



Overseas Qualifications Assessment (OQA) Stage 1 - Provisional Assessment

Application Form

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

Please note: Applicants currently residing in Australia can have their overseas qualifications assessed (Stage 1) concurrently with their portfolio of work and interview (Stage 2) to be eligible to sit the Architectural Practice Examination (APE) within a shorter time frame.



Section 01**Personal Details**

-
1. Title Dr Mr Mrs Miss Ms Other
2. Family name
3. Given name/s
4. Previous name/s
5. Gender Male Female
6. Date of birth (DD/MM/YYYY)
7. Country of birth
8. First language
9. Country of permanent residence
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. Applicant's (or agent's) email address
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 | | Finish | |
|--|--------------|------|---------------|------|
| | Month | Year | 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.

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

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 - tick the format:

URL/Dropbox URL*

USB

CD

Hardcopy

*If provided as URL, state in cover letter and email the link to AACA after receipt of your application.

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).

Name of your second qualification

In English

In Original Language

Name of institution

Full address of the institution

Normal entry requirement for the course

Date of course

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 - tick the format:

URL/Dropbox URL*

USB

CD

Hardcopy

*If provided as URL, state in cover letter and email the link to AACA after receipt of your application.

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

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

Instructions for completing the Self-Assessment Matrix

Please read Section 8 of the [OQA Stage 1 Guide](#) before completing the Self-Assessment Matrix.

Additional columns may be inserted into the matrix where required or if there is insufficient room in the matrix, include additional pages with your application.

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

Applicant’s Declaration

Please note: If forged, altered, or falsified documents are submitted to AACA at any time, the application will not proceed, no refund of fees will be made and the relevant authorities may be notified.

AACA reserves the right to contact educational and governmental institutions and agencies for additional information and/or verification of the authenticity of the documents submitted for this assessment.

I solemnly and sincerely declare and affirm that

- The information I have supplied on this form and any additional pages and supporting documentation is complete, correct and up-to-date;
- I undertake to inform the Architects Accreditation Council of Australia (AACA) of any changes to my circumstances (eg address or other contact details) while my application is being considered;
- I authorise the AACA to make any enquiries necessary to assist in the assessment of my academic qualification(s) and to use any information supplied in this application for that purpose; and
- I have read and understood the information supplied to me in the explanatory notes accompanying this application.

Please print and sign this form. AACA only accepts documents with original signatures.

Print Applicant name

Applicant Signature Date

Print Witness name

Witness Signature Date

Section 09

Submission Checklist

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

1. Cover letter (maximum 2 x A4 pages) stating reasons why you believe your academic qualifications are equivalent to an accredited Australian qualification in Architecture
2. Application form (this document) including Applicant's Declaration signed and witnessed (Section 8)
3. Certified copies of your degree/s or other certificate/s awarding the qualifications in original language as issued by the conferring body
4. Certified copies of academic transcripts for each qualification
5. Course syllabus for each qualification
6. Certified copies of evidence of registration (if applicable)
7. Certified copy of evidence of name change (if applicable)
8. Authorising letter for agent (if applicable)
9. Certified copies of English translations of any of the above document(s) not in the English language
10. Proof of Payment or cheque/money order attached

Section 10

How to Submit

Send your completed application form, supporting documentation and application fee to:

Completed applications 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)
PO Box A2575
Sydney South 1235
Australia



+612 8042 8930



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www.aaca.org.au