



RAIC Syllabus

Serving the Architectural profession nationally since 1978
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OFFICIAL ENTRY CREDIT ASSESSMENT REQUEST FORM

This form must be filled out, and submitted along with the following:

1. ONE (1) Official Transcript. Some institutions will not release transcripts to students, in which case the applicant will enclose a photocopy of the request for transcript sent to the institution, and the assessment will be held in abeyance until the Syllabus Registrar receives transcripts.
2. ONE (1) digital portfolio (pdfs) as applicable. (Portfolio A, B, C)
Please indicate on the portfolio for which studios you are requesting advanced standing and which portfolio you are submitting.
3. Payment of \$150.00 plus applicable taxes, for each portfolio submitted.

Portfolio:

Portfolio A (RAIC 200 / 300)

Portfolio B (RAIC 350)

Portfolio C (RAIC 400)

Payment Method:

Cheque /Money order (enclosed)

VISA/MC Number _____ Exp: _____

PAYPAL email address: _____

Date of request: _____ Student ID: _____

Student Name: _____

Name on Credit Card (if not the student) _____

Student Tel: _____ E-mail: _____

- **Email completed form to info@raic-syllabus.ca. (If paying by cheque, mail to address above)**

NOTE: Fees may be paid by cheque or money order, made payable to: **RAIC Syllabus**, by VISA/Mastercard, or via PayPal. If payment made by cheque/money order, please ensure you include the applicable taxes, based on your province of residence. QC: 5%GST + 9.5%QST; NB, NL, ON: 13%HST; NS – 15%HST; MB, AB, BC, PEI, NWT, YK, NU: 5%GST. If you are unsure of which tax to apply, please contact us at info@raic-syllabus.org. Other methods of payment: taxes will be added when processed. Credit card information can also be submitted over the phone. Please contact the Syllabus Registrar at (613) 241-3600 ext 204 or 1-844-856-RAIC.