

New Global Affiliate Application Checklist



SWE looks forward to having you join the Global Affiliate community. Before starting an application, review the requirements and resources below to be sure you have everything you need.



Requirements for Professional Global Affiliates

❑ AFFILIATE NAME

Provide a name for the affiliate. We recommend the affiliate be named after the city or region where it is based.

❑ MAIN POINT OF CONTACT

Provide the name and contact information for the primary point of contact of the affiliate. This includes their email, phone number and mailing address. SWE will send all affiliate communications to this individual for the remainder of the current fiscal year (through 30 June).

❑ LIST OF AFFILIATE MEMBERS

Provide information on 1- 4 affiliate members, including name, email address, SWE ID (if applicable), discipline and employer. If you have more than 4 affiliate members, you will be able to upload an attachment to the application with their details. Be sure to obtain their consent to share their contact information with SWE.

At least one person must be a paid SWE member to form an affiliate. Individuals can apply to be a SWE member at www.swe.org/join.

❑ AFFILIATE ADVOCATE/SPONSOR

The Advocate/Sponsor may be an association, nonprofit entity, government institution, or corporate partner committed to mentoring, guiding, and supporting the Affiliate. The Advocate/Sponsor should be in the same city or region as the Affiliate. When necessary, the Advocate/Sponsor may be tasked with handling the financials.

❑ LETTER OF SUPPORT FROM AN ADVOCATE/SPONSOR

The letter should be provided on the Advocate/Sponsor's letterhead. [See the template letter of support.](#)

❑ SIGNED COPY OF THE AGREEMENT OF APPROPRIATE USE

This agreement should be signed by the affiliate's main point of contact. [See the agreement.](#)

Once you have everything ready, complete the **Professional Global Affiliate online application**. If you are unable to access the online application, please submit the [PDF form](#) to international@swe.org.



Requirements for University Global Affiliates

❑ AFFILIATE NAME

Provide a name for the affiliate. The affiliate should be named after the college or university where it is based. The affiliate may choose to abbreviate the university name (e.g., IIT Ropar rather than Indian Institute of Technology, Ropar)

❑ MAIN POINT OF CONTACT

Provide the name and contact information for the primary point of contact of the affiliate. This includes their email, phone number and mailing address. SWE will send all affiliate communications to this individual for the remainder of the current fiscal year (through 30 June).

❑ DEAN OF ENGINEERING

Provide the name and mailing address of the Dean of Engineering (or equivalent).

❑ LIST OF AFFILIATE MEMBERS

Provide information on 1- 4 SWE collegiate members, including name, email address, SWE ID (if applicable), discipline and expected graduation date. A minimum of 50% of the affiliate membership must identify as female. If you have more than 4 members, you will be able to upload an attachment to the application with their details. Be sure to obtain their consent to share their contact information with SWE. **At least one person must be a paid SWE member or University Friend of SWE to form an affiliate.** Individuals can apply to be a [SWE member](#) or a [Friend of SWE](#).

❑ LETTER OF SUPPORT FROM AN ADVOCATE/SPONSOR

The letter should be provided on the Advocate/Sponsor's letterhead. [See the template letter of support.](#)

❑ AFFILIATE ADVOCATE/SPONSOR

The Advocate/Sponsor may be an association, nonprofit entity, government institution, or corporate partner committed to mentoring, guiding, and supporting the Affiliate. The Advocate/Sponsor should be in the same city or region as the Affiliate. When necessary, the Advocate/Sponsor may be tasked with handling the financials. If the Affiliate is a recognized club at a university with established administrative protocols, the university may act as the Advocate/Sponsor. The Advocate/Sponsor may be a SWE professional member.

❑ FACULTY ADVISORY

The Faculty Advisor is responsible for ensuring the affiliate complies with the rules and regulations of the university. The Faculty Advisor should be familiar with the students and the campus, and understand the special needs of the proposed affiliate. They should be someone who is readily available to the students and who can be a valuable resource for them. The Faculty Advisor is not required to be a SWE Member, but it is highly recommended.

❑ LETTER OF SUPPORT FROM FACULTY ADVISOR

The Faculty Advisor is required to provide a letter of support on the school's letterhead endorsing the affiliate. [See the template letter of support.](#)

❑ SIGNED COPY OF THE AGREEMENT OF APPROPRIATE USE

This agreement should be signed by the faculty advisor or the affiliate's main point of contact. [See the agreement.](#)

Once you have everything ready, complete the **University Global Affiliate online application**. If you are unable to access the online application, please submit the [PDF form](#) to international@swe.org.