



Overseas Qualifications Assessment (OQA) Stage 2

Application Form

Please read the [OQA Stage 2 Guide](#) before completing this 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

Stage 1 Provisional Assessment Details

14. AACA application reference number (refer to Provisional Assessment advice)
15. Date of notification of assessment (refer to Provisional Assessment advice)
16. If any personal or other information has changed since the submission of your initial application please provide details:

Section 04

General School Education

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

Section 05

Tertiary Education in Architecture

Details of the first academic qualification you obtained.

19. (a) Name your <u>first</u> qualification	In English	
	In Original Language	
Name of granting institution		
Country of the institution		
Language of delivery		
Date of course (month/year)	Commencement	Completion
Normal length of full-time course (years/semesters)	Years	Semesters
Length of time you took to complete the course (years/semesters)	Years	Semesters

Details of the second academic qualification you obtained.

19. (b) Name your <u>second</u> qualification	In English	
	In Original Language	
Name of granting institution		
Country of the institution		
Language of delivery		
Date of course (month/year)	Commencement	Completion
Normal length of full-time course (years/semesters)	Years	Semesters
Length of time you took to complete the course (years/semesters)	Years	Semesters

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

Commonwealth of Australia

STATUTORY DECLARATION Statutory Declarations 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 I have read and understood the information supplied in the Overseas Qualifications Assessment Stage 2 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 2 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 my application;
- d. I authorise the AACA to make any enquiries necessary to assist in the assessment of my 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. a decision by the AACA to review any opinion provided relating to my 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 08

Submission Checklist

Review the [Guide for Applicants](#) for further information on all submission requirements.

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

1. Completed **Application Form** (Sections 1 to 8)
2. Ensure that Section 7 **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
3. **Project Summary Statement** (500 - 800 word statement that summarises your project material) saved as .pdf
4. **Portfolio** of 4 - 6 projects (prepared in landscape A3 format, maximum 80 pages, maximum 60MB)
5. **NCSA Performance Criteria Checklist**
6. **Project Summary Proforma** for each project in your Portfolio
7. 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
8. **English Proficiency** (if applicable)
 - i. IELTS Test Certificate; or
 - ii. Employer Letter
9. Certified evidence of **Name Change** (if applicable)
10. **Authorising letter** for Agent (if applicable)
11. **Payment of fee attached.** If paid in Australia by electronic funds transfer, provide evidence of payment, such as a copy of the payment receipt.

Section 09

How to Submit

Applications are to be submitted via email to mail@aca.org.au.

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

Contacting AACA



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



+612 8042 8930



mail@aca.org.au



www.aaca.org.au