

## APPLICATION FOR REQUESTING TRANSCRIPTS

### **A. INTRODUCTION TO THE SRI LANKA INSTITUTE OF ARCHITECTS (SLIA)**

Sri Lanka Institute of Architects (SLIA), from its inception, plays a key role in providing opportunities for architectural education in Sri Lanka. The SLIA has instrumentally guided the development of this education, thus keeping with the objectives of the Institute as provided for in the Sri Lanka Institute of Architects' Law No. 1 of 1976, and the Sri Lanka Institute of Architects Amendment Act No. 14 of 1996.

Some of the key objectives provided for in these acts related to education are;

- to promote and advance the study, practice and application of, and research on architecture and its kindred subjects and the arts and sciences connected therewith:
- to organize, supervise and control the admission, professional education and training of persons desiring to qualify as Architects, to prescribe or approve courses of study for qualifying for the membership of the Institute, and to conduct or provide for the conduct of such courses and examinations:

### **B. ARCHITECTURAL EDUCATION IN SRI LANKA**

The SLIA has guided the early development of the current Architecture programme at University of Moratuwa from a vocational programme at the Institute of Practical Technology at Katubedda to a fully-fledged Degree Programme. The institutes, Sri Lanka Institute of Architects, Royal Institute of British Architects (RIBA) and the Commonwealth Association of Architects (CAA) concurrently have recognized and accredited the courses of Architecture offered by the Department since 1985.

As a continuance of the accepted policy and further enhancing of opportunities for architectural education in the country, the SLIA from 1986 has organized courses leading to the Parts I & II of the Sri Lanka Institute of Architects Examination which later (1999) evolved in to the current City School of Architecture (CSA).

SLIA conducts the Part III of the Sri Lanka Institute of Architects Examination and organizes a Lecture Programme for the same. The Lecture Programme is conducted directly by the **Board of Architectural Education** (BAE) of the SLIA. The part-time modular based lecture Programme, attended by the eligible candidates is further strengthened by a series of seminar workshops.

Membership of the SLIA is recognized by the Government of Sri Lanka as a professional qualification for professional appointments in the Public Sector. The SLIA, through the BAE has commenced its own accreditation system starting from 2012.

**END OF INTRODUCTION**

**1.0 INSTRUCTIONS TO APPLICANTS**

***Read the following instructions before filling the Application Form.***

- 1.1 Any application perfected not conforming to the instructions given will not be considered and is liable to be rejected.
- 1.2 Air Mail & Courier - additional charges Applicable
- 1.3 Please be informed that Transcript will be made available after 7 days

**2.0 HOW TO FILL THE APPLICATION FORM:**

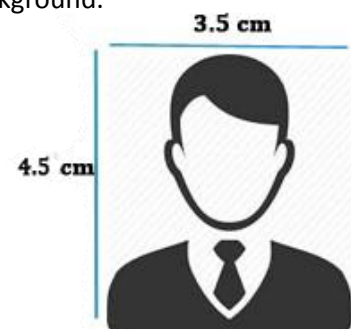
Read the instruction carefully before filling this application.

**Write only one letter in each box and skip a box for a blank space**

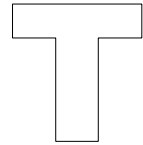
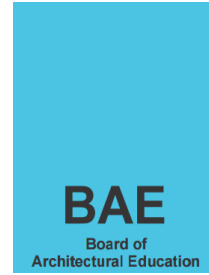
- 2.1 All photocopies of the certificate/documents produced for verification should be clear & legible. Photocopies not accompanied by the originals will be rejected. The applicants should ensure that the rubber stamp & the signature of a Justice of Peace are placed on each any every copy of the certificate produced certifying their authenticity.
- 2.2 Applicants should pay the Membership fee, the application processing fee and relevant due payments to the Finance Section of the SLIA Secretariat.
- 2.3 The duly perfected application (hard copy) and the duplicate of the Receipt of Payment/s should be **personally handed over to the Manager – BAE of SLIA.**
- 2.4 The Secretary, Board of Architectural Education should be contacted for any relevant information regarding the application
- 2.5 Incomplete applications **WILL NOT** be accepted for processing and will be returned to the applicant.

**3.0 ENTRANT PHOTOGRAPH SPECIFICATION:**

- 3.1 Recent photograph in conforming to the specifications required for the Passport (taken within the last six months shall be pasted)
- 3.2 The application would be rejected, if the photograph is not a proper and accurate representation of the applicant within the last six months.
- 3.3 Light-coloured Background:  
The subject should be in front of a neutral, light-coloured background.
- 3.4 Focus: The photograph must be in focus.
- 3.5 No Decorative Items: The subject must not wear sunglasses or other items that detract from the face.
- 3.6 No Head Coverings or Hats



**END OF INSTRUCTIONS**



**APPLICATION FOR REQUESTING TRANSCRIPTS**

*Use block letters to fill the Application Form*

1	Name with Initials:	Dr./Mr./Mrs./Miss.																				
2	Name in full:																					
3	Previous names if any:																					
4	Gender:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>																
5	Address: <i>(for correspondence)</i>																					
6	Telephone:	Office											Photograph with Specification required for a Passport									
		Residence																				
		Mobile																				
7	Email:																					
8	Photograph:																					
9	Name as appearing in Line 2 of Birth Certificate:																					
10	Name as appearing in National Identity Card:																					
11	Nationality:																					
12	Does applicant hold any other Nationality:																					
13	If so indicate the details:																					
14	National Identity Card No.																					
15	Date of birth:																					

16 Required Transcript:	Yes	No	Years Attempted
SLIA Part III			
SLIA Part II			
SLIA Part I			

17 Purpose of the request for Transcript

18 To whom is the Transcript is to be addressed;

19 Receivers Name (Individual or Organization or Institute);

20 Address of Receiver:


21 Method of Transmittal:

Fax	Address :
E-mail	
Registered Post	
Normal Post	
*Air Mail	
*Courier	

22 Name and NIC No. of the person collecting the Transcript

Name
NIC

23 I have attached; (*Attach following document in given order*)

	YES	NO
a. Certified true copy of my National Identity Card		
b. Attested copies of documentary evidence indicate in item no. 16		
c. Payment receipts for Fees		

Additional Comments / clarifications if you have answered 'NO' to any of the above statements

22 Declaration by the applicant

*I, (Applicant's name) ..... hereby declare that the foregoing information is true and correct. I understand that declaration of false, insufficient or incorrect information will result in the rejection of the application or revocation of membership if already given.*

*I also understand that BAE, SLIA retain the right to request for further information with regard to the processing of this application.*

*I also pledge that notwithstanding the fact that I am not qualified as a Professional, I shall abide by the SLIA Code of Professional Conduct and other provisions in the Sri Lanka Institute of Architects Law No.1 of 1976, and its subsequent amendments, all SLIA Regulations, Standing Orders, Council Decisions and Rules and By-laws, as and when applicable to me. I also understand and agree that any breach of the above will result in Investigative and Disciplinary Procedures and that if found guilty, my membership, the right to sit any examinations and acceptance to the membership of the Institute may be suspended/cancelled and rendered null and void as relevant. I have read and understood the above and append my signature below.*

*I have read and understood the above and append my signature below.*

Signature of Applicant

Date

**END OF APPLICATION**

**CHECK-LIST TO BE FILLED BY SLIA BAE OFFICE**

	<b>NAME OF THE APPLICANT (with initials, as given in the application)</b>		
		Yes ✓	No ✓
1	APPLICATION RECEIVED BY THE BAE FROM: ..... ON .....		
2	ALL RELEVANT COPIES OF CERTIFICATES AND DOCUMENTS ARE ATTESTED FOR THEIR AUTHENTICITY (23. a, b, and c.)		
3	<b><u>DATE AND TIME</u></b> OF THE SUBMISSION OF THE PERFECTED APPLICATION MARKED		
4	<b><u>NAME OF THE APPLICANT AND THE NIC NUMBER</u></b> ARE AS PER THE NATIONAL IDENTITY CARD		
5	<b><u>POSTAL ADDRESS, EMAIL ADDRESS AND TELEPHONE NUMBER</u></b> HAS BEEN STATED		
6	<b><u>PHOTOGRAPH IN PASSPORT SIZE</u></b> & TO THE REQUIRED SPECIFICATIONS		
7	<b><u>TRANSCRIPT RECEIVERS DETAILS</u></b> STATED PROPERLY		
8	<b><u>SIGNATURE AND RUBBER STAMP OF THE JP PLACED</u></b> ON EACH AND EVERY COPY OF CERTIFICATE PRODUCED CERTIFYING THEIR AUTHENTICITY		
9	DECLARATION BY THE APPLICANT COMPLETED		
10	DUPLICATE (PINK COPY) OF APPLICATION PROCESSING PAYMENT INVOICE (FOR FULL PAYMENT) ATTACHED		
11	CHECKLIST IN THE APPLICATION COMPLETED BY THE APPLICANT		
12	APPLICANT HAS SIGNED BEFORE HIS/HER NAME IN THE REGISTER ON COMPLETION OF SUBMISSION OF THE APPLICANT TO SLIA		
	<b>Checked by: MANAGER- BAE</b>  <b>Signature &amp; Date Stamp:</b>		

**END OF APPLICATION CHECK-LIST**

<b><u>FOR OFFICE USE ONLY</u></b>	
1	<p>The Application conforms to all the requirements in the check list.</p> <p>Signature: Manager, BAE</p> <p>Date <i>(Place date stamp)</i></p>
2	<p>Application is forwarded to the Examination Committee (EC) by the Secretary, BAE</p> <p>Signature: Secretary, BAE</p> <p>Date</p>
3	<p>Recommendation for eligibility by the Examination Committee;</p> <p>Applicant is:    Eligible <input type="checkbox"/>    Not Eligible <input type="checkbox"/></p> <p>Signature of MEC member:</p> <p>Remarks or Instructions if any:</p> <p>Signature: Chairman, EC</p>
4	<p>Approved by the Board of Architectural Education at the Meeting held on: .....</p> <p>Signature: Chairman, BAE</p> <p>Date</p>
5	<p>Ratified by the Council of the SLIA at the Council Meeting held on: .....</p> <p>Signature: President, SLIA</p> <p>Date</p>