



This document is to provide additional help in completing the online application form. Whilst we hope that the application form is as straightforward as possible this document or certain sections of it may be a useful reference point.

Before you Begin

You will need the following before you can start your application:

1. An email address for the AA to communicate with you.
2. Electronic copies of your
 - Passport
 - Visa if applicable
 - English Language certificate if applicable
 - Certificates and transcripts to date
 - Academic references
 - Photo

REGISTER

Register to create your log in and password details to allow you to return to your application as often as you want. When registering you must ensure you submit your name as stated on your passport.

COMPLETING THE APPLICATION FORM

PERSONAL DETAILS

Title	Mr, Mrs, Miss, Ms, Professor, Dr, as stated on your passport
First Name	As stated on your passport
Family Name	As stated on your passport
Nationality	As stated on your passport, choose from the drop down menu. If you have dual nationality please leave a note in the additional information section.
Place of Birth	As stated on your passport
Permanent Address	The address where you are currently living
Correspondence Address	This is the address which we will be sending letters to
Photo	Please upload a clear passport photo of yourself

EDUCATION

Schools

Please include the names of all the schools you attended after the age of 12, ensuring you include dates.

Schools attended since the age of 12*	From	To
Valentines High School	2000	2005

Further/Higher Education

Include all colleges or universities attended, including dates.

Further/Higher Education	From	To	Qualification
University of East London	2005	2009	BA Degree: 2.1
International Baccalaureate	2006	2008	30

Examination results

Please insert the type of qualification you have gained, or are yet to gain, followed by the subject. Examples: High School Diploma, GCSEs, A level, Foundation.

Examination results			
Subject ?	Level ?	Date ?	Result ?
English	GCSE	06/2012	Pending

We understand international qualifications differ; you do not need to insert all the details of your transcript grades, as we will assess the uploaded copy. Please type the name of the qualification, the dates and overall grade. Students who are currently completing a qualification must simply insert the qualification name, subject and anticipated date of results, and state that it is pending.

ENGLISH LANGUAGE

State what English Language Certificate you have with the date achieved. You will need to upload a copy later on in the application form. If you are yet to take a test, please insert 'pending' and a date. Please refer to the English Language Requirements page for a list of accepted English language tests and also the exemption list.
www.aaschool.ac.uk/apply/admissions/undergradapp.php

All students requiring a Tier 4 general student visa must fulfil this requirement.

SCHOLARSHIPS & AWARDS

LEA/SLC/EU

This section refers to students applying for funds from their Local Education Authority, the Student Loan Company or the European Union. If you want to be considered for a scholarship, tick yes. Please note scholarship students must apply before 13 January 2012.

REFERENCE

Please ensure all academic references are on headed paper with a signature. 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 either 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.

UPLOAD DOCUMENTS

Supporting documents must be scanned from original copies; we do not accept photographs taken of your supporting documents. It must be clear for AA staff to assess.

If you do not require a visa or English Language certificate, simply leave the related field empty. If your English Language certificate is pending, please state 'pending' on the English Language page.

PAY/SEND

Follow the guidelines to pay the £40 application fee (£60 for late applications) with the option to pay £50 for the portfolio return fee.

PRINT COVER SHEET & CHECKLIST

Print the Cover Sheet and tick the checklist of supporting documents, attach to your portfolio and send by post.

EMAIL CONFIRMATION

You will receive an email confirming successful submission of your application form.

AA INTERVIEWS

If you are invited for an interview, you must bring all your original supporting documents for verification. **Not bringing these documents with you may hinder your chances of an offer at the AA.**

- Passport
- Visa if applicable
- English Language certificate, if applicable
- Certificates and transcripts to date
- Academic references