



Overseas Qualifications Assessment (OQA) Stage 1 and Stage 2 Combined

Application Form

Please read the [OQA Stage 1 and Stage 2 Combined Guide](#) before completing this form.

This form is for assessment of overseas academic qualifications in Architecture for migration purposes by applicants currently residing in Australia.

Please note: If you have already completed Provisional Assessment of Overseas Qualifications the use the Overseas Qualifications Assessment Stage 2 Application form.



Section 01

Personal Details

1. Title Dr Mr Mrs Miss Ms Other
2. Family name
3. Given name/s
4. Previous name/s
Attach evidence
5. Gender Male Female
6. Date of birth (DD/MM/YYYY)
7. Country of birth
8. Is English your first language?
If no, provide either IELTS Test Certificate or letter from employer (see Section 2 of guide)
9. What is your current residency status?
Attach a copy of passport or visa (see Section 2 of guide)
10. Are you using an Agent? Yes* No * If yes, please ensure you have attached the authorisation letter signed by you (original document only). Refer to the guide.

Section 02

Contact Details

11. Address for outcome of assessment
If using an agent provide agent's details
12. Email
If using an agent provide agent's details
13. Telephone number/s

Section 03

Assessment Requirement Classification

14. Do you require this assessment for migration purposes? Yes No

Section 04

General School Education

15. In which years did you start and finish your general schooling?
- | | Start | Month | Year | Finish | Month | Year |
|--|-------|-------|------|--------|-------|------|
| | | | | | | |
16. Details of all education completed prior to commencing Tertiary Studies
- | | Number of years | Name of qualification or certificate obtained | Country |
|--|-----------------|---|---------|
| | Primary | | |
| | Secondary | | |
| | Other | | |

Section 05

Tertiary Education in Architecture

17. Number of qualifications to be assessed in this application.

18. Name your first qualification In English
In Original Language

Name of institution

Full address of the institution

Normal entry requirement for the course

Date of course (mm/yyyy)

Commencement

Completion

Length of full-time course

Years

Semesters

Time you took to complete the course

Years

Semesters

Did you study

Full-time

Part-time

Hours per week (estimate)

Copy of Syllabus provided?

Yes

No

If Yes, provide format i.e. USB/CD/hardcopy

URL / Dropbox URL

If No, provide reason in cover letter

Was this a coursework program?

Yes

No

Was a period of practical experience a compulsory requirement of the course?

Yes

No

*Explain how this was undertaken: Was a specific period of course time set aside for practical training or was the practical training undertaken outside of course time? Was there an assessment component?

*State the length of time involved in the practical training (i.e. years, months, weeks or semester hours).

19. Name of your second qualification

In English

In Original Language

Name of the institution

Full address of the institution

Entry requirement for the course

Date of course (mm/yyyy)

Commencement

Completion

Length of full-time course

Years

Semesters

Time you took to complete the course

Years

Semesters

Did you study

Full-time

Part-time

Hours per week

Copy of Syllabus provided?

Yes

No

If Yes, provide format i.e. USB/CD/hardcopy

URL / Dropbox URL

If No, provide reason in cover letter

Was this a coursework program?

Yes

No

Was a period of practical experience a compulsory requirement of the course?

Yes

No

*Explain how this was undertaken: Was a specific period of course time set aside for practical training or was the practical training undertaken outside of course time? Was there an assessment component?

*State the length of time involved in the practical training (i.e. years, months, weeks or semester hours).

Note: This page may be photocopied for additional qualifications where required.

Section 06

Registration/Licensing Details

20. If you are or have been registered or licensed to practice as an architect in your country of origin, please provide details.

Name of authority

Country

Date

Have you ever been refused a licence or registration?

Yes No

If yes, give a reason:

Please note: It is recognised that registration is not a prerequisite to the practice of architecture in some countries.

Section 07

Self-Assessment Matrix

21. Instructions for completing the Self-Assessment Matrix

Please read Section 7 of the [OQA Stage 1 and Stage 2 Combined Guide](#) before completing the Self-Assessment Matrix.

Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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Design Studies and Design Integration

Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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Documentation and Technical Studies

Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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History and Theory Studies

Practice and Project Management, Implementation and User Studies

Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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Environmental Studies

Communication Studies

Self-Assessment Matrix

Unit Code	Unit Name eg. Architectural Design 1A	Qualification No. eg. 1 or 2	Year No. eg. 1, 2, 3, 4, 5	Credit Points	Contact Hours	Mode of Delivery eg. lecture, tutorial, design studio, workshop, online	Syllabus provided	Grade
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Elective Studies

Any other studies that cannot be mapped into the 7 core areas

Section 08

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declaration Act 1959

1. Insert the name, address and occupation of person making the declaration

I¹,

make the following declaration under the Statutory Declarations Act 1959:

2. Set out matter declared to in numbered paragraphs

²

I solemnly declare that:

- a. I acknowledge that that I have read and understood the information supplied in the [Overseas Qualifications Assessment Stage 1 and Stage 2 Combined Guide](#);
- b. all information and documents provided are complete, correct and up-to-date;
- c. I acknowledge that the failure to provide all information as indicated in the [Overseas Qualifications Assessment Stage 1 and Stage 2 Combined Guide](#) will mean that the AACA is unable to complete its assessment and will not be able to express an opinion as to the status of your application;
- d. I authorise the AACA to make any enquiries necessary to assist in the assessment of your qualifications and to use any information supplied in my application for that purpose;
- e. I consent to the release of any information provided to a state or territory architects registration authority;
- f. I acknowledge that the provision of false or misleading information may result in:
 - i. information being provided to a state or territory architects registration authority; and/or
 - ii. decision by the AACA to review any opinion provided relating to your application; and
- g. I agree to inform the AACA of any changes to my circumstances (e.g. address) while my application is being considered.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3. Signature of person making the declaration

³

4. Place

declared at ⁴

on ⁵

of ⁶

5. Day

6. Month and year

7. Signature of person before whom the declaration is made (see over)

Before me,

⁷

8. Full name, qualification and address of person before whom the declaration is made (in printed letters)

⁸

Statutory Declaration

A statutory declaration under the Statutory Declarations Act 1959 may be made before –

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3
- (d) of the Consular Fees Act 1955; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3

(c) of the Consular Fees Act 1955; and
(d) exercising his or her function in that place

- Fellow of the National Tax Accountants' Association
 - Finance company officer with 5 or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
 - Master of a court
 - Member of Chartered Secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
- (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
 - Notary public
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

Section 09

Submission Checklist

Review Section 4.2 Submission Requirements in the [Guide for Applicants](#) for more information.

***Note:** 1 and 2 documents are required in hardcopy only. Electronic versions of these documents will not be accepted.

Save all **electronic documents** as individual PDFs and use your name in the document title.

1. **Certified copies** of your degree/s or other certificate/s awarding the qualifications in original language as issued by the conferring body*
2. Certified copies of **academic transcripts** for each qualification*
3. **Course syllabus** for each qualification
4. **Cover letter** (maximum 2 x A4 pages) stating reasons why you believe your academic qualifications are equivalent to an accredited Australian qualification in Architecture
5. Completed **Application Form** (Sections 1 to 9)
6. Ensure that Section 08 **Statutory Declaration** is signed by applicant and by an authorised witness. **Please Note:** Statutory Declaration can be submitted as separate .pdf document to the Application Form
7. **Project Summary Statement** (500 - 800 word statement that summarises your project material)
8. **Portfolio** of 4 - 6 projects (prepared in landscape A3 format, maximum 80 pages, maximum 60MB)
9. **NCSA Performance Criteria** [Checklist](#)
10. **Project Summary Proforma** for each project in your Portfolio
11. Proof of **Residency Status** either:
 - i. Permanent or Temporary visa as issued by the Department of Immigration and Border Protection; or
 - ii. High quality scan of Australian Passport at photo identification page
12. **English Proficiency** (if applicable)
 - i. IELTS Test Certificate; or
 - ii. Employer Letter
13. Certified copies of **evidence of registration** (if applicable)
14. Certified evidence of **Name Change** (if applicable)
15. **Authorising letter** from Agent (if applicable)
16. **English Translations** of any documents that are in a language other than English (if applicable)
17. **Proof of payment.** Please provide a copy of the receipt confirming your credit card payment.

Section 10

How to Submit

Electronic submission of application:

With the exception of the supporting documentation for items 1 and 2 (and possibly 3), your application should be submitted via email to mail@aaca.org.au.

Applicants should use a file-hosting service (i.e. Dropbox) and supply a link to documents in submission email.

Applicants must provide all requested information and documents before applications can be considered.

Applicants will normally receive an email acknowledgement within 2 business days of submission.

Submission of hard copy documents:

Documents that must be submitted in hard copy should be posted to this address:

Architects Accreditation Council of Australia (AACA)
PO Box A2575
Sydney South NSW 1235
Australia

If using a courier, provide this street address to the courier:

Architects Accreditation Council of Australia (AACA)
Suite 3, Level 5
75 Castlereagh Street
SYDNEY NSW 2000
Australia

Applications may be dropped off in person to the AACA Office during standard office hours of 9am to 5pm. When submitted in person, applications are treated as a standard mail delivery and are not immediately checked or receipted by the AACA Office.

Contacting AACA



Architects Accreditation Council of
Australia (AACA)
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Sydney South 1235
Australia



+612 8042 8930



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www.aaca.org.au