

## 1. Getting Started

- Confirm jurisdiction** – Confirm reciprocal [registration requirements](#) in the specific U.S. [jurisdiction](#) where you seek licensure, and confirm that they will accept an NCARB Certificate issued through the [foreign architect path to certification](#). If the jurisdiction where you seek licensure does not accept certification through the Foreign Architect Path, you may still be eligible to pursue certification through the standard path or through an [Education Evaluation Services for Architects \(EESA\) evaluation](#).
- Establish or update NCARB Record** – To proceed with the Foreign Architect Path, you will need to [establish](#) an [NCARB Record](#) *if you do not already have one*. You must establish or update your NCARB Record with all the required information including education and registration information.  
*Please note that the first and last name on your primary form of identification, as outlined in the [ARE Guidelines](#), must be the same as the first and last name that appears in your NCARB Record. If you need to change the name shown in your NCARB Record, you must send a request and official documentation to [NCARB Customer Relations](#). Name discrepancies must be resolved at least one week prior to any scheduled exam appointment.*
- Indicate interest** – To express interest in the Foreign Architect Path, you must enter your foreign registration number under the “Registration” tab of your NCARB Record. You will then receive a message in the overview screen of your Record to indicate interest in the Foreign Architect Path to Certification.

## 2. Credential Verification Form

- Download the [Credential Verification Form](#) (also available in [Spanish](#), [Arabic](#), and [Farsi](#)) – This form is used to verify the architecture license issued by your country. It must be completed by the registration/license/credentialing authority of your foreign architecture license. *The Credential Verification Form should not be completed by your university.* Applicant must complete Part **A**, and the credentialing authority must complete Part **B** and submit the final form directly to:

**NCARB**  
3570 Bladensburg Road  
Brentwood, MD 20722  
USA

Or email to:  
[foreignarchitect@ncarb.org](mailto:foreignarchitect@ncarb.org)

The Credential Verification must be completed in English. If your credential authority is unable to complete the form in English, ask the authority to forward the completed form to a translation service, and have the translation service send the original form and English translation directly to NCARB. Incomplete forms, falsified forms, and/or forms submitted by applicants will not be accepted.

### **Foreign Registration Requirements for Eligibility (as per Section 4 of [Certification Guidelines](#)):**

- Applicant must have an active license in good standing with no disciplinary actions.
- Country must have a regulatory body or system for documenting disciplinary actions.
- Applicant’s credential must legally allow applicant to provide unlimited architectural services.

*Compliance with the requirements listed above must be maintained until a license in a U.S. jurisdiction is obtained.*

### 3. School Transcripts

- ❑ Official academic transcripts are required – Official transcripts must be sent directly from the issuing university or a certified translation service in English. An official transcript should be:
  - Sealed in the university’s original envelope (if physically mailed).
  - Submitted in English by the university or certified translator.
  - Submitted directly by the university or translator to:

**NCARB**

3570 Bladensburg Road  
Brentwood, MD 20722  
USA

Or email to:

[transcripts@ncarb.org](mailto:transcripts@ncarb.org)

**If your university does not issue transcripts in English, a translator must:**

- Include verifiable contact information including, but not limited to, translator’s: name, address, email, and phone number.
- Confirm the name of the university or entity the transcript was received from.
- The method the transcript was delivered for translation (through postal mail or electronically).
- Confirmation that the translation was completed using the original sealed document.

**Academic transcripts must include:**

- Applicant’s name
- School name
- Attendance dates
- Courses taken and grades
- Degree title and degree completion date (if transcript does not include degree title or date, the university must provide an official letter or statement with the requested information)

**Please note: NCARB does not require course descriptions and will not accept equivalency/evaluation reports in place of academic transcripts.**

### Review Process

**Review process may take up to 45 business days after required documents are received.** The overview message stating that “documents are required” will remain visible in your NCARB Record until the review process is complete.

If you are made eligible for the Foreign Architect Path to Certification, you will be required to pay the [Certificate application fee](#) before you can begin scheduling the exam.

Please note, through this path, your testing jurisdiction is “NCARB” and not the U.S. jurisdiction where you plan on getting licensed. In addition to the Certificate application fee, each administration of an Architect Registration Examination® (ARE®) division has a separate fee.

Eligible applicants are also not subject to the Architectural Experience Program® (AXP®) [reporting requirement](#) after paying the Certificate application fee; therefore, all qualified international experience up to 1,860 hours will count for 100% credit. For more information, please review the [AXP Guidelines](#). If you have any questions regarding AXP, ARE, or fees, please review the [ARE Guidelines](#), [AXP Guidelines](#), or contact our Customer Relations department at 202-879-0520.

## Glossary

**Credential:** Registration, license, or other official document that confirms ability to lawfully practice architecture for a specific region or country.

**Credentialing Authority:** Organization or entity that issues and regulates credential to lawfully practice architecture.

**Jurisdiction:** One of the 55 licensing/registration boards which includes the 50 states, District of Columbia, Puerto Rico, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands. These are entities that issue licenses to practice architecture in their region.

**NCARB Certificate:** A credential that indicates the Record holder meets the national standards for licensure.

**NCARB Record:** Detailed, verified account of the applicant's education, experience, and examination history.

**Registration/license:** Official document that confirms ability to lawfully practice architecture for a specific region or country.

**Unlimited practice:** Ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision within a country.