

Sponsor letter guidance for MCIWEM applicants

To apply for membership (MCIWEM) you will need to have two sponsors who are members of CIWEM (MCIWEM) or chartered members of other professional bodies 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. Sponsors should take the responsibility seriously and provide useful, in-depth comments about the candidate.

Sponsor letters should meet the following requirements:

- If you're applying for any external registrations, one of your sponsors should hold the registrations you're applying for.
- Applicants who are resubmitting an application should provide new sponsor letters.
- 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.
- 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). See example letter below.
- 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 requirements 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).
- Applicants should submit copies of relevant degree certificates signed by one of their sponsors.

Please find below an example sponsor letter.

13th January 2021

CIWEM

Membership Department
106-109 Saffron Hill
London

EC1N 8QS

To whom it may concern,

Letter of Support for Jane Smith applying for Membership of CIWEM (MCIWEM)

I am pleased to act as sponsor for Jane Smith's application to be a member of CIWEM.

I have known Jane on a professional basis having worked with her for 2 years at Northamptonshire County Council, but have collaborated and worked with her over a six month period prior to this where our interests in surface water flooding and urban drainage have overlapped, not least through the activities of CIWEM Urban Drainage Group, at which Jane has been a regular and valued contributor. We have worked together developing the Institution's Code of Practice for Urban Drainage Modelling as well as industry research priorities.

I have always considered Jane an exemplary environmental professional with an imaginative approach to problem solving and a natural affinity for working alongside people with complimentary skillsets. Jane has a strong track-record for developing and implementing innovative technical solutions but always with people at the heart of her thinking.

I am a member of CIWEM (MCIWEM) and having scrutinised Jane's application against the required attributes, I believe that her experience in the application meet the requirements for being a member of CIWEM.

Yours faithfully,

[Signature]

John Sponsor, MCIWEM

Membership number: 1234

John.sponsor@outlook.com