



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 to confirm.
- Attend a “Path to Fellowship” session. You can watch this one on AIAU or attend a live session hosted by AIA and/or your 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 Architect 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.
- Highlighting speaking engagements, articles and books written by or about the candidate can underscore the geographic and regional ripple effect. This directly demonstrates candidate's contribution to the profession beyond simply performing their job well.

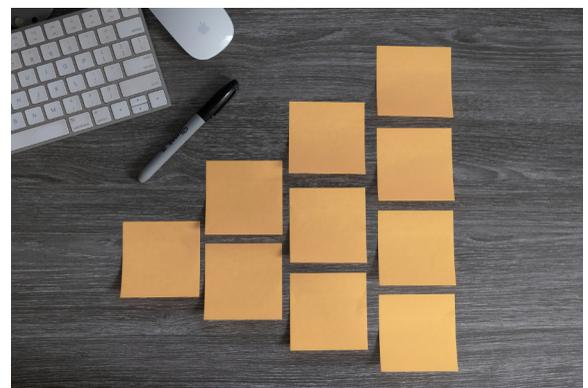




Phase 2: Organize and prepare

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. Letter writers play a pivotal role in addressing specific aspects of the candidate's narrative. Each letter should have a clear, intentional purpose. Sponsors must effectively coach letter writers to achieve this goal.





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
- Pick a sponsor who knows you well, is fully committed, and willing to invest the necessary time and effort to support your nomination. Selecting someone who understands your contributions and is prepared to dedicate themselves to this process is pivotal to your successful journey toward Fellowship.
- Complete a third pass through the AIA Fellowship Story Planning Guide, including a refined version of your 35-word summary statement
- 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. Each letter should have a clear, intentional purpose. Sponsors must effectively coach letter writers to achieve this goal.
- 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).

