

1. Getting Started

- Confirm jurisdiction** – Confirm [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](#).
- 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 your scheduled exam appointment.
- Indicate interest in NCARB Record** – 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](#) – 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:

International Fulfillment Corporation

3570 Bladensburg Road
Brentwood, MD 20722

Or email to:

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.

Foreign Registration Requirements:

- 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 school or translation service. An official transcript should be:
 - Sealed in the university’s original envelope.
 - Submitted in English by the university or certified translator.
 - Submitted directly by the university or translator to:

International Fulfillment Corporation

3570 Bladensburg Road
Brentwood, MD 20722

Or email to:

foreignarchitect@ncarb.org

Translator must:

- Include confirmation that the transcript was sent by the university or the applicant in the university's original sealed envelope.
- Include 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)

Review Process

Please allow up to 45 business days for documents to be reviewed and processed. The overview message stating that documents are required will remain visible in your NCARB Record until the review process is complete.

You may start reporting your experience for the Architectural Experience Program® (AXP™) per the [AXP Guidelines](#) via the Experience tab in your Record. You can also begin preparing for the Architect Registration Examination® (ARE®) with the tools and resources offered on [NCARB's Website](#).

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 54 licensing/registration boards which includes the 50 states, District of Columbia, Puerto Rico, Guam, 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.