

How provisional membership works

In their first year, all members pay the subscription for an Entry-Level Member (see 'Subscriptions – individual members' available to download [from the website](#)). You can join at any membership grade, but if you apply for a grade above Entry-Level Membership you will hold that grade provisionally. Likewise, if you join then apply to upgrade later, you will hold the grade for which you have applied provisionally. Here is how this works.

The application form

To join the Society you must complete the online application form, which asks (via a dropdown box) at what grade you wish to join. The system then collects the joining fee and your subscription ([described here](#)).

Provisional membership

If you wish to join as an Intermediate Member (IM), PM or APM, you must immediately complete the online upgrade form ([what is required is described here](#)) and supply all evidence required to support your application by attaching it to the appropriate parts of the form. When you submit the form, the system collects a fee to cover the cost of the Admissions Panel's services ([described here](#)). Your application is passed to the Admissions Panel. Once the Panel has received all the evidence required, it considers what you have supplied and might ask for more information. It will do one of four things:

- admit you at the grade you have applied for
- suggest that the evidence supplied will support your admission at a *higher* grade (see below)
- reject your application at the grade applied for but offer admission at a *lower* grade (see below) or
- reject your application outright.

Until the Panel has made its decision and you have accepted it (or rejected it – see below) you may call yourself a Provisional IM (or Provisional PM, or Provisional APM), but you will enjoy only the rights and benefits of an Entry-Level Member (ELM). Normally, if all the necessary information has been provided, the Panel will reach a decision within six to eight weeks.

Everyone who joins as an ELM immediately enjoys all the rights and benefits of that grade.

Successful application

When the Panel accepts your application, you will be admitted to the grade you applied for and enjoy all the rights and benefits of that grade.



Admission at a higher grade

If the Panel suggests that you join at a grade above the one you have applied for, you may either:

- *accept* – you must pay any additional upgrade fee due (see Examples below); once paid, you will be admitted to the grade suggested by the Panel and enjoy all the rights and benefits of that grade; or
- *reject* – you will be admitted to the grade you applied for and enjoy all the rights and benefits of that grade.

Admission at a lower grade

If the Panel suggests that you join at a grade below the one you have applied for, you may either:

- *accept*, in which case you will be admitted to the grade offered and enjoy all the rights and benefits of that grade; or
- *reject*, which is covered in 'Outright rejection' below.

Outright rejection

If the Panel rejects your application outright, or you reject an offer of entry to a grade below the one you applied for, you will be admitted to ELM and enjoy all the rights and benefits of that grade.

Problem areas

If you fail to submit a completed upgrade form within **one week** after joining, the Society will send you a reminder (see below). If you fail to submit the form within **three weeks** after the reminder has been sent, you will be admitted as an ELM and enjoy all the rights and benefits of that grade.

If an application to upgrade is still under assessment at 28 February, you will be asked to renew your membership from 1 March at the grade for which you have applied. Should your application fail (i.e. you are offered a lower grade but do not accept it, or outright rejection), you might have paid too much subscription, so the excess will be refunded. The table shows how this works:

Member applied for	Upgrade fee paid	Member admitted as	Subscription	Notes
APM	Ü	PM	No change	Subscription the same as for APM.
		IM	Refund due	IM subscription lower than that for the Professional grades.
		ELM	Refund due	ELM subscription lower than that for the Professional grades.
PM	Ü	APM	No change	Subscription the same as for PM.
		IM	Refund due	IM subscription lower than that for the Professional grades.
		ELM	Refund due	ELM subscription lower than that for the Professional grades.
IM	Ü	APM	Extra due	IM subscription lower than that for the Professional grades. Additional upgrade fee is due because a higher level of scrutiny has been applied.
		PM	Extra due	
		ELM	No change	Subscription the same as for IM.