



# Aeronautical Society of South Africa

Association incorporated under Section 21 of the Companies Act, 1973  
Reg. No. 2000/026325/08



A Division of the Royal Aeronautical Society

## GUIDANCE ON COMPLETING THE APPLICATION FORM (ver 12)

- Ensure everything you submit is on A4 size paper, if writing by hand, write in black ink and in capitals
- Ensure attachments are printed on one side of paper only and do not staple anything
- Do not send money with the form; fees are payable if your application is successful
- Invoicing will be made to the listed e-mail or physical address on your application in local currency
- For *Affiliate* grade, use the Affiliate application form. (Student applicants are to use the Affiliate form)

This guidance refers to each section in the application form

### 1. Applicant Details

- Designations are the letters (e.g. BSc, OBE, etc) after your name.
- Copies of academic qualifications awarded in the UK are not required if you are applying for Membership only (see Section 3 if applying for registration with Engineering Council<sup>UK</sup>). However, a copy of each page in a pilot or EASA / CAA license is required.
- Copies of academic qualifications awarded outside the UK are required together with a detailed results sheet to show grades / subjects taken. A translation of all the documents must be provided if they are not in English and legal evidence of any change in your surname if it has changed since you obtained them.

### 2. Professional Referees

- The two referees should be known in a professional capacity (e.g. member of the Society or a line manager); the Society reserves the right to contact them about any statement in the application. If applying for FRAeS, the referees should be Fellows of the Society (or hold a similar level of membership in another professional body)
- Remember one of the referees must sign Section 3 if you are applying for registration with EC<sup>UK</sup> or ECSA<sup>RSA</sup>, as well as any supporting documentation. The signatory referee must be a registered with either EC<sup>UK</sup> or ECSA<sup>RSA</sup>, whichever is applicable in terms of the application.

### 3. Engineering Council<sup>UK</sup> Registration

- Applicants for registration should hold, or be eligible for, the following grades of membership: CEng - Member (MRAeS) or above; IEng - Associate Member (AMRAeS) or above; EngTech - Associate (ARAeS) or above. Interim registration is for graduates with an accredited degree.
- Visit [www.aerosociety.com/membership](http://www.aerosociety.com/membership) for details of the required supporting documentation together with the venues and dates for interviews.

### 4. Engineering Council RSA (ECSA) Registration

- Applicants for registration should contact the Engineering Council of South Africa (ECSA) [www.ecsa.co.za](http://www.ecsa.co.za) for guidance as to registration as a Professional Engineer, Technologist or Technician.

### 5. Applicant's Declaration

- Please note the last sentence, "I accept the Society reserves the right to expel me if any of the information in this form and any accompanying documentation are found to be falsified". When the committee of membership experts meets, a random selection of applicants will be asked to provide copies of their qualifications or to verify aspects of their jobs; please be ready to give this information.

### What happens after the Society receives your application:

- An email will be sent to confirm receipt. If necessary, additional information may be requested.
- The RSA local council meets every month where the application is recommended to the RAeS.
- The Society's Grading Committee is responsible for deciding the most appropriate grade for each applicant and whether they should proceed to interview for registration for EC<sup>UK</sup> (if applicable); it meets every two months; dates of the meetings are given in [www.aerosociety.com](http://www.aerosociety.com). Please note applications approved for FRAeS have also to be endorsed by the Society's Council.
- Once successful applicants for membership have paid the appropriate fee, a certificate of election will be issued and names of elected members are published in *The Aerospace Professional*.
- Details of applicants who successfully pass the interview for registration are forwarded to EC.
- Applicants not approved for the grade requested will be provided feedback.