How to form a petition for IEEE Student Branch and MTT-S Chapter ?

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IMPORTANT INFORMATION :

Note :
1. **For IEEE Student Branch petition, signatures of 12 student members will be required, all the communication to sign the petition will be shared through email.**
2. **For IEEE Student Branch Chapter, signatures of any 6 (random) student members from IEEE Student Branch will be required.**

Hence, it is advised to check email regularly, after filing of the petition. Also, If a student branch already exists at any institution, you can directly proceed for IEEE Student Branch Chapter formation.

Pre-requisites to form an IEEE Student Branch :

ORGANIZERS	• The Organizer must be an active IEEE member of Student or Graduate Student Member grade and attend the school • The Organizer shall serve as the interim Student Branch Chair pending election at a later date
ENDORSERS	Student Branch petitions must be endorsed by the following: • 1 Institutional Department Head (need not be an IEEE member, but must create an IEEE Web Account to Endorse.) • 1 Faculty Counselor, who must be an active IEEE member of Graduate Student Member grade or higher, teaching in the IEEE designated fields of interest • 2 Faculty Members, who must be an active IEEE member of Graduate Student Member grade or higher, teaching in the IEEE designated fields of interest Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.
PETITIONERS	Student Branch petitions must be signed by the following: • 12 active IEEE members of Student or Graduate Student Member grade who attend the school Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.
APPROVERS	Student Branch petitions must be approved by the following: • Region Director (or their designee) • Regional Student Activities Chair Approvers will be invited to approve the petition once the petition has been signed by 12 Petitioners.

Note : The organizer of the petition must be the Student Branch Chair.

FLOW - CHART

Open the link that is provided below.

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Sign in to the IEEE portal using your credentials.

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Follow the steps to fill in details such as organizer information, etc, click on next

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Fill in the relevant details as mentioned

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On final submission, you petition will be submitted.

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Can check the status from the homepage of the petition.

CASE 1 : - TO FORM A STUDENT BRANCH

1. **Open through the link provided in your browser**
   https://petition.ieee.org/bpmsignin/geopetitionshttps://live.runmyproce
   ss.com/live/2215365968/appli/233967?P_mode=LIVE&P_version=
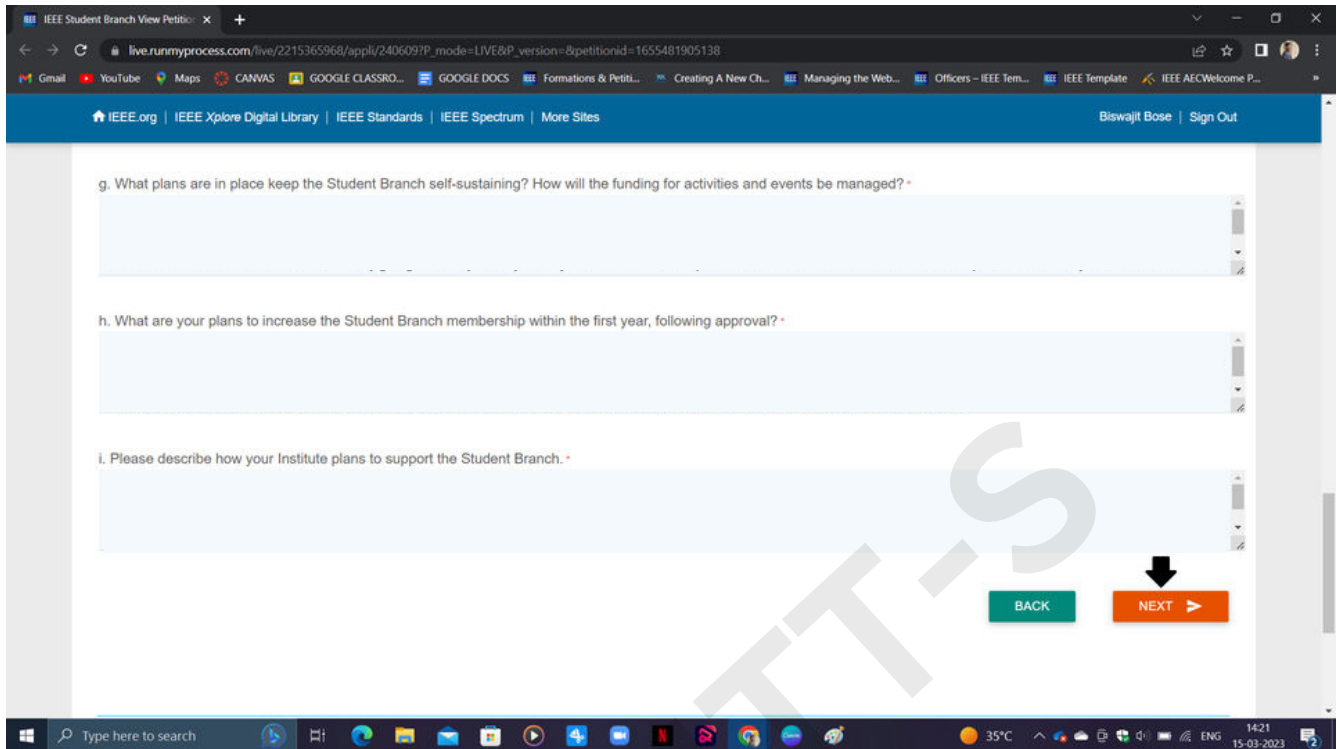
2. The following webpage will appear, where the Student Branch Chair
   needs to login with his/her IEEE credentials.
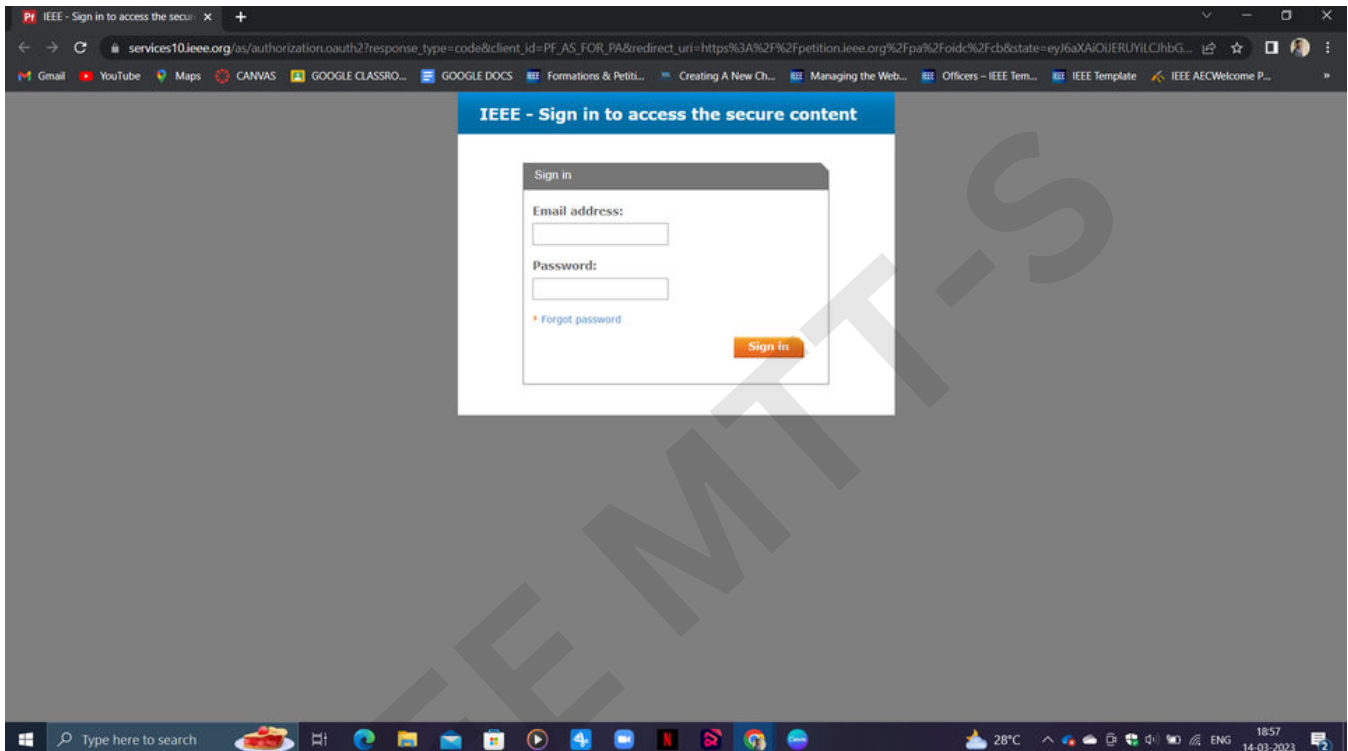
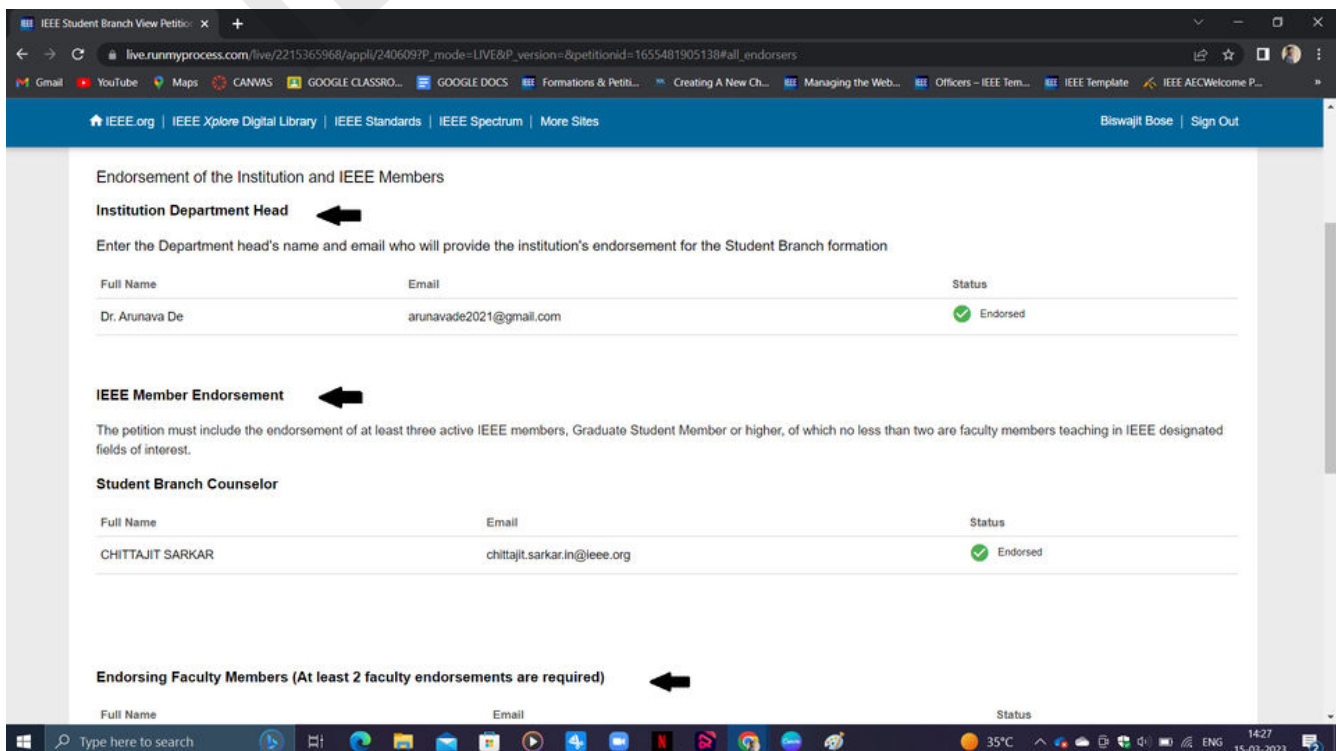3. After successful sign-in, the homepage for filing a petition appears,
   click on **NEXT**
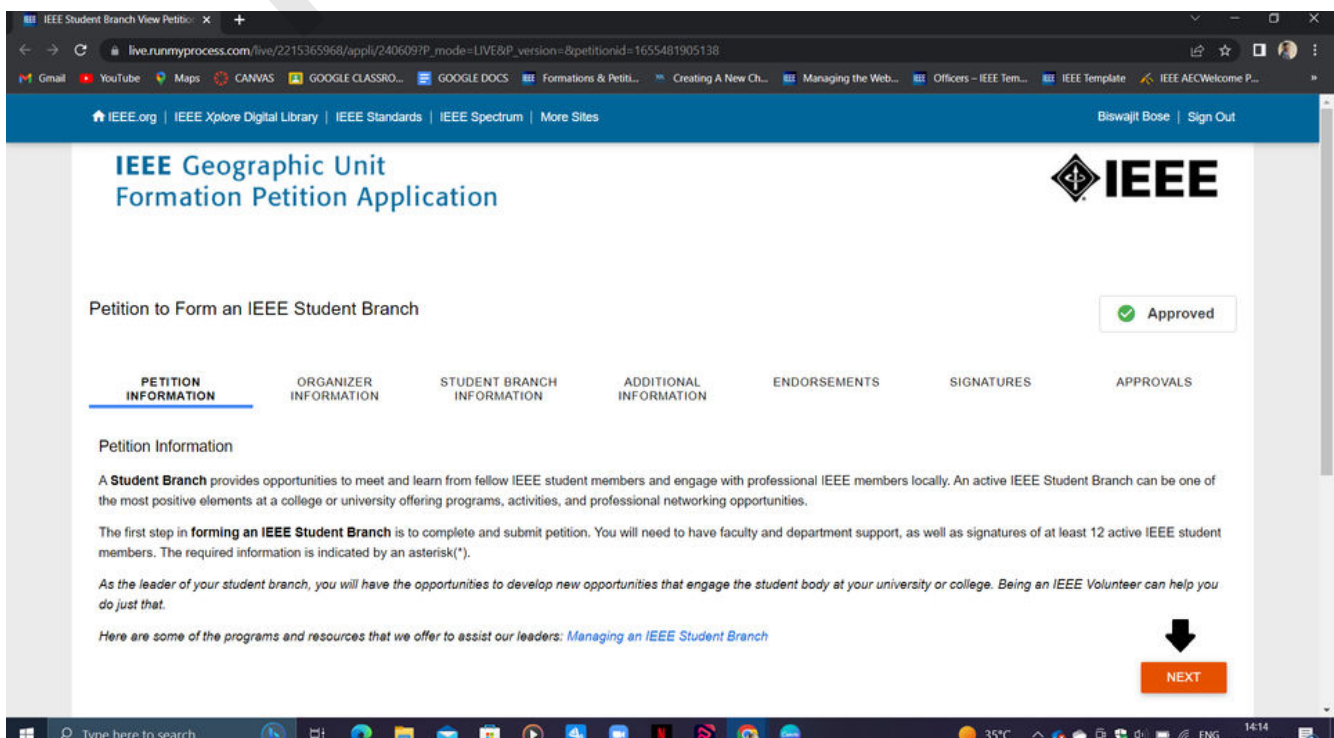
4. Fill all relevant information at the **ORGANIZER INFORMATION PAGE**, **STUDENT BRANCH INFORMATION, ADDITIONAL INFORMATION** and then click **NEXT**

NOTE : On the ADDITIONAL INFORMATION page, a set of questionnaire appears, fill it accordingly and click on NEXT

5. After clicking on **NEXT**, **ENDORSEMENTS** section will open, and you need to give details of the I**nstitution Department Head (can/cannot be an IEEE member**, also fill details of S**tudent Branch Counselor following two I**EEE faculty members from the college**, then click **NEXT** and then again **NEXT**

5. Clicking on **NEXT** and then again **NEXT** will submit your petition.
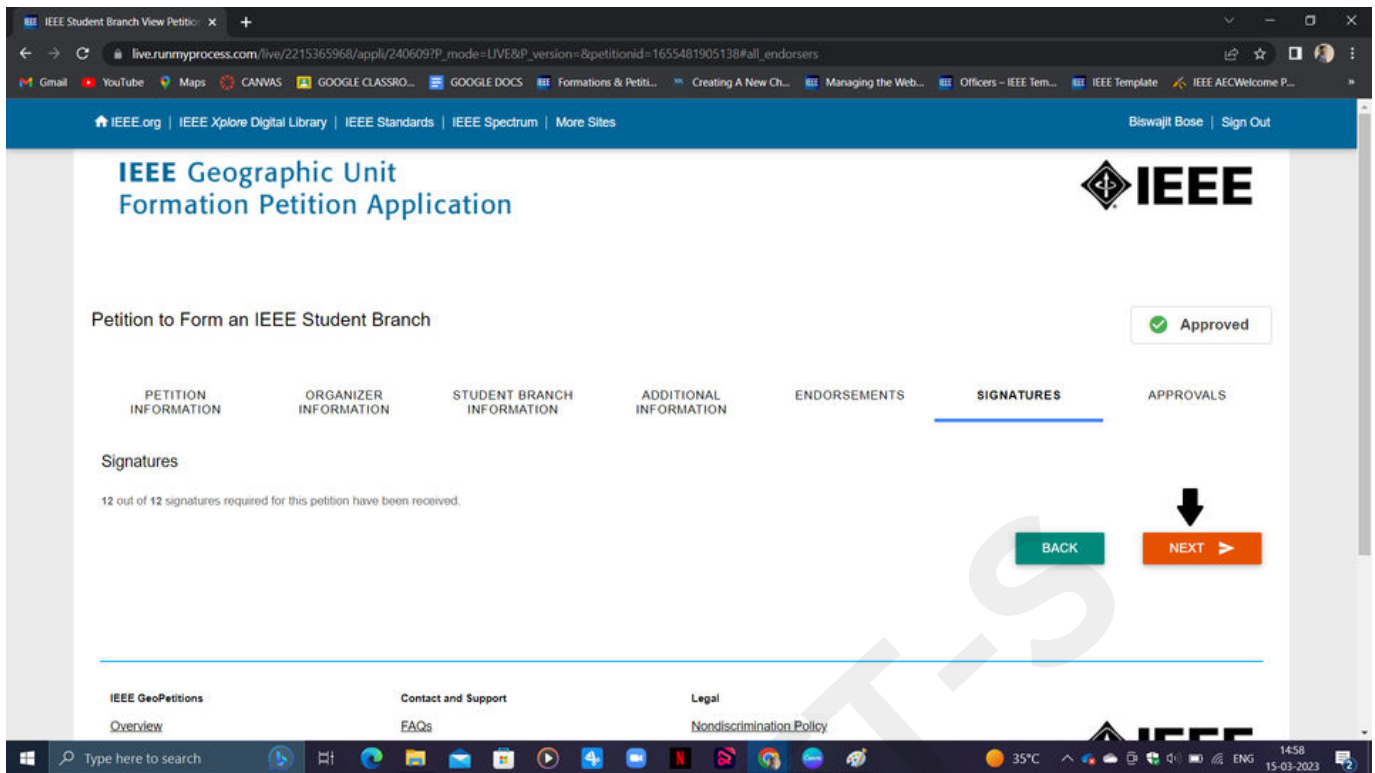
6. Your petition to form IEEE student branch will be submitted successfully,

Alternatively, you can check the status of your petition from the petition homepage, once it gets approved all details will be shared through Organizers email.
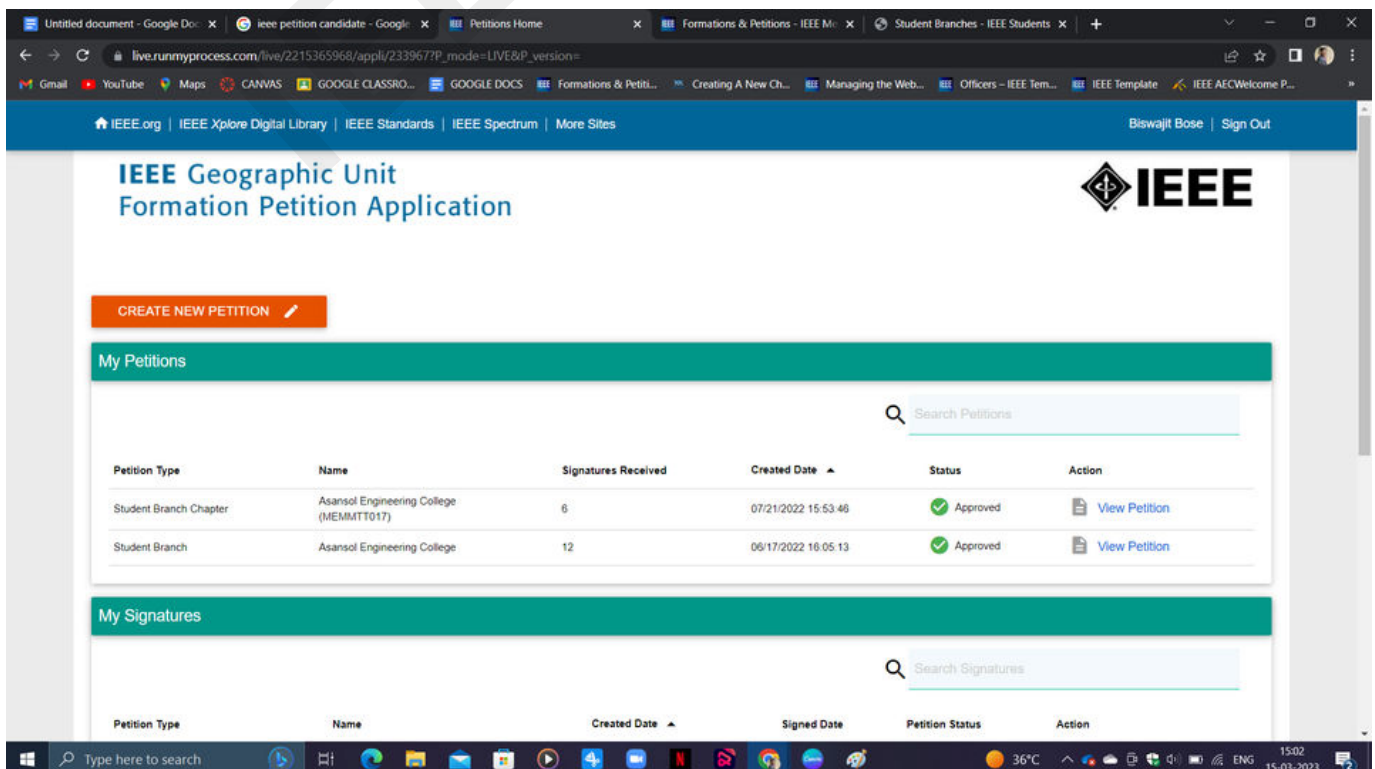
Pre-requisites to form a MTT-S IEEE Student Branch Chapter :

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ORGANIZERS	• The Organizer must be an active IEEE member of Student or Graduate Student Member grade and attend the school • The Organizer must be an active member of the Society(ies) or Council(s) involved • The Organizer shall serve as the interim Student Branch Chapter Chair pending election at a later date
ENDORSERS	Student Branch petitions must be endorsed by the following: • The current IEEE Student Branch Counselor, who will endorse the petition on behalf of the IEEE Student Branch Executive Committee • Student Branch Chapter Advisor, who must be an active IEEE member of Graduate Student Member grade or higher, Faculty Member of the school, and an active member of the Society(ies) or Council(s) involved Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.
PETITIONERS	Student Branch Chapter petitions must be signed by the following: • 6 active IEEE members of Student or Graduate Student Member grade who attend the school, and are members of the Society(ies) or Council(s) involved Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.
APPROVERS	Student Branch Chapter petitions must be approved by the following: • Region Director (or their designee) • Regional Student Activities Chair • Society/Council President, for each Society/Council involved Approvers will be invited to approve the petition once the petition has been signed by 6 Petitioners.

Note : The organizer of the petition must be the Student Branch Chair.

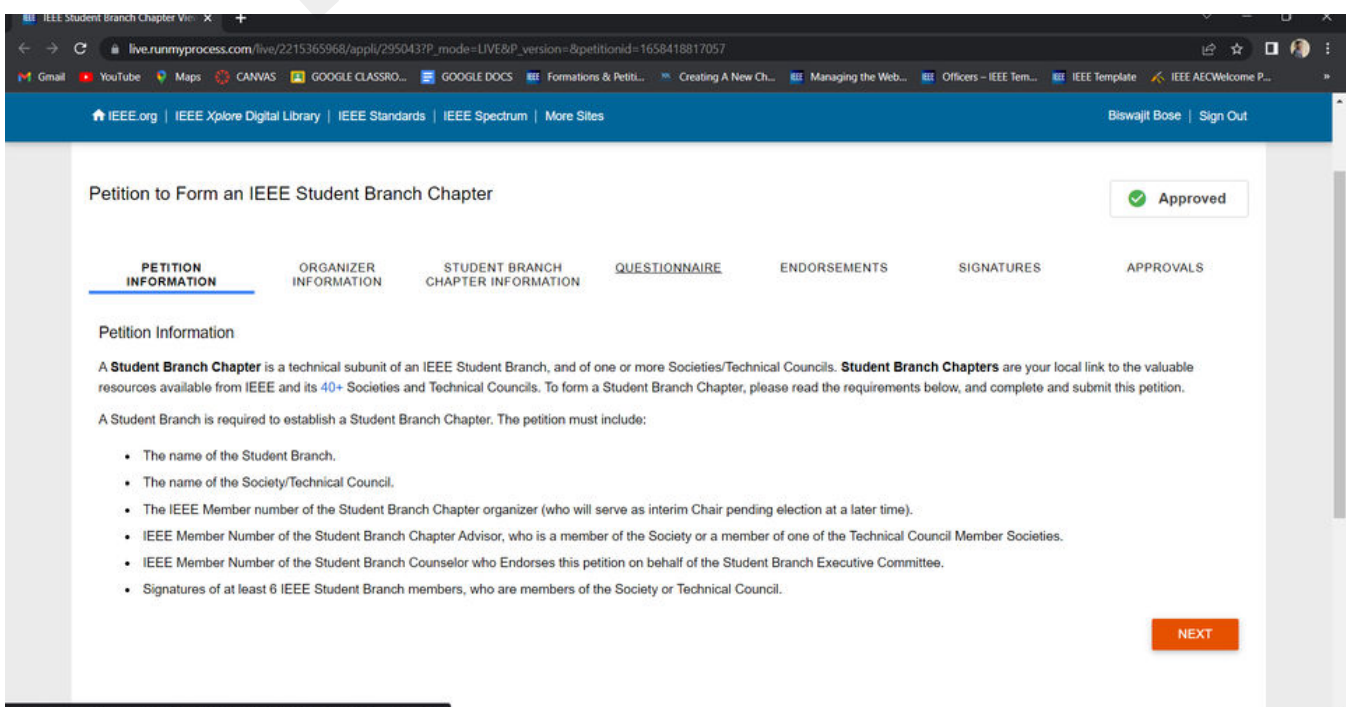# CASE 2 : - TO FORM A MTT-S STUDENT BRANCH CHAPTER

1. **Open through the link provided in your browser**
   https://petition.ieee.org/bpmsignin/geopetitionshttps://live.runmyproce
   ss.com/live/2215365968/appli/233967?P_mode=LIVE&P_version=

2. The following webpage will appear, where the Student Branch Chair
   needs to login with his/her IEEE credentials.
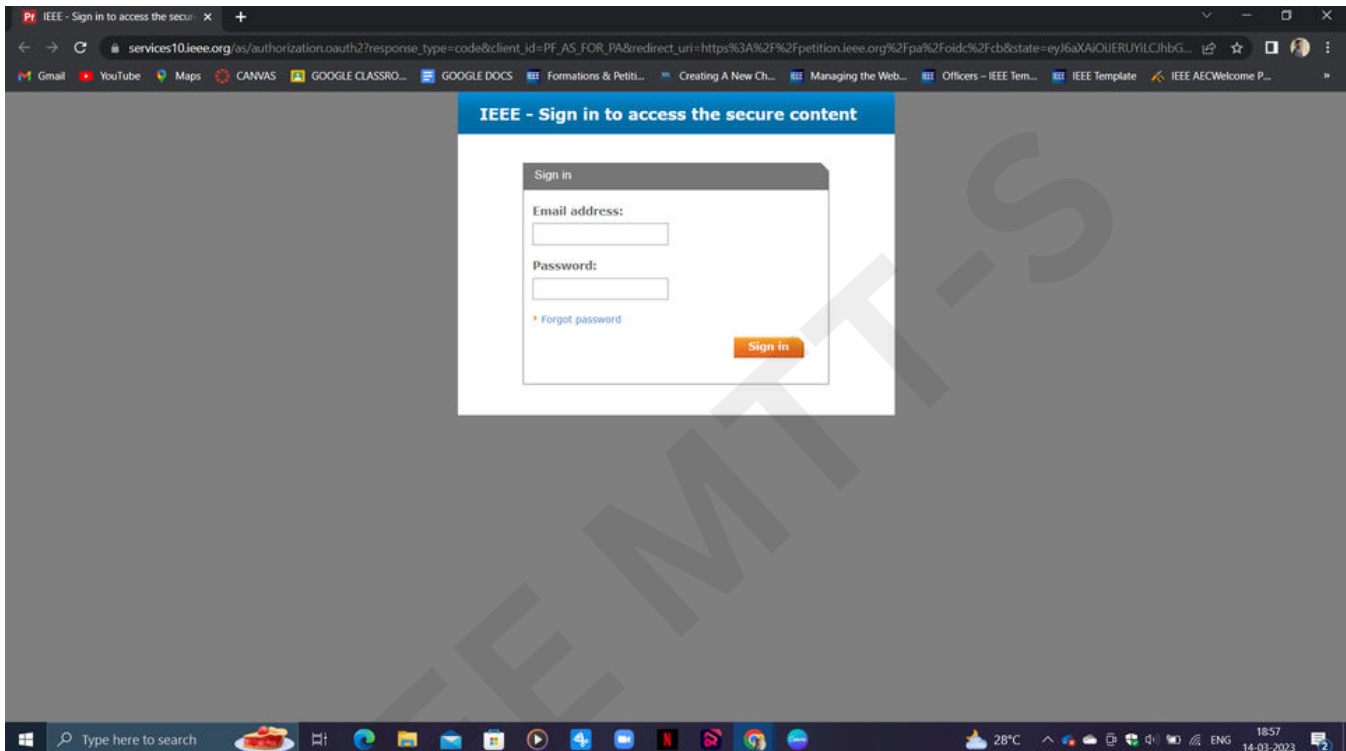
3. After successful sign-in, the homepage for filing a petition appears,
   click on **NEXT**

4. Fill all relevant information at the **ORGANIZER INFORMATION PAGE**. After clicking on **NEXT**, you need to fill **STUDENT BRANCH CHAPTER** information, where you need to fill your institution name and name of IEEE society or technical council : "**MTT-S**"
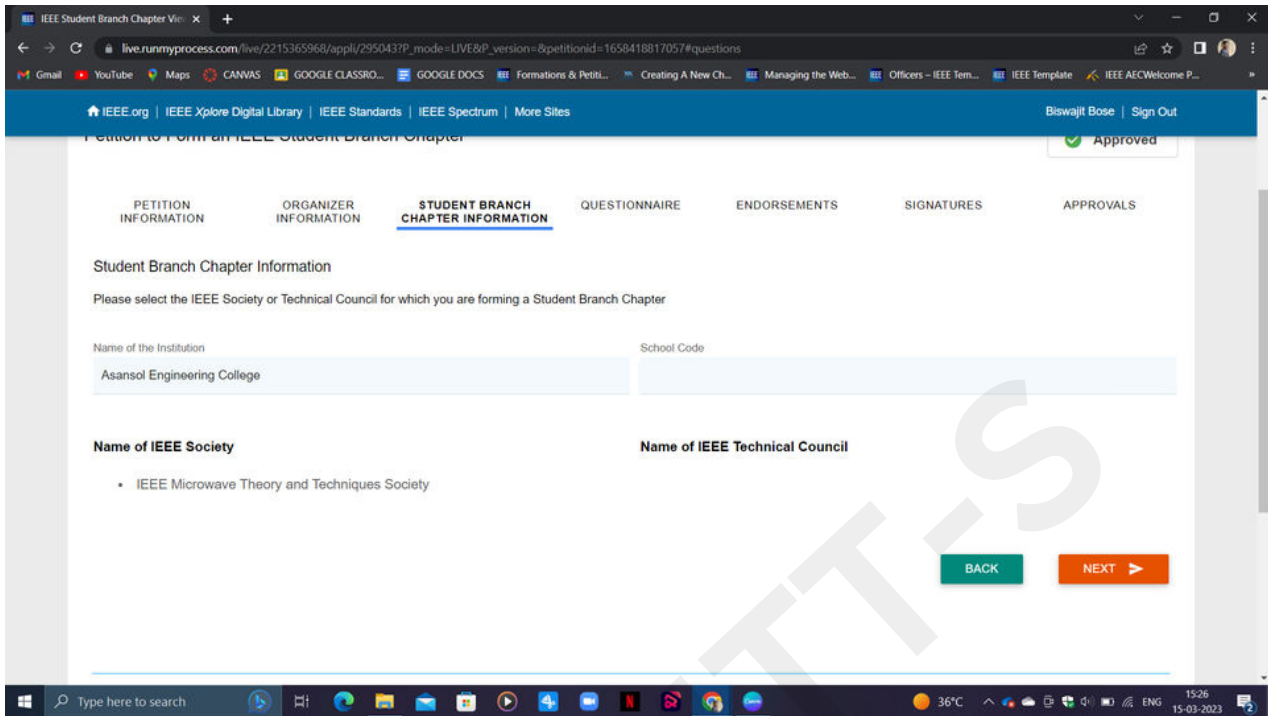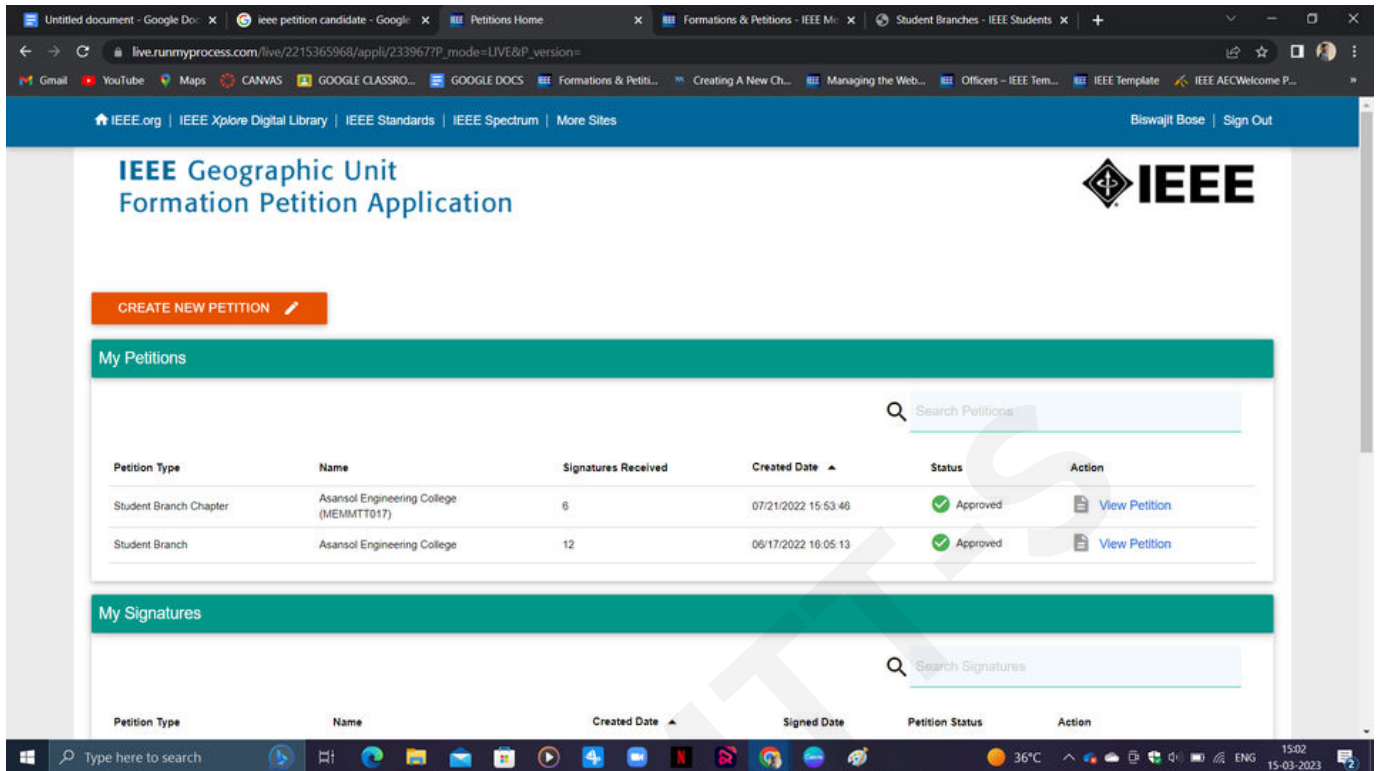

5. Clicking on **NEXT**, a set of questionnaire appears, you need to fill the answers and click on **NEXT**
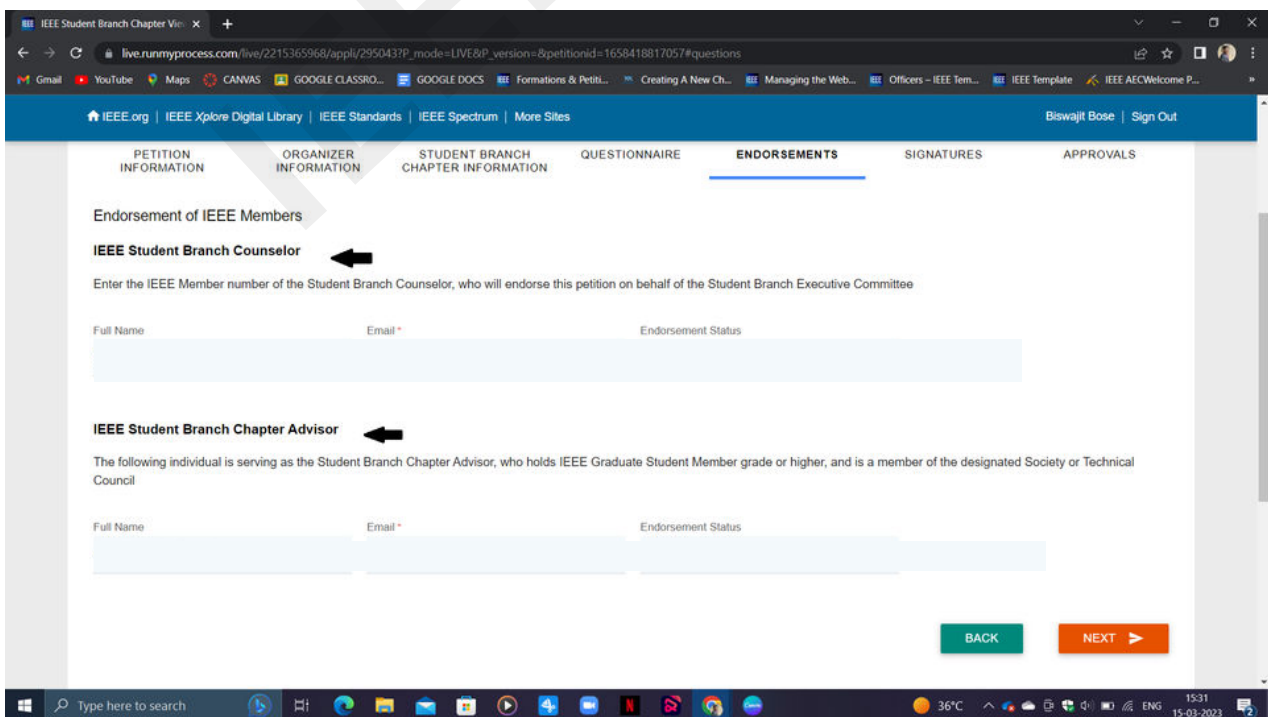
Note : A Student Branch Counselor and Student Branch Advisor can be same or different persons, organizer needs to fill in the membership number of them.

6. On proceeding further, click on **NEXT** and again **NEXT**, your petition to form a Student Branch Chapter will be submitted, also you can check the status through the homepage of the petition.

** END **