

RIBA Chartered Membership

Application form for RIBA Chartered Membership for applicants who reside outside the UK

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

Join online by visiting at:
www.architecture.com/join-riba/individual-chartered-membership

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.

Who can join

Chartered Members must meet one of the following criteria:

- RIBA recognised Parts 1, 2 and 3 (or equivalent)
- RIBA recognised Parts 1 and 2 with at least 2 years professional experience post Part 2
- Awarded a qualification in architecture which is covered by the Professional Qualifications Directive (2005/36/EC), have access to the profession of architect in the country in which the qualification was gained and have 2 years professional practical experience.
- Group Eligibility – proof of full architect membership of one of the following 12 international institutes:
 - American Institute of Architects (AIA)
 - Branchevereniging Nederlandse Architectenbureaus (BNA)
 - Bund Deutscher Architekten (BDA)
 - Hong Kong Institute of Architects (HKIA)
 - Japan Institute of Architects (JIA)
 - New Zealand Institute of Architects (NZIA)
 - Pertubuhan Akitek Malaysia (PAM)
 - Royal Architectural Institute of Canada (RAIC)
 - Royal Australian Institute of Architects (RAIA)
 - Royal Institute of the Architects of Ireland (RIAI)
 - South African Institute of Architects (SAIA)
 - Singapore Institute of Architects (SIA)
- Individual assessment through the RIBA Membership Eligibility Assessment Panel (MEAP)

Previous RIBA Chartered 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.

Need help?

Just call our Membership Development team:
+44 (0)20 7307 3686
membership.development@riba.org

RIBA 
Architecture.com

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 – outside UK 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
Qualified up to 5 years ago	£213.00	£195.25	£177.50	£160.00	£142.00	£124.25	£107.00	£88.75	£71.00	£53.25	£35.50	£17.75
Qualified more than 5 years ago	£358.00	£328.17	£298.33	£269.00	£238.67	£208.83	£179.00	£149.17	£119.33	£89.50	£59.67	£29.83

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	Address	
Title: Mr / Ms / Etc.		
Forename/s	Town/City	
Please confirm your post-nominal qualification affixes (e.g. BA (Hons)/Dip.Arch/MArch etc.) in the order that you would like them to appear after your name on your RIBA Diploma Certificate.	Postcode	Country
	Tel/mobile	
	Email	
Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	Practice details	
Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Practice name	
	Job Title	
Are you registered with the UK ARB? Yes <input type="checkbox"/> No <input type="checkbox"/>	Address	
If yes, please give your ARB number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
If no, are you currently applying? Yes <input type="checkbox"/> No <input type="checkbox"/>	Town/City	
	Postcode	Country
	Tel/mobile	
	Email	
	Important – would you like to be contacted at:	
	Home <input type="checkbox"/>	Work <input type="checkbox"/>

What helped you to decide to become a Chartered 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"/>	

Chartered 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

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

Step three: Your architectural education

Clearly list all of your architectural qualifications below e.g. Bachelor in Architecture, Diploma in Architecture, Master in Architecture etc. These qualifications will appear on your membership Diploma.

Qualification
University/School Name
Country
Date Course commenced (mm/yy)
Date of Qualification (mm/yy)

Qualification
University/School Name
Country
Date Course commenced (mm/yy)
Date of Qualification (mm/yy)

Qualification
University/School Name
Country
Date Course commenced (mm/yy)
Date of Qualification (mm/yy)

Step four: Sign the declaration

I, the undersigned, desire to be admitted as a Chartered 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*.

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

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*

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 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;

Explanatory Notes

1. All documentation is required in English. This includes certified translation of qualifications and curriculum vitae.
2. The documentation you submit must be certified by a competent authority. Examples of a competent authority might include the registration body in your country of residence, the relevant government ministry, head of school or stamp from a notary to indicate authenticity.
3. 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).
4. Application details and prices are correct at time of printing.

Please note that your listing in the online directory of RIBA Chartered Members will automatically display the details you've chosen as your preferred contact

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. If you have any concerns about how we process your data please email 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?
<small>All documentation is required in English. This includes certified translation of qualifications and curriculum vitae)</small>		
RIBA recognised Parts 1, 2 and 3	Copy of official photo ID (passport, ID card) Certified copy of RIBA recognised qualifications, Parts 1, 2 and 3 (only if obtained outside the UK) Copy of ARB results letter (If RIBA Parts 1 and 2 via the ARB Prescribed Examinations)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
RIBA recognised Parts 1 and 2 with at least 2 years professional experience post Part 2	Detailed CV clearly showing 2 years experience and timing Copy of official photo ID (passport, ID card) Certified copy of RIBA recognised qualifications, Parts 1 and 2 (if obtained outside the UK) Copy of ARB results letter (If RIBA Parts 1 and 2 via the ARB Prescribed Examinations)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Awarded a qualification in architecture which is covered by the Professional Qualifications Directive (2005/36/EC), have access to the profession of architect in the country in which the qualification was gained and have 2 years professional practical experience	Detailed CV clearly showing 2 years experience and timing Copy of official photo ID (passport, ID card) Certified copies of qualifications in architecture (only if not registered with the ARB) 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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Individual assessment through the RIBA Membership Eligibility Assessment Panel (MEAP)	Detailed CV Copy of official photo ID (passport, ID card) Certified copy of qualifications in architecture Certified copy of all relevant academic transcripts from a university programme of at least five years full time study of architecture Certification of registration/license to practise in home country (if applicable) I understand that I will have maximum of 6 months (3 panel deadlines) to submit my first completed application, after which I may be charged a fee	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Group eligibility: You have full architect membership of one of the 12 international institutes listed on page 2 of this form.	Copy of membership certificate or evidence which states your membership number, member type (e.g. full/assoc.) and the professional institute you belong to Institute <input type="text"/> Member number <input type="text"/> Member type <input type="text"/> Proof of identity (Passport, ID card)	<input type="checkbox"/> <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. SarahMarieJackson) 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

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

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

DDI1



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.