

# Examination Application Form

Architects Registration Board

2024

**arb** Architects  
Registration  
Board

# Examination Application Form

Before completing the application form, please ensure you comply with the eligibility criteria in section 2.2 of the Examination Procedures.

This form must be completed in BLOCK LETTERS throughout. It should be returned to ARB, together with all the supplementary material listed at Item 10: checklist, and the application fee, which is non-refundable in the event of cancellation. Postponed interviews will also attract additional administration fees.

Forms that are not completed properly will be returned to the applicant as will forms that are not supported by the requisite supplementary material. Applicants will be charged a scrutiny fee of 25% if ARB has to return their form. At the Board's discretion, additional fees may apply where incomplete applications are resubmitted.

Use this form if you have gained a qualification in architecture which ARB does not prescribe.

**Have you read and understood ARB's guidance for applicants?** Please take time to read it carefully before making your application.

Please Specify which examination you are applying for:

**Part 1**

**Part 2**

Please note you must have secured **Part 1** before applying for **Part 2** examination


Please attach passport size photo here

## 1. Personal details

Surname:

Forename/s:

Title:

Mr

Mrs

Miss

Ms

Date of birth:

Nationality:

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## 2. Corresponding Details

Address:

Town:

County/State:

Country:

Postcode:

Home tel no:

Work tel no:

E-mail:

## 3. Previous assessment or examination details

Have you previously been  
assessed/examined by ARB?

Yes

No

Date of previous  
assessment/examination:

Your reference number as detailed  
on ARB letter/s:

## 4. Educational qualifications

Qualifications in architecture [in order of award, to end with most recent]

Name of school/college/university:

Full title of academic qualification:

Start date:

Date of award:

Country:

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## 4. Educational qualifications | Continued

Name of school/college/university:

Full title of academic qualification:

Start date:

Date of award:

Country:

Name of school/college/university:

Full title of academic qualification:

Start date:

Date of award:

Country:

Name of school/college/university:

Full title of academic qualification:

Start date:

Date of award:

Country:

Name of school/college/university:

Full title of academic qualification:

Start date:

Date of award:

Country:

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## 5. Evidence of identity

Please enclose a photocopy of your passport.

The passport must be brought to your examination for inspection.

## 6. References

Details of references supplied to support your application, if applicable.

You must provide the Board with appropriate references if you intend to present office-based or professional work in your supporting material.

(Please refer to the examination process document called Reference Templates.)

I confirm that I am not relying on office based or professional work and no references are supplied.

I am presenting office-based or professional work and the following references are provided (**please list**).

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## 7. English language ability

If English is not your first language, you must hold a valid IELTS (International English Language Testing System) certificate\*.

\*This must be a single certificate at the academic level with no minimum band score below 6.5.

English is my first/dual language

I enclose a valid IELTS certificate\*

I enclose the ARB English Language Exemption Form with evidence

\*Please note: we will only accept IELTS certificates.

## 8. Available dates

We will endeavour to accommodate your wishes regarding the date of interview.

Please indicate below your preferred choice.

I would like to be offered the next available date

I would like to attend in \_\_\_\_\_ (specify month/s)

## 9. Comparative Matrix

You must enclose your Comparative Matrix stating where and how you believe your supporting material meets the criteria.

Please confirm whether you have followed the guidelines that indicate you should limit your portfolio submission to 60-80 pages of A3 or equivalent, excluding written bound materials.

The total volume of files submitted should not exceed 100MB.

Yes

No

I have read and understood the guidance on preparing my Supporting Material.

I understand that Examiners have 90 minutes to review and assess my Comparative Matrix and Supporting Material prior to the examination day. I am aware that if my Supporting Material exceeds the limits advised, this may affect the outcome of my examination.

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## 10. Checklist

Please note: incomplete applications are always returned and candidates are charged the appropriate scrutiny fee.

I enclose the following documents in support of my application:

Curriculum vitae

Eligibility statement (where qualification is not strictly in architecture)

Statement from Registration or Professional body confirming access to the profession (where applicable)

Original (or certified copies) of degree/diploma certificates

Original (or certified copies) of transcript/academic record

Copy of passport (the original must be presented for inspection on the day of your examination)

Comparative Matrix for Part 1, or

Comparative Matrix for Part 2

Cover sheet for Comparative Matrix to confirm number of words used.  
Please ensure this is dated and signed

References from past/present employers (where applicable)

Curriculum/Syllabus/Calendar of course  
(supply only sections relevant to you)

Application fee of £1950.00

Passport-sized photograph

Deed poll or marriage certificate if the name on your certificates  
differs from the name you use now

IELTS Cert or English Language Exemption Form

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## 11. Declaration for examination

Please make the following declarations by ticking the appropriate boxes.

Have you been convicted of a criminal offence?

(You are not required to disclose any spent convictions as defined in the Rehabilitation of Offenders Act 1974.)

Yes                      No

Has any professional, government or regulatory body in any country:

refused to admit you to any profession?

Yes                      No

subjected you to a disciplinary sanction?

Yes                      No

restricted your ability to practise in any profession?

Yes                      No

instigated an investigation (which is continuing) into your conduct?

Yes                      No

If you have answered 'yes' to any of these questions please give details on a separate sheet of paper.

## 12. Data protection

The Board can pass details of your examination result to the RIBA. Please tick the box if you would like this information to be disclosed



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## 13. Declaration

I have read and understood the fee scale for the examination, including postponement, cancellation and scrutiny fees.

I have also read and understood the guidance on plagiarism and cheating and I am aware of ARB's zero tolerance policy.

I am aware that I am liable to prosecution in the UK if I falsely represent myself as an architect. All the information provided is true in every respect.

I understand that the supporting material must be ready for submission at the time of application and will be requested once the fee is paid and eligibility checks are completed, typically within five working days of receiving the application. (Failure to tick this box suggests that your material is not ready, and your application will not be accepted).

**WARNING** - In appropriate cases the Board will check the authenticity of certificates provided in support of applications. A person who knowingly presents documents which are not genuine should expect to be prosecuted.

Signature:

Date:

Please note: The Board reserves the right to request, if necessary, further documentary evidence regarding your architectural education and professional experience in support of your application.

## 14. Making your payment

### **1. By credit or debit card**

We accept payment by MasterCard , Debit MasterCard , Visa Credit , Visa Debit , Visa Electron , Maestro and JCB cards only.

Please provide a contact number so that we can call you to take payment.

Please note - Payment can only be made once an application form has been submitted.

### **2. Online Banking**

The details for paying by bank transfers are:

Account Name: Architects Registration Board

Natwest Plc

Sort Code - 60 - 09 - 15

Account Number 36172618

Please ensure you state your full name as the reference.

For payments from overseas, you will need to use this code:

IBAN: GB33 NWBK 6009 1536 1726 18

Please ensure that all costs are for sender. Your application may be delayed if we do not receive the full amount due.

# Equality & Diversity Data

In line with the Equality Act 2010, we are collecting this information to help us ensure that our policies and procedures do not act as a barrier to our services. Please be assured that the information you give will be held in the strictest confidence and held in accordance with data protection legislation.

## Age

Under 18      18-35      36-50      51-65      Over 65      Prefer not to say

## Ethnicity

Please specify your ethnic origin. Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to.

### Asian or British Asian

Bangladeshi  
Chinese  
Indian  
Pakistani  
Any other Asian background

### Black or Black British

African  
Caribbean  
Any other Black background

### Mixed

Asian and White  
Black African and White  
Black Caribbean and White  
Any other mixed background

### White

British  
English  
Irish  
Any other White background

Northern Irish  
Scottish  
Welsh

### Other

Any other ethnic background  
Prefer not to say

## Gender

Please specify your gender:

Male      Other  
Female      Prefer not to say  
Non-Binary

## Sexuality

Please specify your sexual orientation:

Heterosexual/straight      Gay man  
Lesbian/gay woman      Bisexual  
Other      Prefer not to say

## Religion

Buddhist      Christian      Other  
Jewish      Muslim      Non-Religious  
Sikh      Hindu      Prefer not to say

## Disability

Do you consider yourself to have a disability?

By disability, we mean any impairment that has a substantial and long-term effect on your ability to carry out normal day-to-day duties.

Yes      No      Prefer not to say

## Socio-economic background

By the time you were 14 years old, had one or more of your parent(s) or guardian(s) completed a university degree course or equivalent (e.g. BA, BSc, or higher)?

Yes      No      Prefer not to say

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