





# Phase 1: Explore and reflect

Better understand Fellowship requirements and process, reflect on your path to leadership, and begin to evaluate your impact

- Review resources provided on the AIA Fellowship website, including:
  - ▶ Eligibility requirements
  - ▶ Objects of Nomination
  - ▶ AIA Fellowship Application
  - ▶ Examples of Successful Applications
- Verify your eligibility date for AIA Fellowship (you must have at least ten years of cumulative Architect membership prior to the submission deadline). You can contact AIA at [AIAmembershiphistory@aia.org](mailto:AIAmembershiphistory@aia.org) to confirm.
- Attend a “Demystifying Fellowship” session. You can watch this one on AIAU or attend a live session hosted by AIA at a national conference or local component.
- Reach out to Fellows in your city or your network to better understand the process and their journeys
- Connect with your COF Regional Representative. They can provide valuable insights and guidance to help you better understand the process.
- Reflect on your past personal awards or recognitions (for example, the AIA Young Architects Award or Associates Award) and gather those submissions for reference
- Complete a first pass through the AIA Fellowship Story Planning Guide. Identify gaps in your accomplishments, themes, or impact that could be strengthened before you apply.
- Begin identifying ways to strengthen your story. For example, through speaking engagements, publications, or continued service.





# Phase 2: Organize and prepare

## Develop your story, build your support network, and clarify your fit for Fellowship

- Complete a second pass through the AIA Fellowship Story Planning Guide, including a first draft of your 35-word summary statement
- Begin to identify a sponsor
  - ▶ Understand your sponsor's roles and duties as outlined on the AIA Fellowship website
  - ▶ Share your completed Story Planning Guide with your potential sponsors for feedback
- Select your Object of Nomination and ensure it aligns clearly with your strongest accomplishments and national impact
- Gather and review examples of successful submissions from Fellows who have applied under the Object you are considering
- Start collecting quantifiable metrics, publications, photos, and other documentation to support your submission
- Create an initial list of exhibits that support your 35-word summary statement and themes. Continue identifying ways to strengthen your story.
- Draft a preliminary list of reference letter writers, including:
  - ▶ At least five AIA members (required)
  - ▶ People who can speak to your impact beyond your firm
  - ▶ National or regional leaders familiar with your contributions
  - ▶ Include geographic and gender diversity
- Confirm if your local component has a Fellowship committee or coaching program. If they do, understand that process and associated deadlines the year before you plan to apply to ensure you don't miss any important dates.
- Reach out to your College of Fellows regional representative. You can find your representative in the directory here.
- Reach out to Fellows in your city or your network to better understand the process and their journeys
- Connect with your COF Regional Representative. They can provide valuable insights and guidance to help you better understand the process.
- Reflect on your past personal awards or recognitions (for example, the AIA Young Architects Award or Associates Award) and gather those submissions for reference
- Complete a first pass through the AIA Fellowship Story Planning Guide. Identify gaps in your accomplishments, themes, or impact that could be strengthened before you apply.
- Begin identifying ways to strengthen your story. For example, through speaking engagements, publications, or continued service.





# Phase 3: Commit and move forward

If your story is strong and your network is in place, begin formal preparation

- Confirm if you are willing to invest 6–9 months in writing, editing, and preparing a submission given other work and personal commitments
- Complete a third pass through the AIA Fellowship Story Planning Guide, including a refined version of your 35-word summary statement
- Confirm your sponsor is willing and able to support your nomination
- Build out an initial draft of Section 1 (Summary Statement and Summary of Achievements) that includes your latest 35-word statement and a narrative summary of your major thematic areas
- Outline Section 2 (Significant Work) and Section 3 (Exhibits) to support the story articulated in Section 1
- Request initial commitments from at least 7–8 reference letter writers, ideally representing a range of professional perspectives
- Establish a timeline for your application process
- If needed, postpone for a year to strengthen specific areas (e.g., broader recognition, more visible impact, or leadership roles)

