

Instructions for submitting your CStat application

The CStat application form has 8 sections.

Section 1 – Personal details

Section 2 – Qualifications

To complete this section you will need:

- Details of the qualification(s) you wish to submit for consideration, including award date(s) and the titles of the individual modules taken.

Note that if you already hold GradStat status you do not need to provide this information and the system will automatically skip this section.

Section 3 – Professional Statistical Experience

To complete this section you will need:

- Details of the professional experience you wish to submit for consideration (including dates of employment and full details of your roles)

Section 4 – Continuing Professional Development

To complete this section you will need to upload details of your CPD activities for the past 2 years. This document can be provided in any format – a [blank pro-forma](#) is available for download.

Section 5 – Additional considerations

This section is optional and allows you to submit additional information such as details of publications that you would like to be considered.

Section 6 - Referees

Please provide details of at least 2 referees who are in a position to comment on your statistical training and experience, spanning at last a 5 year period. One referee should normally be your current supervisor (where relevant). It would be helpful if you could forewarn the referees that we will be contacting them as this helps to speed up the response time.

Section 7 – Chartered Scientist (CSci) application

If you wish to apply for CSci status at the same time as CStat, please tick the “yes” box and answer the additional questions. Applicants who do not have a Masters level qualification in statistics need to submit a Masters equivalence report (more details in the [CSci notes for guidance](#)). You will also need to provide an example of your work which demonstrates your ability to deal with complex scientific issues, both systematically and creatively, make sound

judgements in the absence of complete information and communicate conclusions clearly to specialist and non-specialist audiences (maximum of 250 words).

Section 8 – Declaration

Please add your signature and the date.

The system allows you to save your form at any time and log back in and complete it later. Once submitted, the form will be locked and cannot be edited. If you need the form to be unlocked, please contact Sarah Barker (s.barker@rss.org.uk) for assistance.

After you have completed the main application form, you will automatically be taken back to the submission screen. You then need to complete some further tasks:

1. Add your signature to the Authority to Release information form (note that you will not need to complete this task if you already hold GradStat status).
2. Upload electronic copies of your degree certificates or award letters. The system will expect you to upload the same number of certificates as qualifications declared in your application form. (note that you will not need to complete this task if you already hold GradStat status)
3. Upload electronic copies of your degree transcripts (an official university document showing the modules taken and marks obtained). The system will expect you to upload the same number of transcripts as qualifications declared in your application form. (note that you will not need to complete this task if you already hold GradStat status)
4. If you are applying for CStat status via the competence based route, you will need to provide a summary of other formal education/training in statistics (assessed or not) typically undertaken during the period of professional work, a competency report and details of a contact who can provide verification of this information (please refer to the [guidance notes](#) for further details)
5. If you are applying for Chartered Scientist (CSci) status, you will need to complete a competence report ([guidance notes](#) are available to assist with this)

When all the required tasks on the submission screen are shown as complete (in green), please click the "Submit Application" button. You will then receive a confirmation e-mail with your application reference number.