ROUTE T 1
ADMISSION TO ARCHITECTURAL TECHNICIAN MEMBERSHIP OF THE RIAI

RIAI

Guidance for Applicants
Submission

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

1. Completed Application Form
2. Evidence of Identity (Copy of Passport/National ID)
3. Copy of Degree/Diploma in Architectural Technology or RIAI Architectural Technician Entry Examination Certificate
4. Verification of Qualification in Architectural Technology Form (sent directly from educational institution to RIAI)*
5. Evidence of Recognition of Qualification in Architectural Technology**
6. Copy of Course Syllabus**
7. Original Academic Transcript **
8. Practical Experience Form/s (2 years)
9. Curriculum Vitae (see Curriculum Vitae Format)
10. Evidence of English language proficiency (if applicable)
11. One passport-type photograph
12. RIAI Payment Form and Assessment Fee
13. Transcript Evaluation Fee (if applicable)

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. This is for the purpose of establishing your identity only. Your nationality will have no bearing on your eligibility for RIAI membership.

Copy of Degree/Diploma or RIAI Architectural Technician Entry Examination Certificate
You are not asked to send in the original of your degree/diploma. A copy will suffice.

Verification of Qualification Form
You should send a copy of the RIAI Verification of Qualification form to the educational institution that awarded your degree/diploma and ask them to complete it and send it directly to the RIAI.

Evidence of Recognition of Qualification in Architectural Technology
A letter or statement from the relevant national, state or professional authority which has the role of recognising Architectural Technology qualifications confirming that your qualification was recognised by it at the date of its award. (A letter from the educational institution which awarded the qualification will not meet this requirement.) For further information refer to the RIAI website.

* Applicants who have passed the RIAI Architectural Technician Entry Examination need not submit item 4

** Applicants with qualifications recognised by the RIAI or who have passed the RIAI Architectural Technician Entry Examination need not submit items 5, 6 and 7

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The Royal Institute of the Architects of Ireland
The Registration Body for Architects in Ireland

PROMOTING REPRESENTING
REGULATING ARCHITECTURE

Qualification Recognised by the RIAI
A qualification in architectural technology which, following evaluation by a RIAI Visiting Board, has been judged to meeting RIAI criteria. Recognised qualifications are listed on the RIAI website www.riai.ie

Equivalent Qualification in Technology
A qualification in Architectural Technology gained outside the State (Republic of Ireland) which is recognised by the relevant authority in the state in which it was earned and of which the course duration and content, as set out in the applicant's Academic Transcript and Course Syllabus, is assessed by the RIAI as equivalent to a Qualification recognised by the RIAI.

Copy of Course Syllabus
This should be the syllabus that was in place during your time as a student on the programme.

Original Academic Transcript
The academic transcript, containing all essential academic data such as dates of attendance, courses taken, grades and credits awarded (ECTS credits where available), and degrees/diplomas received, should carry the seal or stamp and signature of the authorised official of the academic institution. If your Architectural Technology education has been in two phases you must submit transcripts for both phases.

Transcript Evaluation Fee
Applicants who are required to submit an Academic Transcript must include an additional Transcript Evaluation Fee with their application. This is payable to evaluate your qualification for equivalence with a prescribed qualification.

Practical Experience Form (2 years)
This should be accompanied by evidence that the post-graduate practical experience has been acquired under the supervision of an RIAI Member or equivalent, i.e. a Registered Architect or Registered Member of a UIA Member Section.

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

Language Proficiency
This condition is met if:
- English is your first language/mother tongue
- English is the language of your qualification
- You submit an IELTS Certificate (level 6.5 minimum) or equivalent
- You have worked for an extended period in a country where English is the normal language of commerce

Interview
The Interview will be carried out by Assessors appointed by the Board of Architectural Education. It will be based on your Submission but will be searching and may cover any other relevant matters on which the Assessors require information for the purpose of establishing whether you meet the criteria.

During the Interview you will be given the opportunity to clarify any of the issues covered in your Application. You are advised to bring a copy of your Submission to the Interview where it may be of assistance to you in the discussions.

Assessment Fee
The Assessment Fee covers the cost of processing and evaluating your submission.

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

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