

## Sponsor letter guidance for Fellow (FCIWEM) applicants

To apply for membership as Fellow of CIWEM via the transfer or direct entry routes you will need to have three Chartered Fellow sponsors, one of which must hold FCIWEM C.WEM, who can review your application. You will need to submit a signed letter on official headed paper (where appropriate) from each of your sponsors alongside your application confirming they have done this.

Sponsor letters are an important part of an individual's application for CIWEM membership. The best sponsors will know you and your current and past relevant work. Sponsors should take the responsibility seriously, understand the required mandatory competences and provide useful, in-depth comments about the applicant. Brief statements – like describing the applicant as 'technically competent' – are not useful to assessors.

Sponsor letters should meet the following requirements:

- They should be dated within six months of the application date – please note that sponsor letters older than six months lose their validity which will cause a delay in processing your application.
- Applicants who are resubmitting an application should provide new sponsor letters.
- Sponsors should clearly state which grade/external registration they are sponsoring (e.g. generalised statements such as "I support their application for CIWEM membership" should be avoided).
- Sponsors should detail the capacity in which they know the applicant and why they believe they are suited for the membership grade and registrations sought.
- Sponsors should confirm that they have reviewed the application and that they endorse its content. Clear, definitive statements to confirm they are satisfied that the application demonstrates the mandatory competencies should be included.
- Sponsors are required to include their contact details, membership grades and external registrations held as well as CIWEM membership number (if applicable). Where appropriate letters should be on official headed paper.
- If also applying for C.WEM (direct entry FCIWEM C.WEM) applicants should submit copies of relevant degree certificates signed by one of their sponsors.

## Sponsor Eligibility

The below table outlines the registrations sponsors for FCIWEM must hold.

At least one sponsor from outside your organisation is recommended, as this will give an indication of your standing beyond your current employment.

First sponsor* requirements	
<b>You can be first sponsor if the candidate is applying for FCIWEM via the Direct Entry or Transfer Routes</b>	
<b>Member of:</b>	<b>and hold the following registration:</b>
CIWEM	C.WEM FCIWEM

**\*If you meet the requirements to be a CIWEM FCIWEM sponsor, you also meet the requirements for a second or third sponsor.**

Second or third sponsor requirements	
<b>You can be second or third sponsor if the candidate is applying for FCIWEM via the Direct Entry or Transfer Routes</b>	
<b>Member of:</b>	<b>and hold the following registration:</b>
Any <a href="#">Engineering Council</a> licensed professional institution	Chartered Fellow
Any <a href="#">Society for the Environment</a> licensed professional institution	Chartered Fellow
Any <a href="#">Science Council</a> licensed professional institution	Chartered Fellow