



FAIA STEPS TO SUBMISSION

Applying for Fellowship in the American Institute of Architects (AIA) is a prestigious process that recognizes architects who have made significant contributions to the profession and society. Here is a step-by-step guide to help you navigate the application process.

Step 1: Confirm Eligibility

- **Membership Duration:** You must be an AIA architect member in good standing for at least 10 cumulative years prior to the submission deadline. ([\[PDF\] Fellowship - AIA Professional](#))
 - **Licensure:** You must be a licensed architect.
 - **Continuing Education:** Ensure you have met the AIA Continuing Education System (CES) requirements, which include 18 learning unit hours annually, with 12 in Health, Safety, and Welfare (HSW) topics.
-

Step 2: Secure a Nomination

You can be nominated through one of the following methods:

- **Chapter Nomination:** Your local AIA chapter may nominate you. You can fill out the form on this page to reach the AIA East Bay Nomination Committee.
- **Five Fellows:** Obtain endorsements from five AIA Fellows.
- **Ten AIA Members:** Secure endorsements from ten AIA architect members in good standing. ([Fellowship - AIA - East Bay Chapter](#))

Each nomination must include a sponsor who will assist you throughout the application process.

Step 3: Choose Your Object of Nomination

Select one of the five categories (Objects) that best aligns with your contributions: ([Fellowship - AIA's Highest Membership Honor](#))

1. **Object One:** Design, Urban Design, or Preservation ([FAIA Process | AIA Los Angeles](#))

2. **Object Two:** Education, Research, Literature, or Practice ([FAIA Process | AIA Los Angeles](#))
3. **Object Three:** Leadership in the AIA and other related professional organizations ([FAIA Process | AIA Los Angeles](#))
4. **Object Four:** Public Service, Government, Industry, or Organization ([FAIA Process | AIA Los Angeles](#))
5. **Object Five:** Alternative Career, Volunteer Work with Organizations Not Directly Connected with the Built Environment, or Service to Society ([FAIA Process | AIA Los Angeles](#))

Your application should focus on demonstrating significant impact in the chosen category.

Step 4: Prepare Your Submission Materials

Your application must include the following components: ([Fellowship Requirements & Application Guidelines](#))

- **Summary Page:** A concise statement outlining your contributions and their impact. ([Fellowship Requirements & Application Guidelines](#))
- **Narrative:** A detailed description of your achievements, emphasizing the "ripple effect"—how your work has influenced the profession and society beyond your immediate environment. ([\[PDF\] Fellowship - AIA Professional](#))
- **Exhibits:** Documentation of your work, such as projects, publications, or initiatives, with a declaration of responsibility for each.
- **Reference Letters:** Letters from individuals who can attest to your contributions. The number of required letters depends on your application year status:
 - **First-Year Candidate:** Five letters ([12 Steps to Fellowship: Episode #2 - Architect + Action = Result](#))
 - **Second-Year Candidate:** Six letters ([American Institute of Architects - Alan Weiss, PhD](#))
 - **Third-Year Candidate:** Seven letters ([FAIA Process | AIA Los Angeles](#))

Ensure all materials adhere to the formatting and content guidelines provided in the AIA Fellowship Application Guidelines. ([\[PDF\] 2022 AIA Fellowship Sample Application](#))

Step 5: Submit Your Application

- **Submission Window:** The application portal typically opens in late June and closes in early October. For the 2025 cycle, submissions open on June 24, 2024, and close on October 9, 2024, by 5:00 PM ET. ([\[PDF\] Fellowship - The American Institute of Architects](#))
 - **Submission Format:** Upload your complete application as a single PDF file, not exceeding 25 MB. ([\[PDF\] Fellowship - The American Institute of Architects](#))
 - **Fee:** A non-refundable application fee of \$450 is required.
-

Step 6: Await Notification

- **Review Process:** The Jury of Fellows reviews all submissions. ([\[PDF\] Fellowship - The American Institute of Architects](#))
 - **Notification:** Candidates are typically notified of the jury's decision in mid-February. ([\[PDF\] Fellowship - The American Institute of Architects](#))
 - **Public Announcement:** New Fellows are publicly announced in late February. ([Fellowship — AIA New York](#))
 - **Investiture Ceremony:** Successful candidates are honored at the College of Fellows Investiture Ceremony during the AIA Conference on Architecture. ([\[PDF\] Fellowship - The American Institute of Architects](#))
-

Additional Resources

- **Fellowship 101:** An introductory guide to the application process, including best practices and tips. ([\[PDF\] Fellowship 101](#))
- **Sample Applications:** Review examples of successful submissions to understand the expectations and standards. ([AIA Fellowship - AIA Baltimore](#))
- **Local Chapter Support:** Engage with your local AIA chapter for mentorship and assistance. For instance, AIA East Bay offers comprehensive support through its Fellowship Committee. ([Fellowship - AIA - East Bay Chapter](#))

For further assistance or questions, contact the AIA Honors & Awards team at honorsawards@aia.org. ([\[PDF\] 2022 AIA Fellowship Sample Application](#))
