



Undergraduate School  
Entry Application

Undergraduate Admissions  
Registrar's Office  
AA School of Architecture  
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ARCHITECTURAL ASSOCIATION  
SCHOOL OF ARCHITECTURE

**This form should be completed in capital letters. Before doing so please read carefully through all information on it and refer to the Frequently Asked Questions page: [aaschool.net/admissions/faqs.shtm](http://aaschool.net/admissions/faqs.shtm) [aaschool.net/admissions/ugprogrammes.shtm](http://aaschool.net/admissions/ugprogrammes.shtm)**

**Please affix a passport-size photograph and print your name on the back**

The AA does not belong to UCAS. This application form should be completed and returned to the Undergraduate Admissions Coordinator, Registrar's Office, at the above address.

**Timetable for admissions process**

- Application deadline: 12 January
- Portfolio deadline: 21 January
- Late application deadline: 13 March
- Late portfolio deadline: 25 March



**Deadlines**

The deadline for receipt of applications is 6pm on 12 January (application fee £30); late applications will be accepted up to 6pm on 13 March (fee £60). Applications made after 13 March may be accepted at the discretion of the School. Any student wishing to apply for a Scholarship must apply by 12 January. Any scholarship applications received after this deadline may be accepted at the discretion of the School.

The application must be complete otherwise it cannot be processed. Please ensure all sections are completed including the checklist at the end of the application form.

**Portfolio**

[aaschool.net/admissions/  
portfolioguidelines.shtm](http://aaschool.net/admissions/portfolioguidelines.shtm)

All applicants are expected to submit a bound sample portfolio of art/design work (no larger than A3 and between 10 to 30 pages). CDs/DVDs of additional material are also accepted but only when accompanying a printed hard copy portfolio. Portfolios must be received by 6pm on Wednesday 21 January or Wednesday 25 March (late applications). Portfolios can be delivered by hand to the AA or sent by post or courier. The AA cannot be held responsible for late arrival of portfolios. If your portfolio has not been received in time your application may be considered for the late application deadline, or if it arrives after the late application deadline it may be accepted at the discretion of the School.

Sample portfolios will only be returned if requested and a £50 postage fee is paid in advance, or if the portfolio is picked up in person from the AA on a date prearranged by the AA. Portfolios will be returned/available to pick up when the AA no longer requires them for assessment purposes. Please wait to be informed that your portfolio is ready for collection. Portfolios brought to an interview can be taken away directly after the interview.

**Interview**

Based on the assessment of your application and portfolio you will be emailed to be told whether you have been invited to an interview at the AA and the date and time of your interview. The interview should be seen as an opportunity for mutual discussion based on the student's portfolio of work. A detailed portfolio guide is available at:

[aaschool.net/admissions/  
portfolioguidelines.shtm](http://aaschool.net/admissions/portfolioguidelines.shtm)

**Visiting the AA**

Prospective students are encouraged to visit the AA during one of the School's Open Days (dates and details available on the AA website) or during weekdays in term time by arrangement with the Undergraduate Admissions Coordinator.

**Family name**

**First name(s)**

Please underline the first name you prefer to use

**Middle name(s)**

**Permanent address**

**Permanent telephone**

**Address for correspondence (if different)**

**Telephone**

**Mobile**

**Date of birth**

**Nationality**

**Email**



## English Language

Qualifications accepted: IELTS 6.5 (academic) [www.ielts.org](http://www.ielts.org), O level, GCSE, IGCSE (First Language), Cambridge Certificate of Advanced English C, bilingual IB, SAT reading 550, and most High School English language qualifications from ex-Commonwealth countries. **Please note we do not accept TOEFL.** We can accept three years of study in a UK university instead of an English Language qualification.

**A recognised English Language qualification is required by 30 June prior to entry to the School.** The AA reserves the right to ask you to gain an appropriate level of English before you apply or are interviewed. The AA reserves the right to make a place in the School conditional on gaining a further English Language qualification if deemed necessary.

### Scholarships and Awards

The AA offers a limited number of scholarships to students who demonstrate outstanding merit in their portfolio and financial need. All scholarship awards are made on the basis of the interview recommendation. Scholarships are available to First, Second and Fourth Year applicants (not to Visiting Students).

Visit [www.aaschool.net/admissions/faintro.shtml](http://www.aaschool.net/admissions/faintro.shtml) for further information.

### Loans

The following information applies to undergraduate students on the five-year RIBA/ARB undergraduate course only, and is subject to current government legislation. For further up-to-date information students should go to the student finance section of the website [www.direct.gov.uk](http://www.direct.gov.uk) bearing in mind that the AA is a private institution and so not all this information applies.

### Tuition Fee Loans

New AA students from the UK and EU are eligible for a Tuition Fee Loan (non-income assessed). New students who have been offered a place should apply to their Local Education Authority (LEA)/Student Loan Company (SLC) [www.slc.co.uk](http://www.slc.co.uk). Those transferring from other British schools must inform their LEA/SLC.

### Student Loans for Living Expenses

Student loans for living expenses are available to home students, or those who have lived in the UK for three years prior to embarking on higher education.

[www.slc.co.uk](http://www.slc.co.uk)

At the present time EU students are not eligible for UK student loans for living expenses unless they have been resident in the UK for three years prior to embarking on higher education.

## ENGLISH LANGUAGE

Please supply your original English language qualification.

If you have not yet gained the required English Language qualification please state in this section the name of the qualification and when you expect to be taking the examination.

Qualification	Date	Result
_____	_____	_____

## SCHOLARSHIPS AND AWARDS

Are you applying for an LEA/SLC/EU award? \_\_\_\_\_

Have you previously received an LEA/SLC/EU award? If so, from which authority? \_\_\_\_\_

Are you applying for a scholarship or bursary? If so, from what source? \_\_\_\_\_

Do you need to be considered for a scholarship from the AA? \_\_\_\_\_

Could you afford to study at the AA without financial assistance from the AA? \_\_\_\_\_

The answer to this question will not affect the decision regarding admission to the AA.

## TRAVEL

Dates

State countries and principal towns visited

Please continue on separate sheet if required.

_____	_____
_____	_____
_____	_____
_____	_____

## ARCHITECT'S OFFICE OR BUILDING EXPERIENCE

Dates

_____	_____
_____	_____
_____	_____
_____	_____

## APPLICATION TO OTHER SCHOOLS

If you are applying to schools other than the AA and wish to let us know which ones, please list them below in order of preference, including the AA in your list. This question is not compulsory.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## CANDIDATE'S STATEMENT

This statement must be typed, not handwritten, and must not exceed one A4 page.  
Please indicate what architectural issues interest you and why you wish to pursue them at the AA.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Reference

When you have completed your part of the form please pass it (or a copy) on to your referee (teacher or tutor) so that they can refer to it when writing their reference. The Academic Reference Report must be provided on headed paper with a signature (not by email or fax). It can be sent separately but must be received by the deadline.

The reference must be from an academic who has taught you recently. For those with previous architectural education the reference must be from someone who has taught you design as part of your course. For mature students who have not been in education for more than three years, the reference should be from your employer or from a professional (doctor, lawyer, etc.) who can give you a personal reference. We require only one reference but more can be sent if preferred.

Referees should indicate not only their general views on the candidate and his/her potential, but also their reasons for supporting the application to the AA.

## REFERENCE

Name of academic referee \_\_\_\_\_

Job title/position \_\_\_\_\_

Academic institution \_\_\_\_\_

Please note it is your responsibility to contact your referee and ensure the reference reaches the AA by the deadline.

## CANDIDATE'S DECLARATION

### Portfolio:

Delete whichever statements do not apply

1. I would not like my sample portfolio returned to me.
2. I would like my sample portfolio returned to me and have paid the £50 portfolio return fee
3. I would like my sample portfolio returned and will come, or arrange for someone else to come in person, to pick it up on a date prearranged by the AA.

Portfolios will be returned/available to pick up when the AA no longer requires them for assessment purposes. Please wait to be informed that your portfolio is ready for collection.

### Application fee payment:

Sterling cheques or bank orders should be made payable to the Architectural Association. Bank transfer payments cannot be accepted. For credit/debit card payments please complete the relevant section below. Please note we cannot accept American Express or Diners Club. Application fees and portfolio-return fees are non-refundable.

Please tick applicable box(es):

- Application forms received before 6pm on 12 January: application fee £30
- Application forms received after 6pm on 12 January: application fee £60
- Portfolio return fee (optional): £50

Please charge a total of £ \_\_\_\_ to my credit/debit card account number

\_\_\_\_\_  
(long number on front of card only)

Name on card: \_\_\_\_\_

Valid from: \_\_\_\_\_ Expiry date: \_\_\_\_\_ Issue no: \_\_\_\_\_  
(if shown on card)

## CANDIDATE'S APPLICATION

Delete whichever statements do not apply:

1. I wish to apply for entry to the Foundation/First Year
2. I wish to apply for entry to Years other than Foundation/First Year

For candidates applying for entry to Fourth Year:

Have you gained RIBA/ARB Part 1 at a UK university? \_\_\_\_\_ If yes, at which UK university and when?

University \_\_\_\_\_ When \_\_\_\_\_

Please note that the ARB does not recognise any courses outside of the UK.

If no, all students applying to Fourth Year must have passed Part 1 by 31 August prior to entry to the Diploma School. Application to ARB for Part 1 exemption is required [www.arb.org.uk](http://www.arb.org.uk).

Upon signing the application form I certify that the work submitted is entirely my own or my role is clearly stated. Plagiarism is unacceptable in the academic setting and students/applicants are subject to penalties including dismissal from the programme if they commit an act of plagiarism. By signing I also declare that all the statements I have provided in and accompanying this application are correct. I understand that any offer of admission to the AA School may be withdrawn if I cannot provide documentary evidence of any statement on this form.

Upon signature of the application form I am consenting to the processing of my personal information by the Architectural Association School of Architecture (Inc.) in compliance with the requirements of the Data Protection Act of 1998. My data will NOT be disclosed to third parties for direct marketing purposes, and NO decisions will be made only by automatic means using my personal information.

I have read and understood the conditions of entry to the AA and confirm that I satisfy these requirements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Equality

The AA aims to create conditions to ensure that students are treated solely on the basis of their merits, abilities and potential, regardless of their gender, colour, religious/political beliefs, ethnic or national origin, disability, family background, age, sexual orientation or other irrelevant distinction.

## Disability/medical condition

The AA encourages all students, no matter what the circumstances, to inform the AA as soon as possible if support is required.

The Architectural Association School of Architecture (Inc.) reserves the right to vary or omit all or any of its facilities, tuition or activities, or amend in any substantial way any of the facilities, tuition or activities for which students may have enrolled. Students shall have no claim against the AA in respect of any alteration made to the course.

Are you a member of the AA? \_\_\_\_\_

Have you visited or attended any event at the AA? \_\_\_\_\_

Have you made any previous applications to the AA? \_\_\_\_\_

If so, when? \_\_\_\_\_

How did you first hear of the AA? \_\_\_\_\_

## CHECKLIST

### Please ensure you have enclosed the following

- Completed application form
- Application fee (£30, or £60 for late applications)
- Academic certificates and transcripts
- English Language qualification (if available)
- Academic Reference (unless sent separately)
- Passport photograph
- Portfolio (unless sent separately)
- £50 portfolio return fee (optional)