



CHARTERED
SOCIETY OF
DESIGNERS

CSD MEMBERSHIP APPLICATION PACK - 5 SHEETS FOR USE BY OVERSEAS APPLICANTS

PLEASE READ THESE GUIDELINES CAREFULLY.

To ensure that your application is valid and complete, please read this guide. Please note that incomplete or incorrect applications will be rejected and you will be asked to submit a new application. This will greatly delay your application so please ensure you complete all sections.

CHECKLIST

Your application **MUST** be completed in English and **MUST** include all of the following:

- 1 A hard-copy printout of the CSD Membership Application Pack (UK) with **ALL** sections completed and the declaration in Section 1 signed by you as the Applicant.
- 2 A hard-copy printout of your current CV (text only, no images please).
- 3 One (1) photocopy of one (1) form of valid photo ID (i.e., passport, drivers licence, identity card) which shows your name as completed in Section 1.
- 4 One (1) passport style colour photo (head shot only) which will be retained by the Society and used for identification and verification purposes.
- 5 Completed payment details as in Section 3 together with a cheque for the full amount shown if choosing this method of payment. All cheques **MUST** be drawn on a UK bank account and made payable in pounds sterling.
- 6 A copy of your design qualification attained.
- 7 A hard copy printout of the Project Submission Sheet(s) as in Section 2 listing the projects on which you wish to be assessed. (See Section 2 for project requirements.)
- 8 All material to support the projects listed in Section 2.
- 9 The assessors will review your application and submission and may then:
 - Request further information from you
 - Request additional projects and/or supporting work
 - Wish to speak to you by telephone - we will arrange a suitable time
- 10 The assessors will then make a final decision whether to award membership. The assessors' decision is final.
- 11 You will be notified within 21 days of the assessors being satisfied with the information received.
- 12 If you are awarded membership you will be issued with a certificate - named, numbered and signed. If you are NOT awarded membership - the membership fee only will be returned to you by sterling cheque.
- 13 No work will be returned to applicants.

Please send your completed application to:

The Membership Department
Chartered Society of Designers
1 Cedar Court
Royal Oak Yard, Bermondsey Street
London
ENGLAND
SE1 3GA

Please retain a copy of your application for your own records.

YOUR TICK BOX

- Section 1
- Section 2
- Section 3
- Current CV
- Valid photo ID
- Your photo
- Cheque if app.
- Copy of your qualification
- All submission sheets
- Supporting work



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CSD MEMBERSHIP APPLICATION PACK - SECTION I OVERSEAS APPLICANT - DETAILS

**PLEASE COMPLETE ALL ITEMS
PLEASE WRITE CLEARLY IN UPPER CASE TEXT**

Ms Mrs Mr Dr Prof Other.....

First name.....

Surname.....

Home address.....

.....

Country.....Code.....

Home Tel:Mobile.....

Personal email:

WORK/BUSINESS DETAILS

Co. Name.....

Address.....

.....

Country.....Code.....

Tel:

Email:

Website:

PLEASE SPECIFY YOUR CSD DESIGN DISCIPLINE

Please specify the discipline in which you wish to be assessed. Please note that you may apply for membership in **ONE** discipline only.

Exhibition Fashion Graphic Interactive

Interior Product Textile

If you are unsure which Design Discipline to select, please visit 'About CSD' at www.csd.org.uk

PLEASE SPECIFY CONTACT PREFERENCES

Specify address for receipt of all CSD correspondence sent:
Home Work/Business

Specify preferred contact email address:
Personal Work/Business

PLEASE SPECIFY WHICH LEVEL OF MEMBERSHIP YOU ARE APPLYING FOR

Graduate

Associate

Member (MCSD)

Fellow (FCSD)

Please ensure you meet the criteria required and that you are eligible to apply. If you are unsure visit the CSD website www.csd.org.uk/membership/join_csd.jsp

PLEASE PROVIDE DETAILS

Have you ever been a member of the Chartered Society of Designers or SIAD (at ANY level)? YES NO

Have you ever previously made an application for membership of CSD (at ANY level)? YES NO

If you ticked YES to either question, please provide as much information as possible to enable us to correctly identify your previous membership in our archives (duration of membership, address at the time, previous membership number, any name change, etc)

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OTHER MEMBERSHIPS

Are you a member of any other Professional Body or Design Organisation? If so please give details:

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DECLARATION

I wish to apply for membership of the Chartered Society of Designers (CSD) and certify that all of the information given in this application is true and correct.

If successful in my application, I agree to accept the terms of the Charter and Bye-laws for the time being in force, to abide by the Society's Code of Professional Conduct and to pay the annual subscription when due.

I understand that should I wish to resign my membership at any time, I must give the Secretary three months' written notice and that the annual fee for the year in which the notice period ends is payable. I understand that failure to pay my fees will result in my name being struck off the register of members but that the fee remains outstanding.

Signed.....

Date.....



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CSD MEMBERSHIP APPLICATION PACK - SECTION 3 OVERSEAS APPLICANT - PAYMENT FORM

PLEASE CHOOSE YOUR METHOD OF PAYMENT

The cost of the application is £45 which is non-refundable. The annual subscription amount will be refunded should your application be unsuccessful.

The annual subscription is as follows: Graduate £60 - MCSD £150 - FCSD £220

You can pay by cheque or Credit/Debit card.

This form must be completed and returned with your completed CSD Membership Application Pack - Overseas.

We MUST receive payment before we can process your application.

I am applying for (tick as appropriate) Graduate £105 (45+60) MCSD £195 (45+150) FCSD £265 (45+220)

Please indicate how you would like to pay:

- I would like to pay by Cheque and enclose a cheque for £..... drawn on a UK bank account.
Please make your cheque payable to the 'Chartered Society of Designers' and attach it securely to this page with a staple or paperclip.
- I would like to pay by Credit /Debit Card and enclose my payment details below.
Please complete this section.
Please note that we are unable to accept American Express cards

Please debit my credit/debit card (not AMEX)

Credit/Debit card No.				Issue No. Switch only	Start date	Expiry date

Name on the cardContact Tel

SignedDate/...../.....

Please tick if you require a receipt of payment which will be emailed to you.



CSD MEMBERSHIP APPLICATION PACK - SECTION 4 OVERSEAS APPLICANTS - CHECKLIST

PLEASE CHECK THAT YOU HAVE COMPLETED AND SUBMITTED ALL ITEMS

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CHECKLIST

- Section 1 - APPLICANT DETAILS - completed
- You have signed the DECLARATION in Section 1
- You have completed a PROJECT SUBMISSION SHEET (Section 2) for each project
- You have included supporting evidence (drawings, photos, workings, documents, CDs) for each project submitted
- You have submitted a letter from your client or employer for each project in Section 2 confirming the work was undertaken by you
- Section 3 - PAYMENT FORM - completed
- If paying by cheque - you have enclosed a cheque drawn in UK pounds sterling
- You have enclosed a current CV
- You have enclosed your photo ID
- You have enclosed a passport photo of yourself
- You have enclosed a copy of your qualification

If you have ticked all of the boxes above then your application is complete. Please send to the Membership Department of CSD. The address is on the front of this Application Pack