# ROUTE A1
# ADMISSION TO THE RIAI REGISTER FOR ARCHITECTS AND TO RIAI MEMBERSHIP

## Guidance for Applicants

### Submission

As stated in the Admission Procedure you are required to submit:

1. Completed Application Form
2. Evidence of Identity (Copy of Passport/National ID)
3. Copy of Degree/Diploma of prescribed qualification in Architecture
4. Verification of prescribed Qualification in Architecture Form (sent directly from educational institution to RIAI)
5. Copy of prescribed post-graduate Qualification in Professional Practice
6. Verification of prescribed post-graduate Qualification in Professional Practice Form (sent directly from awarding institution to RIAI)
7. Curriculum Vitae (see Curriculum Vitae Format)
8. RIAI Payment Form and Assessment Fee

### Explanatory Notes

**Application Form**
The application form should be completed in full and signed by you. The application form includes a set of declarations as to your history. You are also asked to confirm that the information contained in your submission is correct and that all relevant matters have been disclosed.

**Evidence of Identity**
Please enclose a copy of your Passport or National Identity Card. A copy of your Driving License cannot be accepted.

**Copy of Degree/Diploma of prescribed qualification in Architecture**
You are not asked to send in the original of your degree/diploma. A copy will suffice. Please note Academic Transcripts or a statement of results does not fulfill the document requirement.

**Verification of prescribed Qualification in Architecture Form**
You should forward the RIAI Verification of Qualification in Architecture Form to the educational institution that awarded your degree/diploma in architecture and ask them to complete it and either post or email it directly to the RIAI. Whatever option is used to send a verification form it must come to the RIAI directly from the verifier (e.g. the Higher Education Institution/University). Verification of Qualification Form(s) will be kept on file for 6 months and acknowledged at the time the application is being processed. Please note applications can only be processed once all documents have been received.

**Copy of prescribed post-graduate Qualification in Professional Practice**
You are not asked to send in the original. A copy will suffice.
Please note, although Academic Transcripts cannot be accepted, in cases where the qualification has not yet been conferred a letter from the educational institution that you have passed the examination is acceptable. The letter must include: name and date of birth, title of the examination and the award to which it leads, the date on which the exam Board deemed the person to have passed the exam, the planned date of graduation and the name, position and contact details of the person issuing the letter.

**Verification of prescribed post-graduate Qualification in Professional Practice Form**
You should send a copy of the Verification of prescribed post-graduate Qualification in Professional Practice Form to the educational institution that awarded your qualification in Professional Practice and ask them to complete it and either post or email it directly to the RIAI. Whatever option is used to send a verification form it must come to the RIAI directly from the verifier (e.g. the Higher Education Institution/University). Verification of Qualification Form(s) will be kept on file for 6 months and acknowledged at the time the application is being processed. Please note applications can only be processed once all documents have been received.

**Curriculum Vitae**
Your Curriculum Vitae should include in summary form all relevant qualifications and experience (see Curriculum Vitae Format).

**Assessment Fee**
The Assessment Fee is a once-off administration fee, payable on application that covers the cost of processing and evaluating your submission. Applications can only be processed if payment has been received. For current charges see Payment Form.

**Document Requirements**
Original documents have to be submitted unless a copy of a document is requested.

If the name on any documents you are attaching differs from the name you now use you should provide copies of relevant deed poll or marriage certificates.

Please Note: The RIAI cannot give any advice or guidance to Applicants beyond that provided in this published documentation.