

## APPLICATION FOR ESTABLISHING AN ASCE INTERNATIONAL STUDENT GROUP

Thank you for your interest in establishing an ASCE International Student Group at your institution. Please review this document thoroughly before completing and submitting to ASCE Student Services.

### **QUALIFICATIONS**

An organized group of undergraduate students enrolled in an institution located outside the domestic U.S. and within a country where an ASCE Section or Group is in existence may submit an establishment application for consideration by the Committee on Student Activities (CSA) **upon fulfillment of ALL qualification requirements:**

- Institution has a baccalaureate degree program in Civil Engineering or Civil Engineering Technology;
- Institution has at least one (1) full-time faculty member who is an ASCE Fellow, Member, or Associate Member and who agrees to serve as faculty advisor;
- Endorsement of the application by the Civil Engineering department head or equivalent;
- Endorsement of the application by official action of the ASCE Section or Group in whose jurisdiction the institution is located;
- Completion of one year of successful operation under the effective guidance of the ASCE Section or Group in whose jurisdiction the institution is located;
- Existing organized group of students has a minimum membership of 12 undergraduate and/or graduate students (at least half-time) in a program of Civil Engineering, Civil Engineering Technology, or related engineering or technology (Construction, Environmental, or Surveying).

### **REVIEW PROCESS**

CSA reviews applications during its fall (September) and spring (March) meetings; the committee does not review applications at any other time. If CSA finds your institution's application favorable upon review, it will forward a recommendation of establishment to the Educational Activities Committee (EdAC).

EdAC will then review applications forwarded by CSA and make a recommendation to the appropriate Regional Board of Governors. Final action will be taken by the Regional Board of Governors with notification from ASCE Student Services made to the institution shortly thereafter.

## STATEMENT OF INTENT

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Name of Institution

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City and State/Province

TO: American Society of Civil Engineers  
1801 Alexander Bell Drive  
Reston VA 20191-4400  
ATTN: Student Services

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We have reviewed the qualifications required to establish an ASCE International Student Group and believe our institution has fulfilled all criteria. We understand the responsibilities of maintaining an ASCE International Student Group and do not take them lightly. In support of our desire to establish an ASCE International Student Group at our institution, we submit:

- A signed statement of intent;
- A completed application form;
- A summary of meetings and activities;
- A letter of support from the ASCE Section or Group President; and
- A copy of the current school catalog containing a description of the qualifying curriculum.

This application was prepared and submitted by:

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Name

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Signature

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Title

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Date

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Telephone Number

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Fax Number

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E-mail Address

**ASCE INTERNATIONAL STUDENT GROUP  
ESTABLISHMENT APPLICATION FORM**

**Section I: Present Student Organization**

Name of present student organization: \_\_\_\_\_

Date founded: \_\_\_\_\_ Present number of members: \_\_\_\_\_

**Section II: Curriculum Information**

Name of curriculum: \_\_\_\_\_

This curriculum leads to the following degree: \_\_\_\_\_

Term System: \_\_\_\_\_ Quarter \_\_\_\_\_ Semester \_\_\_\_\_ Trimester \_\_\_\_\_ Other: \_\_\_\_\_

Current number of students enrolled in this curriculum:

Freshmen: \_\_\_\_\_ Sophomores: \_\_\_\_\_ Juniors: \_\_\_\_\_ Seniors: \_\_\_\_\_

Total graduates with a bachelor's degree from this curriculum during past 12 months: \_\_\_\_\_

Total graduates with an associate's degree from this curriculum during past 12 months: \_\_\_\_\_

**Section III: Nominee for International Student Group Faculty Advisor**

Faculty Advisor Name: \_\_\_\_\_ ASCE ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Section IV: Department Head Endorsement**

I have reviewed the application. The department fully supports the establishment of an ASCE International Student Group at our institution.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## SUMMARY OF MEETINGS & ACTIVITIES

Complete the following for each meeting or activity held during the past 12 months. Attach additional pages as necessary.

<b>Name of Event:</b> <i>(Include name of guest speaker and topic if applicable.)</i>			
<b>Date(s) of Event:</b>		<b>Number of Participants:</b>	
<b>Summary of Event:</b>			

<b>Name of Event:</b> <i>(Include name of guest speaker and topic if applicable.)</i>			
<b>Date(s) of Event:</b>		<b>Number of Participants:</b>	
<b>Summary of Event:</b>			

**SECTION/GROUP LETTER OF SUPPORT FOR  
ESTABLISHMENT OF ASCE INTERNATIONAL STUDENT GROUP  
AT \_\_\_\_\_**

NAME OF INSTITUTION

*This page is to be completed by the President of the sponsoring ASCE Section or Group in whose jurisdiction the requesting institution is located.*

Name of sponsoring Section/Group: \_\_\_\_\_

Date sponsorship began: \_\_\_\_\_

Explain how the Section/Group has assisted and supported this group of students during the past 12 months in their efforts to establish an ASCE International Student Group. Attach additional information if necessary.

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**Our Section/Group endorses this application for establishment of an ASCE International Student Group. I confirm the Section/Group has supported this organized group of students during the one-year organizing period and will continue to be responsible for them if the request to establish an ASCE International Student Group is approved. We are prepared to sponsor, promote and direct the approved International Student Group as its parent Section/Group.**

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## SECTION/GROUP LETTER OF SUPPORT (CONTINUED)

The Section/Group is responsible for assigning two Section/Group members from outside the school requesting establishment to serve three-year terms as Practitioner Advisors. Practitioner Advisors act as liaisons between the Section/Group and the International Student Group. Duties include, but are not limited to: attendance at International Student Group meetings, meetings with International Student Group officers, and assistance with International Student Group activities.

The Section/Group assigns the members below to serve as Practitioner Advisors upon approval of establishment of an ASCE International Student Group:

### **Practitioner Advisor #1:**

Name: \_\_\_\_\_ ASCE ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **Practitioner Advisor #2:**

Name: \_\_\_\_\_ ASCE ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_