

Certifying copies of certificates for membership applications

When applying for IChemE membership you will be asked to provide copies of your academic qualification certificates which need to be certified as 'true copies' of the original certificate. You should not provide original certificates.

If your certificates are not available in English, you **may** also be required to provide a translation. Please contact applications@icheme.org for further information.

Who can certify a copy of your certificate?

Your document must be certified by an eligible person who could be:

- a senior member of your employing company
- a professionally qualified member of an [Engineering Council licensed Professional Engineering Institution](#) eg IChemE, ICE, IMechE etc
- a university lecturer
- a solicitor
- a professionally qualified member of a [Washington Accord signatory](#).

How to certify a copy of your certificate

Show both the photocopied document and the original to the person certifying the document/s. They will need to:

- write 'Certified to be a true copy of the original seen by me' on the document
- sign and date it
- print their name under the signature
- add their employing organisation or university/college plus position, or Professional Engineering Institution plus membership grade and number
- add their email address and contact telephone number.

The person you ask should not be:

- related to you
- living at the same address
- in a relationship with you.

IChemE reserves the right to contact the individual to verify the details. IChemE also reserves the right to contact the university/college awarding the certificate to confirm your award. By submitting the document you are giving IChemE permission to do so.

Limitations due to COVID-19

If you are unable to obtain the certification as outlined above due to COVID-19 restrictions, we will accept a photograph of a certificate that clearly shows the watermark, stamp or hologram.