



**REQUIREMENTS FOR THE ESTABLISHMENT OF  
AN IEEE STUDENT BRANCH CHAPTER**

1. A petition by not less than twelve (12) Student Branch members, who are members of the IEEE technical Society, must be submitted to IEEE Student Services.
2. 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 be a member of IEEE and the technical Society above student grade.
3. After the Advisor and the IEEE Student Branch Executive Committee have approved the petition, it should be sent to IEEE Student Services.
4. Upon receipt of the petition, Student Services staff will verify the IEEE and technical Society membership of individuals who signed the petition. If the petition is in order, Student Services 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. Student Services staff will acknowledge receipt of the petition and will keep the faculty advisor informed of the status of the request
5. Send the completed petition to:

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