



ENTRANCE CRITERIA AND APPLICATION GUIDANCE

HOW TO COMPLETE THE STUDENT APPLICATION

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1. INTRODUCTION

The purpose of this document is to fully explain the application process to become a Student Member of APS, with guidance on the entrance criteria and how to complete your application. The form has been set up so that you can open it with Adobe Reader; complete it electronically and save it to your own device (e.g. pc, tablet, laptop, etc.). It also has the option of adding an electronic signature. If you don't have or use this facility, complete the form, print off and sign it by hand.

2. APPLICATION PROCESS STAGES

1. Demonstration of entrance criteria by completion of Student application form.

The above process should not take longer than 2-4 weeks but this is very much dependent upon the applicant. Applications will be kept for no longer than 6-8 weeks from the date of initial receipt by APS. Your application will be at risk of being destroyed should you delay the process beyond this point.

3. INSTRUCTIONS FOR COMPLETION OF APPLICATION FORM

Please complete your application form as per the following instructions, which relate to each section of the application form in sequence.

Personal Details

Please complete this section fully with your personal details.

Course Details

You must be a full-time student studying a construction-related topic, to be eligible for student membership. Please complete this section fully, including your start date and expected graduation date.

Preference Details

Only one option may be chosen within the Main Interest and APS Regional Group boxes. For consideration of APS Membership, you may choose all which are relevant.

Application Fee and Declaration

This fee covers the application process and is non-refundable.

Method of Payment

Please complete all relevant details and ensure the Cardholder Signature box is signed as your payment cannot be processed without this authorisation. You will receive a receipt for the application fee paid. If you are not the Cardholder, please ask the Cardholder to sign. Please note that neither cheques nor Amex are accepted.

Declaration

Please sign and date your application. Your signature is your declaration that the information you have provided is true and accurate and that you acknowledge that APS reserves the right to verify any information.

4. SUBMITTING YOUR APPLICATION

Please email your application to membership@aps.org.uk and ensure that total file size does not exceed 15mb. Anything larger should be sent via an online transfer service such as Dropbox, WeTransfer, One Drive etc.

5. ACCEPTANCE AS A STUDENT MEMBER

APS will verify your application within 2-4 weeks and will advise you by email of the outcome. Please note that missing information will result in a delay in processing your application. You will be entitled to Student membership for the duration of your qualification. Upon graduation, this will automatically cease and you will be encouraged to take up the next level of membership.

6. CONTACT DETAILS

If you are unsure of any aspect of applying for APS Student membership, please call on 0131 442 6600 or email membership@aps.org.uk.

7. GDPR

Personal data is gathered in accordance with the General Data Protection Regulation 2018. Please view the APS Privacy Policy here: <https://www.aps.org.uk/privacy-policy>