



## 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?		
<b>Name:</b>		
First	Middle	Last
<b>Home Address:</b>		
Apt/Suite #		Street
Town/City	Province	Postal Code
<b>Home Telephone:</b> (    )	<b>Home Fax:</b> (    )	<b>Cell:</b> (    )
<b>Home E-mail:</b>	<b>Home Website:</b>	

#### Section 2 – Current Employment

<b>Name of Company/Firm:</b>		
*If you are working under the supervision of a registered Canadian Architect: <b>Architect's Name:</b>		
First	Last	Credentials
<b>Office Address:</b>		
Suite #		Street Address
Town/City	Province	Postal Code
<b>Office Telephone:</b> (    )	<b>Office Fax:</b> (    )	
<b>Office E-mail:</b>	<b>Office Website:</b>	
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)

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

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

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

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

**Section 4 – Academic Qualifications**

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

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

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

<b>Other</b>	(Seminars, Workshops, Professional Development, Part-Time Studies)

**Section 5 – General Information**

<b>Date of Birth:</b>	<b>Place of Birth:</b>
Month/Day/Year	City/Province/Country
<b>SIN:</b>	<b>Gender:</b> <input type="checkbox"/> M <input type="checkbox"/> F
<b>Current Citizenship:</b>	<b>Date of Entry to Canada:</b>

**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)
- 9) ONE portrait-style photograph of yourself (.jpg may be e-mailed to [info@raic-syllabus.ca](mailto: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**

\*\*\*\*\* *This Section for RAIC Syllabus Office Use Only* \*\*\*\*\*

Application Received

Student ID

Additional Information Requested

Received

Forwarded to SRC

Received

Notes:

E&oe: Revised 2007 ~ 2015