



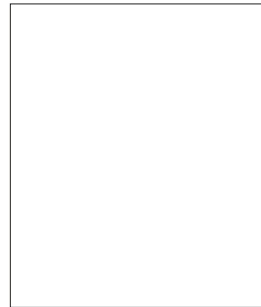
**This form should be completed in BLOCK CAPITALS. Before doing so please read carefully through all information on it and refer to the Frequently Asked Questions page: [www.aaschool.ac.uk/undergradfaq](http://www.aaschool.ac.uk/undergradfaq)**

The AA does not belong to UCAS. This application form should be completed and returned to the Undergraduate Admissions Coordinator, (see address above).

**Timetable for admissions process**

Application deadline: Friday 13 January 2012  
Portfolio deadline: Friday 27 January 2012  
Late application deadline: Monday 12 March 2012  
Late portfolio deadline: Monday 26 March 2012

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



**Deadlines**

The deadline for receipt of applications is 6pm on Friday 13 January (application fee £40); late applications will be accepted up to 6pm on Monday 12 March (fee £60). Applications made after 12 March may be accepted at the discretion of the School. Any student wishing to apply for a Scholarship must apply by 13 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**

[www.aaschool.ac.uk/undergradportfolio](http://www.aaschool.ac.uk/undergradportfolio)  
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 Friday 27 January or Monday 26 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: [www.aaschool.ac.uk/undergradportfolio](http://www.aaschool.ac.uk/undergradportfolio)

**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.

Please give all the names that form your full name **as stated on your passport**

Family name \_\_\_\_\_

First name(s) \_\_\_\_\_

Please underline the first name you prefer to use

Permanent address \_\_\_\_\_

Permanent telephone \_\_\_\_\_

Address for correspondence (if different) \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_

**As stated on passport (if you have dual nationality, please state both)**

Place of birth \_\_\_\_\_

Email \_\_\_\_\_

This is our preferred method of contact





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CANDIDATE'S STATEMENT

This typed statement 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 inform your referee (teacher or tutor). The Academic Reference\* must be provided on headed paper with a signature (not by email or fax). This must be sent separately but must be received by the deadline to Undergraduate Admissions, AA School of Architecture, 36 Bedford Square, London WC1B 3ES.

\*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.

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## 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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## 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. (see notes on Reference, opposite)

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## PAYMENT

### Portfolio

Please tick applicable box

- I do not require my sample portfolio to be returned to me.
- I would like my sample portfolio returned to me and have paid the £50 portfolio return fee
- 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 13 January: application fee £40
- Application forms received after 6pm on 13 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)

CVV no \_\_\_\_\_

Three- or four-digit code printed on the card or signature strip

**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.

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**SUPPLEMENTARY INFORMATION**

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 13 July prior to entry to the Diploma School. Application to ARB for Part 1 exemption is required. See arb.org.uk.

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

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

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

Dates when we are not able to contact you \_\_\_\_\_

Any dates when you are not available for interview in London \_\_\_\_\_

Please note: every student that is accepted to the AA Undergraduate School (including Diploma School) must have an interview at the AA in London

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**CANDIDATE'S DECLARATION**

By signing the application form I certify that the work submitted is entirely my own or my role is clearly stated. By this confirmation 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. 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 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 \_\_\_\_\_

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## ETHNICITY

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

The AA is committed to providing equal opportunities for all. To assist us with our confidential monitoring, please choose one of the selections below and tick the appropriate box.

White – British  Irish  or any other White background

Mixed – White and Black African  White and Black Caribbean

White and Asian or any other mixed-race background

Black or Black British – including Caribbean  African  or any other Black background

Asian or Asian British – including Indian  Pakistani  Bangladeshi  Chinese

Korean or any other Asian background

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## CHECKLIST

Please ensure you have enclosed the following

- Completed application form
- Application fee (£40, or £60 for late applications)
- Original 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)
- Copy of passport and visa permission (if appropriate)