**Fellowship application form**

Before submitting your application please be aware of the following:

* Your CPD record must be up-to-date on the online CPD recording tool.
* If you have outstanding conduct issues on your record, your application cannot be processed.
* If your application is successful, you will pay a higher annual subscription.

Email your completed application to fellowship@rics.org

**Application fee**

The assessment fee is £250.

**How to pay**

You can pay by one of the following methods. Please indicate your chosen method.

[ ]  Bank transfer

[ ]  Debit/Credit card (you will be contacted by phone to arrange payment)

Following election to fellowship, you will be required to pay the fellowship subscription fee. In your first year this will be the difference between any membership subscription you have paid and the fellowship subscription fee.

**Paying by bank transfer**

Bank transfer details (BACS)

NATWEST BANK COVENTRY UK

Account Number: **21886369**

Sort Code: **56-00-45**

Swift Code: **NWBK GB2L**

IBANNo: **GB14 NWBK 5600 4521 886369**

Please ensure you quote your RICS membership number and full name as reference on payment.

|  |
| --- |
| **Personal details** |
| **Membership number** | Click here to enter text. |

Please check and update your contact details at [www.rics.org/myrics](http://www.rics.org/myrics)

|  |
| --- |
| **Personal statement on current role, practices and ambitions**Maximum 500 words |
| Click here to enter text. |

|  |
| --- |
| **Employment history**Start with the most recent. Include all relevant roles. |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Overview of scope and responsibilities**Click here to enter text. |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Overview of scope and responsibilities**Click here to enter text. |
| **Employer** | **Position/job title** | **Date from** | **Date to** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Overview of scope and responsibilities**Click here to enter text. |

|  |
| --- |
| **Academic qualification(s)** |
| **Subject** | **Qualification** | **Date achieved** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| **Professional body membership(s)** |
| **Professional body** | **Grade** | **Date achieved** |
| Please add RICS here Professional body | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |
| --- |
| **Characteristic 1** |
| Select characteristic. |
| **Written statement (maximum 500 words)**Please do not add links to your statement or evidence i.e. social media links or webpages. |
| **Description of third party evidence**Please refer to the applicant guide – you would only need one piece of evidence per characteristic. That would be one letter, certificate, or email that is relevant. Example: Attached letter from ‘John Smith (Company)’ this should be attached separately to your application form, not embedded within. The letter **MUST** be on a signed letter headed paper or a copy of the original email.Please make sure that the evidence is in the correct format, so we are able to review and open e.g. PDFIf using testimonials, they need to be on letterheaded paper and not embedded within your application. If using extracts from publications please include the relevant section only. |

|  |
| --- |
| **Characteristic 2** |
| Select characteristic. |
| **Written statement (maximum 500 words)**Please do not add links to your statement or evidence i.e. social media links or webpages. |
| **Description of third party evidence**Please refer to the applicant guide – you would only need one piece of evidence per characteristic. That would be one letter, certificate, or email that is relevant. Example: Attached letter from ‘John Smith (Company)’ this should be attached separately to your application form, not embedded within. The letter **MUST** be on a signed letter headed paper or a copy of the original email.Please make sure that the evidence is in the correct format, so we are able to review and open e.g. PDFIf using extracts from publications please include the relevant section only. |

|  |
| --- |
| **Characteristic 3** |
| Select characteristic.  |
| **Written statement (maximum 500 words)**Please do not add links to your statement or evidence i.e. social media links or webpages. |
| **Description of third party evidence**Please refer to the applicant guide – you would only need one piece of evidence per characteristic. That would be one letter, certificate, or email that is relevant. Example: Attached letter from ‘John Smith (Company)’ this should be attached separately to your application form, not embedded within. The letter **MUST** be on a signed letter headed paper or a copy of the original email.Please make sure that the evidence is in the correct format, so we are able to review and open e.g. PDFIf using extracts from publications please include the relevant section only. |

|  |
| --- |
| **Characteristic 4** |
| Select characteristic. |
| **Written statement (maximum 500 words)**Please do not add links to your statement or evidence i.e. social media links or webpages. |
| **Description of third party evidence**Please refer to the applicant guide – you would only need one piece of evidence per characteristic. That would be one letter, certificate, or email that is relevant. Example: Attached letter from ‘John Smith (Company)’ this should be attached separately to your application form, not embedded within. The letter **MUST** be on a signed letter headed paper or a copy of the original email.Please make sure that the evidence is in the correct format, so we are able to review and open e.g. PDFIf using extracts from publications please include the relevant section only. |

|  |
| --- |
| **Referee**Must be MRICS or FRICS. Your referee may be contacted. |
| **Name** | Click here to enter text. |
| **Membership number** | Click here to enter text. |
| **Employer** | Click here to enter text. |
| To the best of my knowledge, I confirm that the information provided by the applicant within this application is correct. |
| **Signature** |  |
| **Date** | Click here to enter a date. |

|  |
| --- |
| **Diploma name** If your application is successful, you will receive a Fellowship diploma. Please indicate how you would like your name to appear on your diploma. |
| **First name** | Click here to enter text. |
| **Middle name(s)** | Click here to enter text. |
| **Last name** | Click here to enter text. |

|  |
| --- |
| **Declaration** |
| I confirm that I have completed this document in line with the fellowship applicant guide and that all documentation is based on my own achievements. |
| **Signature** |  |
| **Date** | Click here to enter a date. |