

# RIBA Associate Membership

## Application to become an Associate Member

### How to apply

Please complete the application form in block capitals and ink and return it to the RIBA by post or email.

Membership Development  
Royal Institute of British Architects  
66 Portland Place  
London  
W1B 1AD

[membership.development@riba.org](mailto:membership.development@riba.org)

**Payment for membership must be made on application, please go to step one to work out your pro-rata subscription.**

#### What happens next

1. Your name will be put forward for election to the nearest Membership Admission Committee, which takes place on the 15th of every month.
2. A welcome email will be sent within 7 working days of that confirming if your application has been successful.
3. A welcome pack will be sent within 2-3 weeks of election, containing your membership card and details on how to get the most from your membership.

#### Previous RIBA member?

You need to complete our re-admission form - this can be found on the RIBA website.

#### Need help?

Contact Membership Development on **+44 (0)20 7307 3686** or email [membership.development@riba.org](mailto:membership.development@riba.org).

### Who can join

**Associate members must meet one of the following criteria:**

- RIBA recognised Parts 1 and 2 (or equivalent)
- Have been awarded a qualification in architecture which is covered by the Professional Qualifications Directive (2005/36/EC) and have access to the profession of architect in the country in which the qualification was gained

**Students studying RIBA validated Parts 1 and 2 should apply for RIBA Student Membership.**

### Step one: Calculate your subscription fee

Membership runs from January to December. If joining mid-year you will only pay a pro-rated fee. Please see the below table to work out your pro-rata fee based on the month you join.

#### Subscription Charge – UK pro-rata rate (International fees on page 2)

	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug – Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Within 1 year of completing RIBA Part 2 (or equivalent)	£72.00	£66.00	£60.00	£54.00	£48.00	£42.00	£36.00	£30.00	£24.00	£18.00	£12.00	£6.00
Within 2 years of completing RIBA Part 2 (or equivalent)	£95.00	£87.08	£79.17	£71.25	£63.33	£55.42	£47.50	£39.58	£31.67	£23.75	£15.83	£7.92
Within 3 years of completing RIBA Part 2 (or equivalent)	£119.00	£109.08	£99.17	£89.25	£79.33	£69.42	£59.50	£49.58	£39.67	£29.75	£19.83	£9.92
Within 4 years of completing RIBA Part 2 (or equivalent)	£166.00	£152.17	£138.33	£124.50	£110.67	£96.83	£83.00	£69.17	£55.33	£41.50	£27.67	£13.83
Within 5 years of completing RIBA Part 2 (or equivalent)	£281.00	£257.58	£234.17	£210.75	£187.33	£163.92	£140.50	£117.08	£93.67	£70.25	£46.83	£23.42

Subscription Charge – International pro-rata rate

	Jan – Dec	Feb – Dec	Mar – Dec	Apr – Dec	May – Dec	June – Dec	July – Dec	Aug– Dec	Sept – Dec	Oct – Dec	Nov – Dec	Dec
Within 1 year of completing RIBA Part 2 (or equivalent)	£56.00	£51.33	£46.67	£42.00	£37.33	£32.67	£28.00	£23.33	£18.67	£14.00	£9.33	£4.67
Within 2 years of completing RIBA Part 2 (or equivalent)	£75.00	£68.75	£62.50	£56.25	£50.00	£43.75	£37.50	£31.25	£25.00	£18.75	£12.50	£6.25
Within 3 years of completing RIBA Part 2 (or equivalent)	£95.00	£87.08	£79.17	£71.25	£63.33	£55.42	£47.50	£39.58	£31.67	£23.75	£15.83	£7.92
Within 4 years of completing RIBA Part 2 (or equivalent)	£132.00	£121.00	£110.00	£99.00	£88.00	£77.00	£66.00	£55.00	£44.00	£33.00	£22.00	£11.00
Within 5 years of completing RIBA Part 2 (or equivalent)	£226.00	£207.17	£188.33	£169.50	£150.67	£131.83	£113.00	£94.17	£75.33	£56.50	£37.67	£18.83

Members who are experiencing financial difficulty or a change in personal circumstances and earning less than £20,000 per annum after tax may be entitled to a reduced rate and should contact the membership team for further information.

Step two: Home/personal details

Surname

Title: Mr / Ms / Etc.

Forename/s

Male

Female

Other

Prefer not to say

Date of birth

D

D

M

M

Y

Y

Y

Y

Occupation

Are you registered with the ARB?

Yes

No

If yes, please give your ARB number

If no, are you currently applying?

Yes

No

Home/private details

Address

Postcode

Country

Tel/mobile

Email

Practice details

Practice name

Job Title

Address

Zip/Postcode

Country

Tel/mobile

Email

Important – would you like to be contacted at:

Home

Work

Is this job permanent or a short term placement?

Permanent

Placement

Are you currently a Student Member of the RIBA?

Yes

No

If yes, please give your Student Membership number

What helped you to decide to become an Associate Member of the RIBA?

Either (please choose one)

<input type="checkbox"/>	Post from the RIBA	<input type="checkbox"/>	RIBA Event (please specify)	<input type="text"/>
<input type="checkbox"/>	Email from the RIBA	<input type="checkbox"/>	Employer encouraged me to join	
<input type="checkbox"/>	Call from the RIBA	<input type="checkbox"/>	University	
<input type="checkbox"/>	RIBA visited me/my practice	<input type="checkbox"/>	RIBA website	
<input type="checkbox"/>	Friend or colleague recommended membership	<input type="checkbox"/>	Social media (please specify):	<input type="text"/>
<input type="checkbox"/>	Other (please specify)	<input type="text"/>		

Step three: Your architectural education

RIBA recognised Part 1  
(or other EU recognised qualification)

School and course details

School Name	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	County
Course	
Qualification	
Date of passing Part 1	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y

RIBA recognised Part 2  
(or other EU recognised qualification)

School and course details

School Name	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	County
Course	
Qualification	
Date of passing Part 2	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y

Are you studying towards Part 3?

Yes ☐ No ☐

If yes, please fill in the details below, If no please explain why

RIBA recognised Part 3  
(or other EU recognised qualification)

School and course details

School Name	
Address	
<input type="text"/>	
<input type="text"/>	
Postcode	County
Course	
Qualification	
Expected course end date	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y

# Associate Membership

**Why do we ask for this?** We try our best to monitor the diversity of our membership, as part of our dedication to making architecture a more inclusive profession.

## Race and Ethnicity

<input type="checkbox"/>	Arab	<input type="checkbox"/>	Asian/Asian British: Pakistani
<input type="checkbox"/>	White: English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	Black/African/Caribbean/Black British: African
<input type="checkbox"/>	White: Gypsy or Irish Traveller	<input type="checkbox"/>	Black/African/Caribbean/Black British: Caribbean
<input type="checkbox"/>	White: Irish	<input type="checkbox"/>	Black/African/Caribbean/Black British: Other Black
<input type="checkbox"/>	White: Other White	<input type="checkbox"/>	Mixed/multiple ethnic groups: Other Mixed
<input type="checkbox"/>	Asian/Asian British: Bangladeshi	<input type="checkbox"/>	Mixed/multiple ethnic groups: White & Asian
<input type="checkbox"/>	Asian/Asian British: Chinese	<input type="checkbox"/>	Mixed/multiple ethnic groups: White & Black African
<input type="checkbox"/>	Asian/Asian British: Indian	<input type="checkbox"/>	Mixed/multiple ethnic groups: White & Black Caribbean
<input type="checkbox"/>	Asian/Asian British: Other Asian	<input type="checkbox"/>	Multiple ethnic groups (e.g. Black Caribbean and White, Chinese and White, etc.)

## Step four: Sign the declaration

**I, the undersigned, desire to be admitted as an Associate Member of the Royal Institute of British Architects and declare that the information supplied herewith is true in every respect. I undertake to adhere to the RIBA Code of Professional Conduct, Regulations, and Charter & Bylaws throughout my membership of the RIBA\*. I understand that being an RIBA Associate Member does not entitle me to use the letters RIBA after my name and that I may not use or refer to this membership in a promotional or professional capacity to win clients and/or business.**

Signature

\*The RIBA Code of Professional Conduct, Regulations and Charter & Bylaws are subject to change and are available for members to view online or a hard copy is available on request.

Date

**Note:** RIBA Membership does not grant registration or licence to practise as an architect in the UK. To practise, use the title or RIBA affix, you must be registered with the Architects Registration Board (ARB).

## Email and communication preferences

☐ I want emails from the RIBA with useful advice, guidance, information, updates, CPD and events.

☐ I want emails about RIBA products and services (including books and publications, jobs, careers and recruitment, professional events, business services, venue hire).

☐ I want emails from NBS, the commercial knowledge management business of the RIBA including RIBA CPD Providers Network, RIBA Product Selector and NBS products and services.

☐ I confirm that I have read the Fit & Proper Person test <https://www.architecture.com/join-riba/fit-and-proper-person-rules>\* and that I meet its requirements and that I will notify RIBA immediately of any change to my status in that regard.

*\*paper copy available on request from [info@riba.org](mailto:info@riba.org)*

**As part of our compliance obligations, the RIBA would like to share the following information with you:**

The registered office of the RIBA is 66 Portland Place, London W1B 1AD;

You may contact us at [support@riba.org](mailto:support@riba.org) or +44(0)20 7580 5355;

We wish to process your data for the purpose of administering your membership and disseminating architectural information we believe you might be interested in, based on prior contact with you;

We will keep your data secure; We will only keep your data for as long as required for this purpose and you can “unsubscribe” from further contact at any time; Our full privacy policy can be found at [www.architecture.com/about/privacy-policy](http://www.architecture.com/about/privacy-policy). If you have any concerns about how we process your data please email [dpo@riba.org](mailto:dpo@riba.org) in the first instance.

## Step five: Application checklist

Complete one section only and include relevant documentation if required

Route of entry	Documentation required	Have you included it?
RIBA recognised Parts 1 and 2	Copy of official photo ID (passport, ID card)	<input type="checkbox"/>
	Certified copy of RIBA recognised qualification, Parts 1 and 2 (only if obtained outside the UK)	<input type="checkbox"/>
RIBA Parts 1 and 2 via ARB	Copy of official photo ID (passport, ID card)	<input type="checkbox"/>
Prescribed Examination	Copy of the ARB results letter	<input type="checkbox"/>
EU Directive 2005/36/EC	Detailed CV	<input type="checkbox"/>
	Copy of official photo ID (passport, ID card)	<input type="checkbox"/>
	Certified copies of qualifications in architecture (only if not registered with the ARB)	<input type="checkbox"/>
	Competent authority statement confirming that your qualification is covered by the Professional Qualifications Directive (2005/36/EC) and that you have access to the profession of architect in that member state (only if not registered with the ARB)	<input type="checkbox"/>

## Step six: Payment details

### Option A – Make a payment by BACS

Make a transfer to:

**Royal Institute of British Architects**

Account Number: 63709493

Sort code: 20-00-00

IBAN: GB37 BARC 20000063709493

Swift code: BARCGB22

- If you have previously been a Member (of any type), please use your RIBA Membership Number as your payment reference
- If you have never been a Member before and do not have a number yet, please use your full name (e.g. SarahMarie.Jackson) as your payment reference
- If paying by BACS, you must use a reference. If you don't give your bank a payment reference, we won't be able to allocate your payment and your election may be delayed

If paying by BACS, you **MUST ALSO** confirm your payment by filling in the below section:

Details

Name

Payment reference you have used:

Payment date:

D	D	M	M	Y	Y
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Payment amount:

£

Account name payment was made from:

Please also attach proof of payment to your application (screenshot or print out) – this will enable us to find your funds.

### Option B – Credit/Debit Card

☐ I would like to pay by credit/debit card.

We accept Maestro, Mastercard and Visa & by ticking this box, a member of the Membership team will be in touch upon receiving your application to arrange payment.

**Option C – Please fill in the whole form using a ball point pen and return an ORIGINAL signed copy to the address below**

Membership Development  
Royal Institute of British Architects  
66 Portland Place London  
W1B 1AD

Service user number

9 8 3 5 5 5

**To the RIBA membership dept**

This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

  

Bank/building society account number

Branch sort code

Reference (RIBA Membership no.)

**I am interested in:**

- ☐ I would like to pay in 1 instalment
- ☐ I would like to pay in 6 instalments
- ☐ I would like to pay in 12 instalments
- ☐ Other (not exceeding 12)

Collections are taken on or around the 21st of each month.

### Instruction to your Bank or Building Society to pay by Direct Debit



Name and full postal address of your bank or building society

To: The Manager Bank/building society

Address

  

Postcode

  

Banks and building societies may not accept  
Direct Debit Instructions for some types of account.

DDI1

### Instruction to your bank or building society

Please pay the Royal Institute of British Architects (RIBA) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the RIBA and, if so, details will be passed electronically to my bank/building Society.

Name and full postal address of your bank or building society

Signature(s)

Date

If you choose to pay by Direct Debit, please retain this Direct Debit Guarantee for your information.

### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the Royal Institute of British Architects will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request the Royal Institute of British Architects to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Royal Institute of British Architects or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the Royal Institute of British Architects asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

