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Passport size with  
your name  
endorsed behind  
here

## MEMBERSHIP APPLICATION FORM - (GIA FORM A1)

### PERSONAL DETAILS

|                            |                  |                              |
|----------------------------|------------------|------------------------------|
| First Name                 | Middle Name      | Last Name                    |
| Mobile Number              | Email Address    | Postal Address               |
| Date of Birth (dd/mm/yyyy) | Physical Address | Global Position System (GPS) |

### DETAILS OF CURRENT WORKPLACE

|   |                              |                          |
|---|------------------------------|--------------------------|
| Name of Business                                | Business Telephone Number    |                          |
| Physical Address or Location                    | Global Position System (GPS) |                          |
| Postal Address                                  | Business Email Address       |                          |
| Supervising Architect (Name & Registration No.) | Phone Number                 | Supervisor Email Address |

### CONSTITUTIONAL AND BYE-LAWS PLEDGE

I, the undersigned, I am desirous of admission to the GHANA INSTITUTE OF ARCHITECTS and having read the Constitution and the Bye-Laws of the said Institute and, finding that in conformity with these I am eligible as a/an Fellow/Associate/Student, I do hereby undertake if elected, to be bound thereby and by the Resolutions of the said Institute and any Rules and Regulations made under the authority of the said Bye-Laws.

**LIST OF DOCUMENTS TO ATTACH:**

**Refer to membership category documents attached to determine which category applies to your application and attach the documents outlined for that category.**

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**NOMINATION**

We the undersigned, believing the above Candidate to be duly qualified, do from our personal knowledge of him/her propose and recommend him/her to the institute for membership

SUPERVISOR ARCHITECT AT THE FIRM

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HEAD OF DEPARTMENT / FIRM

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A probationer's fee \_\_\_\_\_ per annum must be paid as part of submitting this form.

I hereby declare that the above information and attachment submitted by me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, is a true account of my professional education and works.

(Signature) \_\_\_\_\_

**N.B – BLOCK LETTERS ONLY AND ENSURE THE FORM IS STAMPED**

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**FOR OFFICE USE ONLY**

*Documents Received By*

Name: .....

Signature: .....

Date: .....

*Documents Approved By*

Name: .....

Signature: .....

Date: .....

**N.B – BLOCK LETTERS ONLY AND ENSURE THE FORM IS STAMPED**



## **GIA INDIVIDUAL MEMBERSHIP APPLICATION REQUIREMENTS**

### **CATEGORY A: PPE PROBATIONER OPTION**

#### **REQUIREMENT: FOR GHANAIANS WHO OBTAINED ARCHITECTURAL EDUCATION IN GHANA**

##### **Documents to submit:**

- i. Completed and endorsed GIA application forms
- ii. Passport size photograph
- iii. Proof of Ghanaian citizenship
- iv. Copy of a valid ID card
- v. C. V/ Résumé
- vi. Certified true copies of Architectural School Certificates
- vii. A signed undertaking stating that the applicant has not been convicted in the Republic or elsewhere of an offence involving fraud or dishonesty.

NB\*: Firms/Architects endorsing the documents in

(i). Must be in good standing with the GIA and use current GIA stamps.

### **CATEGORY B: PE PROBATIONER OPTION**

#### **REQUIREMENT: FOR GHANAIANS WHO OBTAINED ARCHITECTURAL EDUCATION IN FOREIGN COUNTRIES**

##### **Documents to submit:**

- i. Completed and endorsed GIA application forms
- ii. Passport size photograph
- iii. Proof of Ghanaian citizenship
- iv. Copy of a valid ID card
- v. C.V/Résumé
- vi. Copies of Architectural School Certificates (Include English translations if in foreign language)
- vii. A signed undertaking stating that the applicant has not been convicted in the Republic or elsewhere of an offence involving fraud or dishonesty.

NB\*: Firms/Architects endorsing the documents in (i) must be in good standing with the GIA and use current GIA stamps.

**CATEGORY C: LIMITED EXAMINATION OPTION**

**REQUIREMENTS: FOR GHANAIS WHO HOLD DUAL CITIZENSHIPS WHO SCHOOLED IN FOREIGN COUNTRIES**

Documents to submit:

- i. Completed and endorsed GIA application forms
- ii. Passport size photograph
- iii. Proof of citizenships
- iv. Copy of a valid ID card
- v. C.V/ Résumé
- vi. Copies of Architectural School Certificates (Include English translations if in foreign language)
- vii. A signed undertaking stating that the applicant has not been convicted in the Republic or elsewhere of an offence involving fraud or dishonesty.
- vii. Proof of membership with nationally recognized/accredited Architectural society in foreign country of origin with equal status as the GIA. (Absence of this would require such Persons to go with CATEGORY B using their Ghanaian citizenship).
- viii. Career portfolio

NB\*: Firms/Architects endorsing the documents in

(i). Must be in good standing with the GIA and use current GIA stamps.

**CATEGORY D: LIMITED EXAMINATION OPTION**

**REQUIREMENTS: FOR FOREIGN CITIZENS WHO SCHOOLED ABROAD**

Documents to submit:

- i. Completed and endorsed GIA application forms
- ii. Passport size photograph
- iii. Proof of citizenship
- iv. Copy of a valid ID card
- v. C.V/ Résumé
- vi. Copies of Architectural School Certificates (Include English translations if in foreign language)
- vi. A signed undertaking stating that the applicant has not been convicted in the Republic or elsewhere of an offence involving fraud or dishonesty.
- vii. Proof of membership with nationally recognized/accredited Architectural society in foreign country of origin with equal status as the GIA.
- viii. Career portfolio
- ix. Valid Ghanaian permanent resident permit.

NB\*: Firms/Architects endorsing the documents in

(i). Must be in good standing with the GIA and use current GIA stamps.

**CATEGORY E:**

**REQUIREMENTS: FOR FOREIGN CITIZENS WHO SCHOOLED IN GHANA:**

- i. Required to license in their country of origin in order to be able to apply under categories above.

**GUIDELINES FOR PPE APPLICANTS**

- i. Applicant must have been a Probationer by 28<sup>th</sup> February in the year of applying to sit the PPE. Late Probationer applications would not be admitted for PPE.
- ii. Submit completed and endorsed PPE application forms when PPE registrations open.
- iii. Applicant must obtain a copy of the PPE Handbook and be acquainted with the provisions within the Handbook.
- iv. Applicant must log projects executed under GIA REGISTERED FIRMS AND GIA REGISTERED ARCHITECTS (Both conditions must be satisfied).
- v. Projects submitted under the following would not be admitted for PPE:
  - 1. Non-Architectural Firms
  - 2. Non-Architects
  - 3. Firms or Architects not registered with the GIA.
  - 4. GIA registered Firms and Architects who are NOT in good standing in the year of application.