



Disqualification checklist: Fellowship 2025

This checklist is provided as a resource to assist with cross-checking your materials before submitting.

Portfolio format

- ☐ PDF
- ☐ 8x11" (letter) page size
- ☐ The document is a maximum of 40 pages (excludes reference letters, and section headers, if used)
- ☐ pages are numbered
- ☐ sections are in the correct order
- ☐ File size is under the 25MB

Sponsor materials

Letter:

- ☐ one page
- ☐ addressed to the jury chair
- Includes:
 - ☐ Organization/Firm
 - ☐ Address
 - ☐ Name
 - ☐ AIA Designation

Declarations:

(You can track the receipt of these forms via the application website.)

- ☐ Code of Ethics
- ☐ Unpaid labor declaration

Exhibits

Section requirements:

- ☐ 7-10 exhibits. No more than 10 exhibits.
- ☐ Maximum 20 total pages
- ☐ Object 1: I have at least 5 exhibits of built work where my role was "Largely responsible for design".
- ☐ Object 2: I have at least 5 exhibits of built work.

Each exhibit:

- ☐ Project name
- ☐ Organization or design firm
- ☐ Architecture Firm of Record
- ☐ Completion date
- ☐ Role of Candidate
- ☐ Synopsis
- ☐ Declaration of responsibility

Reference letters

All reference letters can be tracked through the AIA Awards submission website to ensure that they are received via your application.

- ☐ 7 letters are required: max 1 page per letter
- ☐ Five of the letters must be from AIA members in good standing. This can be any AIA member type.
- ☐ None of my references are from restricted parties, including AIA Elected Officers, members of the AIA Board of Directors, members of the Strategic Council, members of the College of Fellows Executive Committee, members of the Jury of Fellows, members of the Jury of Honorary Fellows, or AIA or component staff.