

In accordance with the law No: 26/2012 governing the profession of Architecture and establishing the Rwanda Institute of Architects, Article 6: Requirements for admission to practice the profession of Architecture in Rwanda, in section 3&4. Article 8: Admission of legal entities to provide architecture services, and the Article 38: Sanctions imposed on persons who are not members of the Institute.

The following table of membership types is based on the following definitions:

- **Student Member:** studying for a professional qualification at a validated school.
- **Associate Member:** obtained the relevant certified qualifications without the experience of a chartered member (Graduate & Technicians).
- **Chartered Member:** fully qualified with a minimum of 2 years of professional practice experience.
- **Retired Member:** retired having been a fully qualified chartered members for a minimum of 5 years.
- **Corporate member:** fully qualified chartered member with a minimum of 3 years professional practice experience.
- **Senior corporate member:** fully qualified chartered member who has made proven significant contributions to the profession, with a minimum of 5 years professional practice experience.
- **Fellow Member:** fully qualified chartered member who has made proven significant contributions to the profession, with a minimum of 10 years of practice.
- **Visiting member:** fully qualified foreign chartered member who has made proven / willing to extend significant contributions to the profession, with a minimum of 10 years of practice, registered on project basis and holding a professional recognition certificate from RIA.
- **Affiliate Member:** a local or foreign professional from a different discipline with a proven interest in the profession.



REQUIREMENTS FOR MEMBERSHIP APPLICATION

Associate/Graduate Members:

- A membership application letter
- Academic Curriculum Vitae
- Approval from your training firm and trainer if available. Or provisional oath to share in time not later than a period of 6 months from graduation time
- A certified Bachelor degree or certified academic qualifications from an accredited high learning institution or university recognized by RIA
- Copy of Identity card or Passport

NOTE: The membership application fee for Associate/graduate membership is free. however, the membership annual fee for graduates is 100,000rwf/annum to be paid after six months from the commencement of a professional training.

Chartered/Corporate/visiting membership

A National applicant should submit the following documents:

- A membership application letter
- Membership application forms
- A detailed Curriculum Vitae
- **Notified degree in (Architecture, Landscape, Quantity & Land Surveying, Urban design & Planning)**
- A portfolio copy for Architects
- A logbook filled with your professional trainings' records (projects done)/For graduate members
- Trainings Certificates for CPDs, Professional trainings or Seminars

(A minimum of 2 for previous years + 2 current)

- Copy of Identity card or Passport
- A recommendation letter from a trainer who is a professional member of the institute, at least with 3 years of professional practice experience
- Payment proof (Bank slip) of 300,000rwf (Registration fees) transferred to RIA account (Rwanda Institute of Architect account no. **1002100100666101/RWF** opened at ACCESS BANK) non-refundable, to be paid after pre-consultation & approval of completeness of documents by RIA head secretariat.

NOTE: The membership application fee for chartered and corporate membership is 300.000 RWF. however, the annual license renewal fee ranges between 250.000 RWF to 350.000 RWF based on the membership class that a member falls into.



BP.4942 TEL: 0788 300 804 / 0788 753 224
SIGNATURE: KIGALI RWANDA

A Regional applicant /EAC nationals, should submit the following documents

- A membership application letter
- A detailed Curriculum Vitae
- **Notified Diploma in (Architecture, Landscape, Quantity & Land Surveying, Urban design & Planning)**
- A portfolio copy for Architects
- A logbook filled with your professional trainings' records (projects done)/for graduate members
- Professional trainings Certificates and annual practice license

(A minimum of 3 for previous years + 1 for current)

- Copy of Work Permit or copy of Visa/while planning to operate locally
- Copy of Passport
- Copy of the Recommendation letter from his country's professional regulating body
- Bank slip of 300,000rwf paid to RIA's account (Rwanda Institute of Architect account no. **1002100200666102USD/1002100100666101RWF opened at ACCESS BANK- Rwanda/ SWIFT: BKORRWRW**) non-refundable, to be paid after pre-consultation & approval of completeness of documents by RIA head secretariat.

A Foreign applicant should submit the following documents

- A membership application letter
- A detailed Curriculum Vitae
- **Notified Diploma in (Architecture, Landscape, Quantity & Land Surveying, Urban design & Planning)**
- A portfolio copy for Architects
- A logbook filled with your professional trainings' records (projects done)/for graduate members
- Professional trainings Certificates and annual practice license

(A minimum of 3 for previous years + 1 for current)

- Copy of Work Permit or copy of Visa/while planning to operate locally
- Copy of Passport
- Copy of the Recommendation letter from his country's professional regulating body
- Bank slip of 500,000rwf paid to RIA's account (Rwanda Institute of Architect account no. **1002100200666102USD/1002100100666101RWF opened at ACCESS BANK- Rwanda/ SWIFT: BKORRWRW**) non-refundable, to be paid after pre-consultation & approval of completeness of documents by RIA head secretariat

NOTE: This application is subject to and limited to a visiting membership while practicing on project basis for a period of 5 years minimum in order to apply for corporate membership. The annual license renewal fee is 200.000/200\$, the project registration minimum fee is 800\$ for those operating locally, and 1500\$ for foreign companies charged based on the scale of the project.



Projects, Company, Organization or Corporation registration

Local Firm Registration

- An application letter applying for company registration.
- A full company profile/portfolio, it is highly recommended that you include related works/projects done previously.
- CVs of competent professionals/ architects in the design team or supervision team if applicable.
- CV of the owner or representative who is a qualifying professionals member of the institute (Architect, QS, Urban planner, Urban Designer, Landscape Architect, Interior designer or land surveyor) in the management team, at least one local professional member in the leadership, decision making or shareholding position
- Proof company registration under a local competent legal entity, the resolution of the management/leadership team and a proof of good standing.
- A copy of registration in the Rwanda Social Security Board
- A copy of receipt for a payment of **500.000Rwf to be paid on RIA's account**
N0: 1002100100666101 ACCESS BANK-Rwanda after receiving a confirmation of completeness of submitted documents by the head secretariat of the institute
- A full company profile/portfolio

NOTE: This application is subject to corporate membership. The annual license renewal fee is 500.000 RWF. Only members, owners or representatives from a corporate membership level in good standing are allowed to apply for this membership.

Foreign Firm Registration

- An application letter applying for company registration addressed to the registration board / Registrar
- A full company profile/portfolio, it is highly recommended that you should include related works/projects done previously.
- CV of competent professionals/ architects in the design team or supervision team if applicable.
- CV of competent local professionals/ architects, QS, Urban planner in the design team and management team, at least one local professional member in the leadership, decision making or shareholding position
- A company registration proof under a competent legal institute or professional body from the country of origin and a proof of good standing.
- A copy of receipt for a payment of **500.000Rwf to be paid on RIA's account**
N0: 1002100100666101 ACCESS BANK-Rwanda after receiving a confirmation of completeness of submitted document by the head secretariat of the institute
- A full company profile/portfolio.

NOTE: This application is subject to and limited to visiting members, foreign members or firms. You are only eligible to apply for a corporate membership once you have been committed to contribute and practicing on project basis for a minimum period of 5 years. The annual license renewal fee is 500.000/500\$, the project registration minimum fee is 1500\$ for foreign companies charged based on the scale of the project.



BP.4942 TEL: 0788 300 804 / 0788 753 224

REGISTRATION BOARD
KIGALI RWANDA

DATE: 12/02/2019
SIGNATURE: [Signature]

Project registration for visiting members, Foreign members and firms

- A detailed project brief (2 pages maximum) that clearly explain the architectural concept(s) and other key elements of the design that may be recorded as key references of the project
- An application letter applying for project registration under the project basis membership category (For visiting members or foreign firms only).
- CV of a competent professional (project Architect, Planner, QS, Designer or others) with a proof of professional registration and certificate of good standing from RIA or the professional/regulating body in her/his home country.
- A proof of payment for project registration fee to be paid on **RIA's ccount N0: 1002100200666102 ACCESS BANK-Rwanda**, to be paid after receiving a confirmation of completeness of submitted documents by the head secretariat of the institute.
- A full company profile/portfolio, it is highly recommended that you include related works/projects done previously.

NOTE: This application is subject to and limited to visiting members, foreign members or firms. You are only eligible to apply for a corporate membership once you have been committed to contribute and practicing on project basis for a minimum period of 5 years. The project registration minimum fee is **1500\$** for foreign companies charged based on the scale of the project.

RWANDA INSTITUTE OF ARCHITECTS
REGISTRATION BOARD.
MEMBERSHIP CLASSES
All rights reserved/2021

APPROVED BY:
Arch. EUDES KAYUMBA/ Chairman of the Board
Arch. EMMANUEL NYIRINKINDI/ Registrar



BP.4942 TEL: 0788 300 804 / 0788 753 224
KIGALI RWANDA