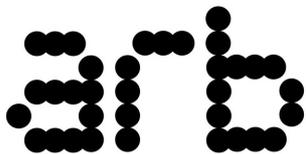


Registering with UK qualifications

# Frequently Asked Questions



Architects  
Registration  
Board



# Frequently Asked Questions

Q. If I do not have my degree certificate can I still apply to join the Register? Is there another document I can provide as evidence?

We need official confirmation from the awarding body, telling us the full title of the qualification you have been awarded and the date it was awarded. If you do not have your certificates, we can accept an official headed letter or academic record or diploma, as long as it confirms the relevant facts.

Q. My school of architecture confirmed that it has issued a pass list to you, so why do you need a certificate?

We need the awarding body to confirm the full title of the qualification you have been awarded and the date it was awarded. We will check this against our pass lists when you apply to join the Register, but we cannot rely on these lists alone. We will also use the certificates when preparing any documents that you might need us to issue if you move to another country or if you need us to confirm your qualifications for another reason.

Q. If my Part 1 course was not prescribed when I studied, can I still apply for registration if I have prescribed Part 2 and Part 3 qualifications?

No, you will not be eligible to apply until you have been awarded Part 1. If your undergraduate qualification is not prescribed (not recognised) or was awarded outside of the UK, you will need to make an application through the Prescribed Examination route to have the qualification considered as an equivalent to Part 1.

Q. I recently completed my Part 3 but want to work abroad for a year. Can I still apply for registration when I get back?

Yes, but if you apply more than two years after Part 3 was awarded, we may need to make further checks to confirm that you are still competent to practise.

Q. Can I be registered under a preferred name, even though my passport and degree certificates show my given name is different?

Your name will be included in the Register as it appears in your identity documents. If you have since changed your name, we will need a marriage or civil partnership certificate or a deed poll to show that your name has officially changed.

# Frequently Asked Questions

Q. I don't want my employer's address or my home address to appear in the Register. What do you suggest?

The Architects Act says we must publish the name and business address of everyone who is included in the Register. By business address, we mean where you spend your working hours. If you are not working at present you can use a home address, as long as you tell us your business address once you are employed. All address details will be shown in the online Register. If there are reasons why your address should not be made public, for example you have been the victim of a crime, please contact us before applying and enclose supporting information, such as an official crime report.

Q. My certificates were issued under two different variations of my surname and first name. Will this be a problem?

You will have to provide a formal declaration or affidavit (as below) to assure us that you are the holder of all the relevant qualifications.

'I, <first name and surname>, declare that the information below is truthful and is given to support my application to join the Architects Registration Board (ARB). I confirm that my identity (<first name and surname>) and date of birth (DD/MM/YYYY) are as shown on my passport and provided as part of my ARB application. I am also known as, and have provided certificates as part of my ARB application as, <first name and surname>. I declare that <first name and surname> is the same person as <first name and surname>.' The text above is an example only – your solicitor or notary public may use an alternative form or words, depending on your circumstances.

Q. I confirmed that I am covered by my employer's professional indemnity insurance (PII) when I applied. Why have you contacted me for further information?

If you have provided what appears to be a home address and your application suggests you are working, we will need your business address, as the Architects Act says we must record this in the Register.

Q. I have a first name that I do not use, and want to register under my middle name. Is this a problem?

No, as long as your evidence of identity clearly shows this.

Q. I had confirmation from you that my qualifications gained in another member state were equivalent to Part 1 and Part 2. I have now completed a UK Part 3 and want to register. Which route do I use?

You may use either the UK or EU route as your application is a combination of both routes. Please make sure you upload a copy of the letter we issued to you confirming we accepted your qualification, together with a copy of the qualification certificate and the competent authority declaration as originally provided in the relevant member state. We will also need a copy of your Part 3 qualification.

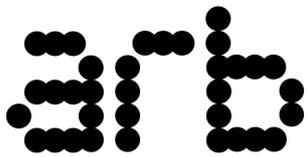
# Frequently Asked Questions

If these FAQs do not answer your particular circumstance, or if you have any further queries, please call to speak with a member of the Registration Team on +44 (0)20 7580 5861.

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## Glossary of terms used

<b>Affidavit</b>	A statutory declaration made before a solicitor or notary public. These are available at a modest fixed fee.
<b>Competent Authority</b>	Each member state puts forward a body to carry out certain functions under the Qualifications Directive. A full list of these authorities can be found <a href="http://arb.org.uk/wp-content/uploads/2016/05/COMPETENT-AUTHORITIES-2016-V2.pdf">arb.org.uk/wp-content/uploads/2016/05/COMPETENT-AUTHORITIES-2016-V2.pdf</a>
<b>Member State</b>	Includes EU/EEA countries and Switzerland.
<b>PII</b>	Professional Indemnity Insurance, which all practising architects must carry.



**Architects  
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