



This guide will help you complete each section of the online application form.

Please read through the relevant sections before you start.

 **Save regularly:** Use the 'Save' button at the bottom of each page. You will receive a unique link by email that is valid for 28 days.

 **Work in progress:** You can use dummy text and placeholder files to navigate through the form before completing your final submission.

 **Application spaces:** We accept 50 applications per round. You can see the number of spaces available at the top of each application page. This number is updated weekly as the application deadline approaches.

Page 1: GDPR and Privacy

Read the privacy policy information carefully. You must tick the box to confirm you have read and understood the GSL privacy policy before you can continue.

This section explains how your data will be used and stored. If you have questions about data protection, you can find more information at the privacy statement link provided.

Page 2: Applicant Details

Chartership Options

Fellowship status: You must be a Fellow of the Geological Society at the point of applying.

Years of experience: Select either 'less than 20 years' or 'more than 20 years' of relevant career experience.

Which chartership: Choose either CGeol (Chartered Geologist) or CSci (Chartered Scientist).

Retrospective application: If you are applying for CGeol/CSci within two years of being awarded the other title, select 'Yes' and enter your election date. Otherwise, select 'No'.

Previous applications: This field is only for applicants who have been postponed or deferred. If you have applied before and were postponed or deferred, select 'Yes' and enter your previous submission date. You will also need to upload your Assessor Feedback Response Summary Sheet.

Note: *If you applied previously and are now applying retrospectively, you do not need to select 'Yes' on this field.*

Personal Information

Fill in all your personal details accurately. Make sure your email address is correct, as this is how the Society will contact you.

Applicant's Formal Full Name: This name will appear on your certificate if you are successful, so enter it exactly as you want it to appear.

LinkedIn profile: If you have a LinkedIn profile, paste the full URL here. This helps check for any conflicts of interest when assigning assessors.

Competency Area

Select the area of geosciences you wish to claim competency in. It should be the area you currently work in. You can select a second area if your work covers multiple specialisms, but both will be reviewed equally. This will help with selecting suitable assessors.

Only select 'Other' if you have already discussed this with the Chartership Office and your area is not listed.

ACTS ([Accredited Company Training Scheme](#)): If you completed a Geological Society ACTS, select 'Yes' and briefly describe what it involved. If you did not, select 'No'.

Chartered Geologist (or Scientist) mentor: You must have a mentor if your Supporter is not a Chartered Geologist/Scientist. Enter their name if applicable.

Academic Qualifications

Add your first degree and any postgraduate degrees. For each qualification, enter:

- Name of college/university
- Full qualification name (e.g. 'MSci Engineering Geology and Geotechnics')
- Awarding body (the organisation that awarded the degree)
- UK qualification type or equivalent (select from the dropdown)
- Year awarded or expected

Upload the certificate for each qualification and give the file a clear name.

Provide a summary list of the modules you studied. For PhDs, write the title instead of listing modules.

Master's Level Equivalence Report

If you do not hold a Master's level degree in Earth sciences, you must complete a Master's Level Equivalence Report (MLER). Download the template, complete it, and upload it here.

This does not apply to: 20+ years' experience route, retrospective route candidates or candidates who already hold another chartership (e.g. CEng, EurGeol).

Membership of Other Professional Bodies

List any professional or scientific memberships you hold with other organisations (not including the Geological Society). Include the organisation name, your membership type/level, and the year you were elected.

Employment/Experience

List all your employment and experience in chronological order, starting with the oldest first. Include:

- Date from and date to (leave 'date to' blank if this is your current role)
- Your job title/role
- Employer name and full address
- A brief description of your duties and responsibilities

Important: Include all time periods, even if you were not working in geosciences or taking a career break. This helps assessors understand your career history.

Supporter Details

Your Supporter must:

- Hold the same Chartership you are applying for (CGeol or CSci)
- Have recent, first-hand knowledge of your professional work (for at least 12 months within the last three years)

If your Supporter does not hold the same Chartership, they should either hold an alternative Chartership or be a senior Earth scientist. In this case, you must also have a CGeol/CSci mentor.

Fill in your Supporter's full contact details, including their position, relationship to you (e.g. 'Line manager'), how long they have known you, and their chartered status.

Note: You will need to send your Supporter a link to the online form after you submit your application. Instructions will be provided when you submit.

Other Information

Accessibility: If you have any accessibility requirements, tick 'Yes' and provide details. This is the place to tell us how we can accommodate your needs during the interview. You can also let assessors know about any conditions that might have affected your application, for example if you have dyslexia and explain how it might have influenced your writing or presentation.

Marketing questions: Answer the questions about why you applied and how you heard about Chartership. This helps us improve our services.

Volunteering: If you would like to volunteer as a mentor, supporter, CPD reviewer, or assessor in the future, select 'Yes' for the relevant roles. You can find more information at the links provided.

Page 3: Professional Report (or Career Account for 20+ candidates)

Download the Professional Report (Career Account) template for your chartership type (CGeol or CSci) from the form. Complete the template and upload it here.

Key requirements:

- The report must be written in chronological order, describing your professional development throughout your career
- Explain how and when you gained the necessary experience and skills to become Chartered
- Cross-reference the Chartership criteria throughout your report
- You must get signatures from people who can verify each section of your work history
This does not apply to: those applying via the 20+ years' experience route
- Maximum length: 2,000 words (assessors will not review beyond this limit)

File naming: Name your file 'Professional_Report_YOURNAME' and keep it as short as possible.

Include the word count at the end of your report.

Before uploading, tick both boxes to confirm:

- You have obtained signatures for all sections of the Professional Report (unless 20+ applicant) and signed it yourself
- Your Professional Report is less than 2,000 words

Page 4: Competency Overview

This section asks you to demonstrate how you meet each of the Chartership criteria. The criteria you need to address depend on whether you are applying for CGeol or CSci.

For CGeol applicants: There are seven criteria ((i) to (vii)) to address.

For CSci applicants: There are five criteria (A-E), each with sub-criteria.

How to complete this section:

- Address each criterion in turn, describing how you fulfil all aspects of each criterion
- Maximum 3,000 characters including spaces (approximately 500 words) for each criterion
- Cross-reference your Professional Report and Supporting Documents where appropriate

- Click the 'for guidance' links to see more detail about what each criterion means

Important: Each response must be no more than 3,000 characters (approximately 500 words). You must tick the box at the end to confirm this.

Page 5: CPD Activity

You must provide a minimum of three years of CPD (Continuing Professional Development) records up to the present day and which complies with the Society's [CPD scheme](#).

Your CPD must follow a Plan-Act-Reflect approach. You can use the Society's [downloadable logbook](#), which includes CPD guidance and examples.

Important: The MyGSL CPD recording system is not connected to the Chartership application. We recommend using the offline logbook or your own template, as long as it follows the Geological Society CPD scheme.

How to submit your CPD:

- Select how many years of CPD you are submitting
- State which years (e.g. 2023, 2024, 2025). Please include the part-current year in addition if providing records via calendar years.
- Upload your CPD records as a PDF document (maximum 10MB)
- You can upload multiple PDF files if needed

Tick the box to confirm that your CPD records meet the minimum total hours requirement as set out in the Society's CPD scheme and take a Plan-Act-Reflect approach.

Page 6: Supporting Documents

What are supporting documents?

Supporting documents are examples of your work that demonstrate how you meet the Chartership competencies. These must support specific statements in your Professional Report or Career Account.

Key requirements:

- **Focus:** Each document should demonstrate your Chartership competencies and show your direct contribution to the work. Documents can address multiple competencies.
- **Cover sheet:** You MUST provide a cover sheet for each document. The cover sheet should:
 1. Set out your direct contribution to the work
 2. Explain which Chartership criteria the document provides evidence for and signpost assessors through the document to demonstrate this

3. It can also be used to document further information about the work undertaken where pertinent to other competency criteria not explicitly demonstrated within the document
- **Maximum length:** 30 pages per document (including the cover sheet). Assessors will not review documents longer than this.
 - **File format:** Convert documents to PDF electronically (do not scan them)
 - **File naming:** Give each file a clear name (e.g. SD1_YOURNAME)
 - **Verifier signature:** Each document must be countersigned by the nominated verifier in line with Chartership Regulations FP-02/FP-11 Section 5.10.3. Exceptions to this are:
 1. Verifier signatures are not required for 20+ candidates
 2. Verifier signatures are not required when submitting a peer-reviewed journal article
 - **Maximum number:** You can upload up to six supporting documents

Common mistakes to avoid:

- **Missing cover sheet:** Every supporting document must have a cover sheet explaining your contribution and which criteria it evidences
- **Missing verifier signature:** Documents must be countersigned by your verifier
- **Documents too long:** Keep each document to a maximum of 30 pages. If a document is longer, you may need to select the most relevant sections or provide a summary

How to upload:

For each supporting document:

- Enter the verifier's name (first and last)
- Enter the verifier's email address and position
- Enter the name of the organisation
- Upload the supporting document
- Tick the box to confirm the document is focused on the specific Chartership competencies and demonstrates how you fulfil the criteria

Note: If you have more than one verifier for a document, add their details on the cover sheet of the document itself.

Page 7: Application Checklist

Before submitting your application, you must tick all the mandatory declaration fields to confirm your application meets the requirements listed.

Important: Inaccurate or misleading declarations may result in delays to your application and could be treated as a breach of the Code of Conduct. Applications that do not meet all the stated criteria will not progress to review stage.

Review each item carefully before ticking the box. The checklist covers:

- Professional report requirements (word length, signatures, chronological order, cross-references)
- CPD requirements (minimum years, Plan-Act-Reflect approach, minimum hours, learning time not activity time)
- Supporting documents requirements (as applicable)
- Master's-level equivalence report (if required)
- Supporter review

Page 8: Declaration

Read the declaration carefully. By signing, you are confirming that:

- The degree qualifications and experience in your application are correct
- The documents you submitted have been prepared in accordance with the Society's guidelines
- You will notify the Chartership Office if you have used ChatGPT or any AI tool in creating any part of your application
- If elected to Chartership, you will promote the interests and welfare of the Society, observe its Byelaws and Codes of Conduct, and maintain CPD records
- You agree to pay any dues required
- You agree for your application and supporting documents to be sent to external reviewers (Assessors)
- You will direct all communications about your application via the Chartership Office
- You accept that assessment and interview are subject to the availability of suitable Assessors
- For CSci applicants: you agree for your details to be sent to the Science Council

Signature:

You can either:

- Draw your signature using your mouse or touchscreen
- Type your signature

V1 March 2026

The date will be filled in automatically.

Payment:

After signing the declaration, you will be directed to the payment page. You can pay either:

- Via your PayPal account
- Via debit/credit card (processed through PayPal)

After You Submit

Once you have submitted your application and paid, you will receive confirmation by email. You will also receive instructions on how to send your Supporter the link to complete their statement online.

Make sure your Supporter is familiar with the requirements of the Chartership you are applying for before they complete their statement. It is your responsibility to check that they have submitted their form on time to avoid delays to your application review.

Your application processing and review will commence following the [application deadline](#) that you have submitted for. After this date, the Chartership Office will contact you to advise you what to expect during the review timeline and the corresponding election date for your review round.

Good luck with your application!