



RAIC Syllabus APPLICATION FORM

Professional Diploma Program

PLEASE NOTE: Incomplete or illegible applications will not be processed.

Section 1 - Personal Data

How did you hear about the RAIC Syllabus? (word of mouth, promotional items, please give details)		
What about the Syllabus attracted you to apply as a student?		
Name:		
First	Middle	Last
Home Address:		
Apt/Suite #		Street
Town/City	Province	Postal Code
Home Telephone:	Home Fax:	Cell:
Home E-mail:	Home Website:	

Section 2 – Current Employment

Name of Company/Firm:		
*If you are working under the supervision of a registered Canadian Architect: Architect's Name:		
First	Last	Credentials
Office Address:		
Suite #		Street Address
Town/City	Province	Postal Code
Office Telephone:	Office Fax:	
Office E-mail:	Office Website:	
How long have worked at this office?		Your Job Title:
Brief description of your job:		

Section 3 – Work Experience

(Complete this section whether or not you have experience in the architectural field)

Chronologically list work experience gained after graduation.

You may supplement this section, **but not replace it, with an up-to-date resume**

From:	To:		
		Town/City	Province (Country)
Name of Firm:			
Supervising Architect:			
	First	Last	Credentials
Brief description of your job:			

From:	To:		
		Town/City	Province (Country)
Name of Firm:			
Supervising Architect:			
	First	Last	Credentials
Brief description of your job:			

From:	To:		
		Town/City	Province (Country)
Name of Firm:			
Supervising Architect:			
	First	Last	Credentials
Brief description of your job:			

From:	To:		
		Town/City	Province (Country)
Name of Firm:			
Supervising Architect:			
	First	Last	Credentials
Brief description of your job:			

Section 4 – Academic Qualifications

High School	
Name of School:	
Town/City Province/State (Country)	
Attended From:	To:
Month / Year	Month / Year

Post-Secondary	
Name of Institution:	
Town/City Province/State (Country)	
Attended From:	To:
Month / Year	Month / Year
Program of Study:	
Degree Obtained:	Date Obtained:

Post-Secondary	
Name of Institution:	
Town/City Province/State (Country)	
Attended From:	To:
Month / Year	Month / Year
Program of Study:	
Degree Obtained:	Date Obtained:

Other	(Seminars, Workshops, Professional Development, Part-Time Studies)

Section 5 – General Information

Date of Birth:	Place of Birth:
Month/Day/Year	City/Province/Country
SIN:	Gender: M F
Current Citizenship:	Date of Entry to Canada:

Section 6 – Application Declaration

Read Carefully and Sign Where Indicated

I declare that all information given in this application is true and accurate. I understand approval of this application or any credits issued to me may be revoked without notice if any information in this application is subsequently found to be false or misleading.

I enclose my personal cheque/money order, made out to “**RAIC Syllabus,**” or VISA/Mastercard information in the amount of **\$350.00 + applicable taxes** (Application Fee) or **\$800.00 + applicable taxes** (Application Fee and Entry Credit Assessment Fee). I understand that any applicant whose cheque or VISA/MasterCard payment does not clear may be required to make payments for all future Syllabus services with a certified cheque or money order only.



Signature of Applicant:

Date:

If Paying by VISA / MasterCard complete the following ~ Please Print CLEARLY

Name of Cardholder:

Card Number:

Expiry Date:

Amount Authorized:
\$ _____



Signature of Cardholder:

Section 7 – Submitting Your Application

To reduce processing delays of your application, ensure you have enclosed:

- 1) Application Form, completed in full
- 2) 500 word essay “Why I Want to Study Architecture”
- 3) ONE original Official Post-Secondary transcript(s) & ONE photocopy of Diplomas/Certificates
- 4) ONE full set of digital (pdfs) of detailed Post-Secondary course descriptions (if requesting credit assessment for advanced standing)
- 5) ONE digital (pdf) summary comparison chart of previously completed courses to be considered for which Syllabus course(s).
- 6) ONE digital portfolio of previously completed design studio work
- 7) TWO letters of reference.
- 8) Cheque, Money Order (made payable to “RAIC Syllabus”) or VISA /MC information, for either \$350 +taxes (Application) or \$800 +taxes (Application & Credit Assessment) Credit Card information can be submitted over the phone. Please contact the Syllabus Registrar at (613) 241-3600 ext 204 or 1-844-856-RAIC.
- 9) ONE portrait-style photograph of yourself (.jpg may be e-mailed to info@raic-syllabus.ca)
- 10) English as a Second Language (ESL) applicants must provide evidence of passing the TOEFL (213+ computer based or 555+ paper based or 100+ iBT), or CAEL (70 overall; 60 each section), or IELTS ESOL (Cambridge) band-score of 5.5 or above

Submit your

Application & Fees to:

RAIC Syllabus, Attention: Registrar

Suite 330 – 55 Murray Street, Ottawa, ON K1N 5M3