

**REQUIREMENTS FOR ESTABLISHING AN IEEE STUDENT BRANCH CHAPTER
OF AN IEEE TECHNICAL SOCIETY**

- A petition, signed by not less than twelve (12) Student Branch members, who are members of the technical Society, must be submitted to IEEE Student Services
- The petition must specify the name of the Student Branch, the name of the technical Society with which the Student Branch Chapter will be affiliated, the name of the interim Branch Chapter Chair and the name of the faculty Advisor, who must also be a member of IEEE and the technical Society
- After the Advisor and the Student Branch Executive Committee have approved the petition, it should be mailed to IEEE Student Services. A Student Branch is required to establish a Student Branch Chapter.
- Upon receipt of the petition, Student Services staff will verify the membership of the individuals who signed the petition. If the petition is in order, staff will take the necessary action to obtain formal approval of the petition by the Society President, the Regional Director and the Regional Student Activities Committee Chair
- Send completed petition to:

IEEE Student Services
445 Hoes Lane/PO Box 1331
Piscataway, NJ 08855-1331
Fax: +1 732 463 3657

