



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. TWO (2) Official Transcripts. 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) set of digital copies (pdfs) of *detailed* course outlines (not calendar descriptions), including reading lists, assignment requirements and evaluation methodologies, name of instructor, credit value of completed course, duration and final mark obtained.
3. ONE (1) digital (pdf) summary indicating which previously completed courses are to be considered for which Syllabus course(s). This could simply be a one-page sheet, divided down the centre with Syllabus course(s) on the left side, and other (potential equivalent) post-secondary course names on the right side.
4. ONE (1) digital (pdf) portfolio of previous design work.
5. TWO (2) confidential letters of reference.
6. Payment of \$450.00 plus applicable taxes, for Entry Credit Assessment Fee.

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.