



# Disqualification checklist: Fellowship

## Avoid disqualifications!

This checklist is provided as a resource to assist with cross-checking your materials before submitting.

### Portfolio format

- PDF
- 8x11" (letter) page size
- document is under 40 pages
- pages are numbered
- sections are in the correct order
- File size is under the 25MB

### Sponsor materials

Letter:

- one page
- addressed to the jury chair

Includes:

- Organization/Firm
- Address
- Name
- AIA Designation

Declarations:

(You can track the receipt of these forms via the application website.)

- Code of Ethics
- Unpaid labor declaration

### Exhibits

Section requirements:

- between 7-10 exhibits
- under 20 total pages
- Object 1: I have at least 5 exhibits of built work where my role was "Largely responsible for design".
- Object 2: I have at least 5 exhibits of built work.

Each exhibit:

- Project name
- Organization or design firm
- Architecture Firm of Record
- Completion date
- Role of Candidate
- Synopsis
- Declaration of responsibility

### Reference letters

Don't forget! You can track the receipt of reference letters via your application.

- All reference writers have uploaded their letters.
- At least 5 of my references are from AIA Members in good standing.
- None of my references are from restricted parties, including: AIA National Officers or Officers-elect, members of the AIA Board, members of the Strategic Council, members of the College of Fellows Executive Committee, members of the Jury of Fellows, members of the Jury of Honorary Fellows, or AIA or component staff.