

Membership and Fellowship by Application

Applicant guidance

Introduction

This document provides guidance for applicants who wish to apply for Fellowship and Membership by Application. It outlines the assessment process, scoring system and examples of evidence aligned with score levels, and the decision options. The goal is to ensure consistent, fair, and transparent evaluation of applications.

Process overview

1. Gather your evidence (see 1.)
2. Complete your [online application](#) and pay the application fee (if you are an existing Member (MRCOphth) or Affiliate in good standing, the application fee is waived). If you are new to the College, you must create an account with us first.
3. Please look out for an automated email confirming receipt of your application.
4. We will process your application. If we have any questions, we will contact you by email. The assessment may take 4-6 weeks.
5. If your application is approved, you will be welcomed as a member of the College. The application fee will cover the subscription fee for the first year of membership, so no further payment will be required.
6. If your application is not approved, you will receive feedback from the assessors as to why and which areas you may wish to develop. We will refund 50% of the application fee to you.

Detailed guidance:

1. Gathering evidence

Please see a full list of what you will need here:

- Curriculum Vitae
- Evidence of professional registration without restriction
- Letter from your Medical Director or Head of Department confirming that you have in the last year completed your annual appraisal/performance review and

participated in continuing professional development (CPD) ([see FBA MBA MD Support Form](#))

- Referee support form from 2 referees who are Members (MRCOphth) or Fellow (FRCOphth) (see [FBA MBA Referee form](#))
- Evidence to support scoring in the **5 assessment domains:**

Clinical, Education & Training, Research & Innovation, Management, Leadership

To support quality assurance and transparency, applications will be reviewed using an [assessment matrix](#).

- Two short statements (up to 150 words each) to comment on
 - [College Values](#) - provide examples of how you have demonstrated that you share The College values
 - [Contribution to College](#) - explain how you feel you will be able to contribute to the life and work of The College

2. Criteria for approval:

Requirement from assessment matrix:

Fellowship by application: minimum total of 15 points (average of 3 per domain), with a minimum of 2 in each domain, and 3 in the Clinical domain

Membership by application: minimum total of 10 points (average of 2 per domain), with a minimum of 1 in each domain, and 2 in the Clinical domain

Other requirements:

- Years of relevant work experience in ophthalmology (min. 3 years for Member and min. 7 years for Fellow by application).
- Supportive letter from your head of department (see above 'evidence')
- 2 positive references from 2 eligible referees (see above 'evidence')
- Eligibility to practice without restrictions

FAQ:

What counts as 'work experience' in ophthalmology?

You can count work experience in ophthalmology post specialisation in any hospital grade.

I work less than full time. How is that counted?

Please calculate the full-time equivalent. If this is not evident from your CV, please include information on your work schedule as additional information.

I do not have evidence for work I completed.

Please contact us to discuss if and how you may proceed with your application.

I do not know any Fellows or Members who could be my referees.

If you are based in the UK, many of your colleagues will be College members. If you are based outside of the UK, please contact us stating in which country you are practising. We can then discuss if any alternatives may be acceptable.

How long does it take for an application to be assessed?

All our assessors are volunteers who offer their time to help. We aim to process applications within 4-6 weeks, but in busy periods or around bank holidays, this may take a little longer.

I have a question. Who can I contact?

Please feel free to reach out to the [membership team](#) at any time.