

HONG KONG COLLEGE OF RADIOLOGISTS

APPLICATION FOR FELLOWSHIP / MEMBERSHIP / TRAINEE MEMBERSHIP / ASSOCIATE MEMBERSHIP

GUIDANCE NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE SUBMITTING APPLICATION

1. Please note that applications not authenticated by the required supporting documents will *delay* the processing procedures. Before submitting the application form for Fellowship/ Membership/ Trainee Membership/ Associate Membership, you are reminded to ensure that all documents are in order. **Submission of incomplete and inaccurate application might affect the training duration and postponement of sitting the examination.**
2. Applications must be submitted with the necessary fees to be payable for admission [Admission fee, Annual Subscription & Administrative Handling Fee (if applicable)]. Only admission fee and subscription will be refunded if application is not approved.
3. In order to allow sufficient time for the Secretariat to prepare meeting papers, application(s) must be received by the College Secretariat office **on or before the first working day of each month**. Application(s) received after the first working day of each month will only be processed for vetting in the Membership Committee Meeting in the subsequent month.
4. The applications will be initially vetted by the Membership Committee. Only complete application(s) will be subsequently recommended to the Council for approval. The admission date of Fellowship / Membership / Trainee Membership / Associate Membership will be the date of the College Council meeting at which the admission is approved. **Incomplete or inaccurate application will be rejected by the Membership Committee and returned to the applicants for amendments and re-submission. An administrative handling fee of HK\$300 per re-submission would be charged for vetting the re-submitted application.**
5. The re-submitted application will only be processed for vetting in the Membership Committee Meeting in the same month provided that applicant has returned the complete application with all necessary documents and administrative handling fee for re-submission within 1 week as requested in the letter. Otherwise the re-submitted application will be deferred to the next Membership Committee Meeting for vetting in the subsequent month.

VETTING PROCEDURES FLOWCHART

PLEASE REFER TO <https://www.hkcr.org/membership.php/aff> FOR DETAILS

