

Checklist for FIRST TIME Applicant

Name of Applicant: _____
(As per NRIC/Passport)

No	Description	Fee	Submitted ✓
1	Form for "Application for admission to the Professional Practice Examination 2020 under Section 15(2)(a) of the Architects Act" (With latest photograph)	\$500/-	
2	Form for "Application for Registration" (With latest photograph)	\$350/-	
3	Form for "Acknowledgment by PPE Candidate registering for 2020 PPE Exam" (Subsidy for APC)		
4	Two (2) copies of: i. Degree certificates (Both parts of your degrees and diploma, if applicable) ii. Transcripts (Full 5 years)		
5	Log book and Case Study • <i>Endorsed by both Advisor and Supervisor</i> • <i>Log book must be submitted in the original beige BOA log book folder.</i> • <i>Case Study must be securely bound (Plastic ring binding/Hard cover binding/Wire binding)</i>		
6	Two (2) character reference letters from character referee <i>This is not required if you have already submitted the letters in your last application and provided that there are no changes in the character referees stated in the form for "Application for Registration".</i>		
7	Quarterly Assessment Reports for January to March 2020		
8	Application Fee <i>Cheque payment only. We do not accept cash or online payment. Cheque to be made payable to "Board of Architects"</i>	\$850/-	

Note:

- Please attach this checklist to your application.
- Incomplete forms will not be accepted. Please ensure that all sections are filled up and your latest photograph are attached in the forms.
- **Applicants are required to book an appointment to drop off the application at the designated drop off box at BOA.**
- Candidates are required to update the Board via email within 2 weeks if there are any changes in their contact information.