PART-II

THE INDIAN INSTITUTE OF ARCHITECTS

Examination Department: Plot No. 105, Sector- 15 CBD Belapur (East), Navi Mumbai 400614.
Tel.022-27563901, 022-27561805 Email: iiaexam@gmail.com
Website: www.indianinstituteofarchitects.com

APPLICATION FORM FOR PART-II EXAMINATION

Note: Applications must be submitted by **15th April** (June session) or **15th October** (December session). Late submissions are accepted up to **30th April** and **31st October** with an additional late fee of **Rs. 3,000/-**.

Registration No: _____ (To be filled by the student)

Roll No: _____ (To be filled by the Exam Dept.)

Paste here photographs and get attested by Employer Architect.

To,
The Controller of Examinations,
The Indian Institute of Architects.

Sir / Madam,

I hereby submit my application to appear for the Part-II Examination under, The Indian Institute of Architects, Examination Scheme - 2014 to be scheduled for June/December 20…..... and my preferred examination centres are as follows.

1._____ 2._____

(Please select 2 preferred exam centres from Mumbai, Delhi, Chandigarh, Lucknow, Kolkata, Mysore, Kochi, or Chennai. The establishment of exam centres in Mysore, Kochi, and Chennai will be done as per the norms.)

I give below the required particulars and enclose Examination fee of Rs. …… /- by way of Bank D.D. issued in favour of **"The Indian Institute of Architects Examination Section" payable at Mumbai,** bearing No…… Dated……. Bank…….

Please tick in the appropriate box:

- ☐ Regular Exam [Fees: Rs. 12,000, applicable for full attempt]
- ☐ Reappear (1-2 subjects) [Fees: Rs. 6,000, for max 2 subjects]
- ☐ Reappear (> 2 subjects) [Fees: Rs. 12,000, Full fee applicable]
- ☐ Lapsed Year [Fees: Rs. 1,000 per un-attempted year]
- ☐ Software base Exam Fee for Sub-201 (Arch. Design) [Fees: Rs. 800, to be added to total fee]

1) Name of the Candidate in full Mr /Mrs / Miss……
(Name as stated in the Diploma Certificate) (First name) (Middle name) (Surname)

2) Father's Name /Husband's Name……...

3) Present address ……..……

..…….....…….

E-mail ……...…….. Mobile No …… ……..

4) Permanent address ……..……

……

5) Year and date of Birth of candidate ..... (DD/MM/YYYY)

6) Title of the Design portfolio if appearing: ……

7) Name of the Internal Juror: …… Contact No. of Juror: ……..

8) Provide details of your practical experience gained under an architect who is registered with COA, is an IIA member, and has at least five years of professional experience.

Name of the present / past Employer Architect	Company's Name & Address	Period of Employment
		From …… to……..
		From ……to……..

I hereby declare that the statements made in the application are true and correct to the best of my knowledge and belief.
I agree to abide by the rules prescribed by The Indian Institute of Architects, time to time.

Place …… Date: …….. Signature of applicant

Encl.: i) The passport-size photograph should be placed in the specified area and attested by the employer architect.
Two more copies of stamped size photographs to be sent with this application for affixing on the Exam Attendance Sheet.
ii) Attach photo copy of last appeared Part- I, mark sheet, if passed or Part- II if repeater.
iii) Attach Copy of Active IIA Membership Certificate and updated copy of COA Registration of the Employer Architect.

EXPERIENCE CERTIFICATE IN ARCHITECTURAL WORK TO BE GIVEN BY PRESENT EMPLOYER ARCHITECT:

Mr./Mrs./Ms. ……..has been employed with (name of the company/ firm)…….. since ……..... He/She currently holds the position of ……. All relevant employment records pertaining to him/her are properly maintained by us.

Necessary facilities for study and for appearance at the IIA Exam, will be offered to him/her, until he/she is in our employment.

Employer Architect Mobile No……

Employer Architect Email ID - …… Signature of the Employer Architect

Name of the Employer Architect……

Date-…… COA Reg. No. ……

Place - ……. Seal of the office & Address IIA Membership Number ……

NOTE FOR THE STUDENT:

1. *Students must remain employed under a COA and IIA registered architect throughout the AIIA course and submit mentioned updated employer certificates for each exam or whenever requested by the IIA. Failure to comply may result in a hold on your enrollment.*
2. *A Student shall be debarred from appearing one or subsequent examinations or his/her studentship will be cancelled permanently at any stage if it is revealed that: -*
   - *i) He/She intentionally submitted false or misleading information to obtain studentship or appear for the exam.*
   - *ii) He/She has used unfair means at an examination or in the preparation and submission of Design Project.*
   - *iii) He/She ceases to acquire Practical experience during his/her Studentship*
3. ***Monthly Attendance Log Submission***
   - *Students must email scanned copies of weekly office attendance log sheets, duly signed and stamped by the employer, covering the period from the last examination to the date of application, to the designated Examination email ID.*
   - *Hard copies of the same log sheets must be enclosed with this application form.*
   - *Students who have not been submitting attendance records by email are required to commence immediate compliance.*
   - *The prescribed log sheet format is available in the Forms section.*

(FOR OFFICE USE ONLY)

Application- Accepted / Not Accepted

Checked by: -……

Date: - …….

Controller of Examination,
The Indian Institute of Architects