please pay particular attention on proposers and seconders section.
 - 4. Please **NOTE** that Verification fees will be applied on **ALL** applications that are **NOT** in English because these will require the services of an interpreter. EIZ will source for its own interpreters.
 - 5. Note that once the documents have been verified by Secretariat, the applicant will have to pay the processing fee, where applicable the verification fee and then membership fee all at once. This is meant to facilitate the speedy processing of the application.
 - 6. The processing and verification fees are none refundable.
 - 7. The Engineering Institution of Zambia reserves the right to withdraw the membership of any individual who goes against the code of conduct and ethics of the institution or should it be found that the documents submitted at the time of application lacked authenticity.
 - 8. Processing and approval of applications are done once per quarter for straight forward cases i.e. when the form is fully completed and documents submitted are easily verifiable.

9. CONSTITUTIONAL REQUIREMENTS FOR APPLICANTS

- The following Constitutional requirement must be fulfilled by the applicant;
- a) Must be a Professional Engineer of Institution.
 - b) Has attended an appropriate university, college or school and holds a degree or qualification acceptable to the Engineering Council for this class of membership.
 - c) At or more than one year before the time of making his application for admission as a Fellow, the applicant
 - i) engaged for not less than ten years in a position of superior responsibility in the administration, design, execution or operation of such important work as in the opinion of the Engineering Council is within the practice of professional engineering or an allied discipline.
 - ii) In practice as a consultant in his or her own account for not less the ten years and has acquired eminence in the profession.
 - iii) Lecturing teaching at such university, institute or school in such responsible position and such length of time or not less than ten years.
 - iv) Engaged in research or any approved nature for less than ten years
 - d) Has prepared and presented a Technical Paper at either an Institutional or other recognized event or published a paper in a recognized technical journal.

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All Application Correspondence To:

The Registrar & Chief Executive Officer
 Engineering Institution of Zambia
 C/L 7, New Brentwood Drive
 PO Box 51084
LUSAKA
Telephone: +260 211 256214
Email: eiz@eiz.org.zm
Website: www.eiz.org.zm

For Official Use Only

Accepted/Rejected.....
 Date:.....
 Class Given:.....
 Registration No.

**Individual Membership Application form for Election or Transfer for all Membership Classes for Engineers, Technologists, Technicians and Craftspersons (Eng, Teg, Tec and Cra)
(Section IV EIZ Constitution)**

PART A - PARTICULARS OF APPLICANT


1. First Name:..... Middle Name: Surname
2. Date of Birth (DD/MM/YY):...../...../..... Gender: Male..... Female.....
3. Passport/NRC No.:
4. Nationality: Current EIZ Membership Class..... Date Elected:.....
5. Residential Address:
.....
.....
6. Postal Address:
.....
E-mail: Tel: Cell:
7. Name of current Employer and/Education Institution:.....
Postal Address:
Job Title:.....
Work Email:.....
8. Students: Year of Study:..... Date of Commencement of Study:.....
Proposed Year of Completion:.....
9. Field of competence applied for (see note 1):
10. Name of last High School Attended:.....
Postal Address:

PART B - PROFESSIONAL QUALIFICATIONS

11. Degrees/Diplomas/Certificates/Other Qualifications

Qualification (E.g. BEng, BSc)	Field of Specialisation	Institution	Date of Completion

12. Membership to other Professional Bodies

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Institution	Country	Class of Membership	Membership No.	Date Attained

PART C – PROPOSERS AND SECONDRS

13. We the undersigned present this applicant from personal knowledge as a person worthy of consideration for election to the class of:

(a) **Proposer’s Name:** Membership No.: Class:.....
 Postal Address:
 E-mail: Tel: Cell:
 Signature: Date:

(b) **Secunder’s Name:** Membership No.: Class:.....
 Postal Address:
 E-mail: Tel: Cell:
 Signature: Date:


NOTE TO THE PROPOSERS AND SECONDRS:

- The proposer and seconder should be members in good standing fully who are familiar with the candidate’s work in the last one year in the applicant’s country of residence.
- They must ensure that the candidate has the necessary academic qualification and experience for the class of Fellow being applied for.
- The proposer and seconder must ensure that all accompanying copies of certificates are certified by appropriate legal authorities as true copies of the originals.
- The proposer and seconder should be in a higher or same class of membership as the applicant.

PART D - DECLARATION

I, hereby certify and declare that the particulars given on this form are true to the best of my knowledge and belief and I further declare that I shall abide by the fundamental principles and canons enunciated in the code of ethics of the Engineering Institution of Zambia (EIZ).

Signature of Applicant: Date:

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CURRICULUM VITAE (CV) FORMAT FOR FELLOW APPLICANTS

1. Surname: First Name: Other Name:.....
2. Current Membership Class: EIZ No: ERB No:.....
 Year Admitted:.....
3. Technical Educational Background:.....

4. CPD Events attended:.....

5. Employment Record:


From: Employer: Position Held: Summary:
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From: Employer: Position Held: Summary:
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From: Employer: Position Held: Summary:
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From: Employer: Position Held: Summary:
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From: Employer: Position Held: Summary:
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Work undertaken clearly showing role played, duration of input, complexity of work undertaken, and core competencies.	
Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed: References:	
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