



THE INDIAN INSTITUTE OF ARCHITECTS

Examination Department: Plot No. 105, Sector- 15 CBD Belapur (East), Navi Mumbai 400614.

Tel.022-27563901, 022-27561805 Email: iaaexam@gmail.com

Website: www.indianinstituteofarchitects.com

APPLICATION FORM FOR THE STUDENTS MEMBERSHIP OF THE IIA SCHEME OF EXAMINATION-2014 AND ONWARDS.

Note:

In accordance with the decision of the Indian Institute of Architects (IIA) Board of Examinations, students are required to complete the IIA course of examination within a maximum period of 10 years from their enrolment date for the IIA course of examination, in adherence to the norms established by the Council of Architecture (COA). This directive will be applicable to all student enrolments commencing from 1st January 2024.

Fixed dated Photograph duly authenticated by the employer.

Two identical photographs be forwarded along with this form.

Details of Payment: One-time Student Membership fee of Rs. 7,500/- by Demand Draft Drawn on the Bank _____ D.D No. _____ dated _____
The DD should be in the favour of "The Indian Institute of Architects" payable at Mumbai.

1. Name of the Applicant: Mr./Mrs./Ms. _____
(Enter name exactly as per Final Diploma Certificate)
2. a) Father's Name: Mr. _____
b) Mother's Name: Mrs. _____
c) Husband's Name: Mr. _____
3. Address for Correspondence _____
City _____ State _____ Pin Code _____
4. Applicant's contact No. _____
5. Alternate Contact person's: Name & Number _____
6. Email _____
7. Date of Birth: Date _____ Month _____ Year _____
8. Educational Qualifications:

Sr. No.	Name of Exam.	Board/Institute	Year of Passing	Marks Obtained of Max. Marks	Percentage	Remarks
1	10th Matric			Overall		
2	10+2 /Inter					
	Diploma Details					
3	Architectural Assistantship					
4	Interior Design					
5	Civil Engineering					
6	NATA Qualified	COA		Valid up to.....	/200	

Note:

- i. A full-time 3-year Diploma from a State Board of Technical Education with at least 50% marks is required.
- ii. NATA should be valid for the relevant academic year.

9. Total Working Experience after Passing Diploma: _____ Years _____ Months.

(Note: If Diploma in Architectural Assistantship OR Interior Design is done after passing 10+2 then 1-year practical experience otherwise 2 years. If Diploma in Civil Engineering is done after 10+2 then 2 years practical experience otherwise 3 years.)

10. Employment Details:

Sr. No.	Name & Address of Employer/s	From	To	Designation
1.				
2.				
3.				

(Note: The Architect Employer must be registered with COA & the member of IIA in good standing)

UNDERTAKING

I, _____, the undersigned, hereby apply for student membership under the IIA Scheme of Examination – 2014, duly approved by the Council of Architecture (COA) vide letter No. CA/5/Academic-IIA dated 14th October, 2014. I undertake to abide by all rules and regulations governing the said scheme, as amended from time to time. I declare that all information provided by me, including the diploma certificate, is true and correct to the best of my knowledge and belief. I understand that providing any false information or failing the education verification process may lead to **cancellation of my candidature at any stage.**

Date:

Signature of the Candidate

IMPORTANT INSTRUCTIONS

- Attach Bank Demand draft (except Co-Operative Banks) of Rs. 7,500/- for one time student membership.
- Attach Appointment letter and experience letter from current employer on company's letterhead.
- Attach attested copies of the working experience certificate in Architectural work from previous employers, if any.
- Attach copies of Mark sheets and passing certificates of 10th standard, 12th standard, Diploma & NATA Score Card duly attested by the Employer.
- Students must provide updated COA & IIA certificates of the employer architect; failure may hold enrollment.
- Paste One Passport size photograph on application duly attested by the employer Architect and attach two additional copies.
- Attach self-attested photocopies of the employer architect's updated COA and IIA membership certificates.
- Female applicants using a post-marriage name must submit a separate application along with the following documents:
1. Marriage Certificate 2. Gazette notification of name change 3. Updated Aadhaar Card
- Attach a copy of any one ID proofs. (Aadhaar Card, Passport, Voter ID, Pan Card or Driving license)
- Kindly dispatch the Student Membership Form, DD, and all relevant documents addressing to **Controller of Examinations** at the following address- **Examination Department: Plot No. 105, Sector- 15 CBD Belapur (East), Navi Mumbai 600614.**

FOR OFFICE USE ONLY

1. All relevant papers submitted by the applicant are verified and checked _____
2. The application is accepted / rejected. _____
3. Checked by: _____

Signature of Controller of Examination. _____

CERTIFICATE FROM THE PRESENT EMPLOYER

To
The Controller of Examinations
 Examination Department
 The Indian Institute of Architects
 Plot No. 105, Sector – 15,
 CBD Belapur East,
 Navi Mumbai – 400 614.

This is to certify that Mr./Mrs./Ms. _____ has been working in my/our office/organization as _____ since _____ and is a regular full-time employee in our office/organization. His / Her present Salary is Rs. _____ per month.

Necessary facilities for studies and leave for appearing at the IIA Examination will be made available to him/her until he/she is in our regular employment.

All the relevant records of his/her employment are maintained by us. He/she is presently working on the following projects:

Sr. No.	Project	Nature of Involvement	Remarks of employer
1.			
2.			
3.			
4.			
5.			

Date: _____ Signature of the present Employer _____

Seal of the Employer Office-

Name of the present Employer _____

AIIA/FIIA No. _____ COA Registration No: _____

Address: _____

Mobile No: _____ Office No.: _____ Email: _____

Note-

- The employer is required to submit self-attested copies of both the IIA Membership Certificate and the updated COA Registration Certificate.
- The Employer shall be responsible for furnishing correct and up-to-date information regarding the employment and experience of the Candidate.
- The Employer shall be responsible for informing the Institute in case of discontinuation of employment of the candidate with him for any reason whatsoever.
- Use additional sheets for more details about the work experience, if required.