

RIBA Associate Membership

Application form for RIBA
Associate Membership

Associate Membership

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

membershipdevelopment@riba.org

Next steps by the RIBA

Your name will be put forward for election by the Membership Admissions Committee. This will occur within 4 weeks of your application being received.

New Associate Members will then receive a welcome pack within three weeks of admission. The pack includes your membership card and information about how to access your RIBA benefits and services.

If you have any questions regarding your application, please contact **Membership Development** on **+44 (0)20 7307 3686** or email membershipdevelopment@riba.org.

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

Step one: Calculate your subscription fee

Subscription Charge – UK pro-rata rate (International fees on page 3)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Within 1 year of completing RIBA Part 2 (or equivalent)	£61.00	£55.92	£50.83	£45.75	£40.67	£35.58	£30.50	£25.42	£20.33	£15.25	£10.17	£5.08
Within 2 years of completing RIBA Part 2 (or equivalent)	£80.00	£73.33	£66.67	£60.00	£53.33	£46.67	£40.00	£33.33	£26.67	£20.00	£13.33	£6.67
Within 3 years of completing RIBA Part 2 (or equivalent)	£100.00	£91.67	£83.33	£75.00	£66.67	£58.33	£50.00	£41.67	£33.33	£25.00	£16.67	£8.33
Within 4 years of completing RIBA Part 2 (or equivalent)	£140.00	£128.33	£116.67	£105.00	£93.33	£81.67	£70.00	£58.33	£46.67	£35.00	£23.33	£11.67
Within 5 years of completing RIBA Part 2 (or equivalent)	£238.00	£218.17	£198.33	£178.50	£158.67	£138.83	£119.00	£99.17	£79.33	£59.50	£39.67	£19.83

Previous RIBA Members

If you were previously an Associate Member, you will need to complete the readmission form, which can be found on the RIBA website. Please call **Membership Development** on **+ (0)20 7307 3686** if you have any questions about re-joining.

Who can join

The RIBA Associate Member category is for individuals who have the following qualifications and experience:

- has passed RIBA recognised Parts 1 and 2 examinations in architecture (or an examination approved by Council as providing exemption) – or
- has been awarded an architectural qualification consisting of a minimum of 5 years of academic study which is listed in the European Union Directive (2005/36/EC)

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

Associate Membership

Subscription Charge – International pro-rata rate

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Within 1 year of completing RIBA Part 2 (or equivalent)	£47.00	£43.08	£39.17	£35.25	£31.33	£27.42	£23.50	£19.58	£15.67	£11.75	£7.83	£3.92
Within 2 years of completing RIBA Part 2 (or equivalent)	£64.00	£58.67	£53.33	£48.00	£42.67	£37.33	£32.00	£26.67	£21.33	£16.00	£10.67	£5.33
Within 3 years of completing RIBA Part 2 (or equivalent)	£80.00	£73.33	£66.67	£60.00	£53.33	£46.67	£40.00	£33.33	£26.67	£20.00	£13.33	£6.67
Within 4 years of completing RIBA Part 2 (or equivalent)	£112.00	£102.67	£93.33	£84.00	£74.67	£65.33	£56.00	£46.67	£37.33	£28.00	£18.67	£9.33
Within 5 years of completing RIBA Part 2 (or equivalent)	£191.00	£175.08	£159.17	£143.25	£127.33	£111.42	£95.50	£79.58	£63.67	£47.75	£31.83	£15.92

Step two: Your personal details

Surname

Title: Mr / Ms / Etc.

Forename/s

Male Female Date of birth

Ethnic origin (please tick one box)

White British White Other Black Asian Other

Occupation

Home/private details

Address

Postcode Country

Tel/mobile

Email

Where did you hear about RIBA Membership?

Post Event Email Online Visit/ Meeting

Word of Mouth Phone Through my practice Other

Employment details

Practice details (if different from above)

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

Associate Membership

Step three: Your architectural education

RIBA reconised Part 1

School and course details

School name(s)	
Address	
Postcode	Country
Course	
Qualification	

Date of passing

D	D	M	M	Y	Y
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Are you studying towards Part 3?

Yes No

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

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Documentation required

If you obtained your RIBA Part 1 or Part 2 through the ARB examination process, or have an equivalent, please include a copy of the result letter with your application.

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 Associate Membership does not entitle me to use the letters RIBA after my name.

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 practice as an architect in the UK. To practice, use the title or RIBA affix, you must be registered with the Architects Registration Board (ARB).

RIBA reconised Part 2

School and course details

School name(s)	
Address	
Postcode	Country
Course	
Qualification	

Date of passing

D	D	M	M	Y	Y
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RIBA reconised Part 3

School and course details

School name(s)	
Address	
Postcode	Country
Course	

Expected course end date

D	D	M	M	Y	Y
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Data Protection Act In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. The data will be used for automatic processing with regards to annual membership and architectural information dissemination.

I am happy to receive news and information from the RIBA

I am happy to receive information from relevant partners

Associate Membership

Step five: Application checklist

Complete one section only and include relevant documentation as required

Chartered Membership route of entry	Documentation required	Have you included it?
RIBA recognised Parts 1, 2 and 3	Certified copy of RIBA recognised qualification, Parts 1 and 2 (if obtained outside the UK)	<input type="checkbox"/>
EU Directive 2005/36/EC	Certified copy of qualifications in architecture Certification from the competent authority that the course is listed in the EU Directive Certification from the competent authority or university that the course was a minimum of five years in duration	<input type="checkbox"/>
RIBA Parts 1 and 2 via ARB Prescribed Examination	Copy of the ARB results letter	<input type="checkbox"/>

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Step six: Make arrangements for payment-please choose A, B or C

A) Instruction to your Bank / Building Society to pay by Direct Debit

Please pay by Direct Debit If you pay by Direct Debit you will help us save costs and more of your money goes directly to support the RIBA.

We can only accept UK Direct Debits.

If you are paying by Direct Debit from a Lloyds, Barclays, Danske Bank or Metrobank bank account, please send this page in the post to 66 Portland Place, London, W1B 1AD as these banks require an original copy.

I would like to pay by Direct Debit

Name(s) of account holder(s)

Name

Name

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society
To The Manager:

Bank/Building Society

Address

Postcode

Membership number

For office use only

Originators identification No. 983555



Instruction to your Bank or Building Society

Please pay RIBA Direct Debit 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 RIBA and, if so, details will be passed automatically to my Bank/Building Society.

Signature (s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some kinds of account

I would like to pay in instalments (between 1 and 12)

Direct Debits are collected on or around the 21st of each month

The Direct Debit Guarantee

This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.

The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

If the amount to be paid or the payment dates change, RIBA will notify you 14 working days in advance of your account being debited or as otherwise agreed.

If an error is made by the RIBA or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.

You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



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B) Make a payment by BACS

Make a transfer to:

RIBA Membership Account

Account Number: **00912672**

Sort code: **30-94-87**

IBAN: IBAN GB49 LOYD 3094 8700 9126 72

Swift code: LOYDGB21322

- 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**:

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

C) Credit/Debit Card

Card holders name and address

Name

Address

Zip/Postcode

Country

Amount (see page 3)

Member no:

For office use only

Please debit my Credit/Debit Card for the amount indicated above

Maestro

MasterCard

Visa

Card number

Expiry date

Valid from

CSV number

(Last 3 digits on reverse of card)

Signature (s) of card holders

D) Cheque

I enclose a cheque, bankers draft or money order payable to Royal Institute of British Architects, for the amount indicated above.

Cheques must be drawn in Sterling on a United Kingdom Bank or Building Society account. Do not send cash.

