



Please include this checklist at the front of your completed submission.

NAME:	MEMBER #:
TITLE:	EMPLOYER:
LOCATION:	DATE OF SUBMISSION:
DOCUMENTS REC'D: LEAVE BLANK	STATUS: LEAVE BLANK
REVIEWED BY: LEAVE BLANK	RESULT EXPECTED: LEAVE BLANK

Please send your submission in the order noted below. You are encouraged to send your documentation in one form via PDF or via fax.

- 1. A signed copy of the RICS checklist and application form (*this document*)
- 2. Your current resume (*four pages or less*)
- 3. A current organizational chart for you/your firm (*sole practitioners are exempt*)

The following sections should be clearly marked within your document. For example 'Section 4: Post-qualification professional experience'

- 4. A description of your post-qualification professional experience (*2–5 paragraphs*)
Individuals did not qualify for an MRICS via the Graduate Route APC should reference the time since graduation from a Bachelor's level qualification, or since gaining a designation such as the MAI, CCC, or CCIM. Please email RICS if you need additional guidance.
- 5. A description of your management responsibilities (*2–5 paragraphs*)
- 6. Achievement criteria. (*You can address one or two of the areas identified below. Each criteria that you write about may be 2–5 paragraphs*)
 - a. Significant academic achievement or special skills (*academic or other*)
 - b. Significant contribution to RICS activities
If you became a member through Direct Entry due to your membership of another professional body, you are welcome to write this segment of the application on the service/contribution you have made to that organization.
 - c. Significant contribution to promoting the profession
- 7. Your professional development statement (*You are encouraged to use the Excel formatted worksheets available on the RICS Americas web site*)
 - a. A record of your professional development from the last three years
 - b. One planning sheet completed a year prior to application
This segment only applies to individuals elected to RICS membership more than 12 months prior to the submission deadline.
 - c. One planning sheet for the current year



8. Written references from two MRICS (each an MRICS for 5+ years) and/or FRICS members (each a FRICS for 1+ day)

REFEREE NAME	RICS GRADE	MEMBERSHIP NUMBER	DATE SENT TO RICS

9. The application fee of US\$472.23 (£250.00) via _____

Your application fee will be processed when your application is submitted. RICS Americas will issue an electronic receipt to you via email. Payment is due upon submission of your application.

SENDING YOUR DOCUMENTATION: Submissions should be sent by email to jhoran@rics.org as one single PDF document, in the order listed above. If you cannot email your submission in this format, please mail **ONE** unbound copy of your submission to the RICS Americas office, attention Jess Horan.

FORMATTING: All submissions (CPD record, case studies, an updated copy of your resume) should have:

Margins: One-inch **Font:** 11-point Helvetica **Paper size:** Letter (8 1/2" x 11") **Spacing:** Single or 1.5 line

Your completed application will be acknowledged by email within five business days of receipt.



1. PERSONAL INFORMATION

TITLE (MR/MRS/MS/DR):		RICS MEMBER #:	
FULL NAME (FIRST/MIDDLE/LAST):			
CORRESPONDENCE EMAIL:			
BUSINESS ADDRESS			
EMPLOYER:			
TITLE:			
STREET:		APT/SUITE:	
CITY:	STATE/PROVINCE:	ZIP/POST CODE:	
COUNTRY:			
CORRESPONDENCE ADDRESS (IF DIFFERENT) <i>We will send all mail to this address.</i>			
STREET:		APT/SUITE:	
CITY:	STATE/PROVINCE:	ZIP/POST CODE:	
COUNTRY:			
ADDITIONAL INFORMATION			
DATE OF BIRTH (MM/DD/YYYY):		GENDER:	
NATIONALITY:		NATIVE LANGUAGE:	
DAYTIME PHONE:	MOBILE:	FAX:	

Nature of your employing organization (please check the appropriate box):

- | | |
|---|--|
| <input type="checkbox"/> Private Practice | <input type="checkbox"/> Property Development |
| <input type="checkbox"/> Central/Federal Government | <input type="checkbox"/> Commercial/Industrial |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Finance/Commerce |
| <input type="checkbox"/> Education | <input type="checkbox"/> Sole Practitioner |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Building/Civil Engineering | |



2. MEMBERSHIP OF PROFESSIONAL ORGANIZATION(S)

Please give details of the credentialed professional organizations in which you hold active membership. RICS may ask for copies of all certificates of membership.

NAME OF ORGANIZATION	GRADE	HOW MEMBERSHIP WAS ACHIEVED (e.g. examination)	YEAR GAINED

3. ACADEMIC QUALIFICATIONS

Please list any Diploma, Bachelor's, Master's, Doctorate or Post-graduate Diplomas you have gained. RICS may request copies of all relevant diplomas.

UNIVERSITY/INSTITUTION (please include country)	DEGREE OR DIPLOMA NAME	TYPE OF STUDY (full time, part time, placement year, flexible study)	FULL COURSE OR ADVANCED ENTRY	DATE STARTED	DATE COMPLETED

4. PROFESSIONAL DISCIPLINES: AREA OF EXPERTISE

RICS members represent a broad cross-section of land, property and built environment. RICS Professional Disciplines are responsible for:

- Defining standards of competence and practice
- Promoting and accrediting post-entry specialist qualifications
- Setting criteria for entitlement of Members to use alternative designations (i.e. Chartered Valuation Surveyor, Chartered Quantity Surveyor)
- Providing training, development and networking opportunities
- Commissioning technical research
- Providing relevant material and services, and
- Promotion and representation

What is your RICS area of expertise? (please identify below)

PRIMARY PROFESSIONAL DISCIPLINE	
--	--



5. PROFESSIONAL DISCIPLINES: AREAS OF INTEREST

You are encouraged to designate three other RICS professional disciplines as areas of interest and/or expertise. Please note these in rank order '2', '3', '4'.

- | | | |
|--|--|--|
| <input type="checkbox"/> Antiques & Fine Arts | <input type="checkbox"/> Environment | <input type="checkbox"/> Planning and Development |
| <input type="checkbox"/> Building Control | <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Building Surveying | <input type="checkbox"/> Geomatics | <input type="checkbox"/> Property Finance and Investment |
| <input type="checkbox"/> Commercial Property | <input type="checkbox"/> Management Consultancy | <input type="checkbox"/> Residential Property |
| <input type="checkbox"/> Construction and Quantity Surveying | <input type="checkbox"/> Machinery and Business Assets | <input type="checkbox"/> Rural |
| <input type="checkbox"/> Dispute Resolution | <input type="checkbox"/> Minerals and Waste Management | <input type="checkbox"/> Valuation |

More information about the RICS Professional Disciplines can be found here:

Pathway Guides – Built Environment: Building Control, Building Surveying, Project Management, Construction/Quantity Surveying and Taxation Allowance
http://www.rics.org/MyRICS/ATC/pathway_index_built_environment.htm

Pathway Guides – Land: Environment, Geomatics, Mineral & Waste Management, Planning & Development, Rural
http://www.rics.org/MyRICS/ATC/pathway_index_land1206.htm

Pathway Guides – Property: Arts & Antiques, Commercial Property, Facilities Management, Finance & Investment, Housing Management & Development, Machinery & Business Assets, Management Consultancy, Residential Property Practice, Residential Survey & Valuation, and Valuation
http://www.rics.org/MyRICS/APC/pathway_index_property1206.htm

6. MEMBER COLLECTION NOTICE

Member administration

As a member you consent to RICS using the information you provide for the purpose of administering your membership and delivering official member communications to you including, but not limited to, member news, policy, conduct, research and subscriptions communications by post, email and telephone. Member business details are available to the public through the RICS directory, website and in published conduct findings.

Member offers

RICS and its subsidiaries and affiliated businesses* may also use the information you provide to contact you with offers of products and services and may share your information with carefully selected third parties who may send you offers of their products and services which they believe may be of interest to you.

- I do not wish to receive offers from RICS and its affiliates
- I do not wish to receive third party offers
- I am happy to receive these offers by email

*For a full list of RICS subsidiaries and affiliated businesses, contact RICS Americas.



7. DISABILITY DECLARATION

I CONSIDER MYSELF DISABLED AND GIVE FURTHER DETAILS HERE:

8. CANDIDATE'S DECLARATIONS

I have read the following and hereby undertake:

- To comply and act in accordance with the Charter, Bye-Laws, Regulations and Rules of RICS as they now exist, or as they may in the future be amended, and also comply with such other requirements as Governing Council shall determine
- To promote the Objects of RICS as far as in my power
- Not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organization with which I may at any time be associated, any designation or expression denoting or suggesting membership or any connection with RICS
- To pay promptly any monies due to RICS, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or re-imbusement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
- To declare any criminal conviction within 30 days
- That should I wish to terminate my membership, to notify the Chief Executive in writing (via the RICS Americas office by email at ricsamericas@rics.org)

Please confirm that you have disclosed to RICS full details of the following where applicable:

- any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction
- any pending disciplinary proceedings or adverse findings made against you by another regulatory body within the last three years
- Whether you are an undischarged bankrupt, or within the last three years have been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement).

If at any time RICS discovers that you have failed to disclose any of the above or that you have provided false information it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscription or other fees).

I understand and accept that I am accountable for the truth of this declaration.

CONFIRMATION OF ANY DISCLOSURES:

(If you wish to send this information confidentially then please write to RICS Regulation at regulation@rics.org)

CANDIDATE'S SIGNATURE:

DATE:

NAME (IN BLOCK CAPITALS):

9. DIPLOMA

Print your name in clear block letters as you would like it to appear on your Fellowship (FRICS) diploma, if you are upgraded:

FIRST:

MIDDLE:

LAST:



RICS

the mark of
property
professionalism
worldwide

Americas

Upgrade to FRICS | 2010

10. FELLOWSHIP REFERENCE #1

Thank you for agreeing to serve as a reference for _____, MRICS

In order to support this candidate's application, please confirm that you:

- are an RICS Fellow (FRICS) in good standing (active or retired) or
- are an RICS Member (MRICS) in good standing for five years or more.
- have known the candidate for at least two years
- have a considerable understanding of the candidate's knowledge and career to date
- can vouch for the member's accomplishments and so **detail the member's suitability** for the FRICS award here.

You are encouraged to write no less than two personalized paragraphs in support of this candidate's application. Shorter or less detailed submissions may be returned to you for more detail.

Each candidate is encouraged to have no more than one (1) reference from his employing firm.

This form can be faxed or emailed directly to RICS Americas.

NAME:	MEMBERSHIP #:
PHONE NUMBER:	EMAIL:
SIGNATURE:	DATE:



11. FELLOWSHIP REFERENCE #2

Thank you for agreeing to serve as a reference for _____, MRICS

In order to support this candidate's application, please confirm that you:

- are an RICS Fellow (FRICS) in good standing (active or retired) or
- are an RICS Member (MRICS) in good standing for five years or more.
- have known the candidate for at least two years
- have a considerable understanding of the candidate's knowledge and career to date
- can vouch for the member's accomplishments and so **detail the member's suitability** for the FRICS award here.

You are encouraged to write no less than two personalized paragraphs in support of this candidate's application. Shorter or less detailed submissions may be returned to you for more detail.

Each candidate is encouraged to have no more than one (1) reference from his employing firm.

This form can be faxed or emailed directly to RICS Americas.

NAME:	MEMBERSHIP #:
PHONE NUMBER:	EMAIL:
SIGNATURE:	DATE:



12. FEE REQUIRED WITH THIS APPLICATION

DESCRIPTION	IN BRITISH POUNDS	IN US DOLLARS
Fellowship Application Fee	£250.00	\$472.23

Your check or credit card payment will be processed within three weeks of your application's submission. Receipt will be issued by email within this same time frame.

13. PAYMENT

Payment of the fee can be made by:

- Check made payable to 'RICS Americas'. Please add your RICS member number to your check
- Credit card (*MasterCard or VISA preferred – please see form below*)

MEMBER NAME:		RICS MEMBERSHIP #:	
CARD HOLDER NAME, IF DIFFERENT:			
BILLING ADDRESS:	<input type="checkbox"/> Business address	<input type="checkbox"/> Correspondence address	<input type="checkbox"/> Other, listed below
BILLING ADDRESS IF DIFFERENT FROM BUSINESS OR CORRESPONDENCE ADDRESS			
STREET:		APT/SUITE:	
CITY:	ZIP/POST CODE:	STATE/PROVINCE:	
COUNTRY:			
DAYTIME PHONE NUMBER:	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
CREDIT CARD NUMBER:	CVC:	EXPIRATION DATE (MM/YY):	
Upon the approval of my application for membership, I authorize RICS to charge my credit card in the amount detailed above.			
SIGNATURE:		DATE:	



14. FEES REQUIRED IF YOU ARE UPGRADED TO FRICS (FELLOWSHIP)

If successful in your application, you will be required to pay the Fellowship subscription rate, or the balance (difference between MRICS and FRICS) if you have already paid your MRICS subscription for the calendar year.

FY2010 BY COUNTRY – TOTAL AMOUNT DUE*	IN BRITISH POUNDS	IN US DOLLARS
US and Canada	£446.00	\$842.45
Aruba; Bahamas; Bermuda; Caymans; Virgin Islands	£332.00	\$608.23
Anguilla; Falkland Islands; Guadeloupe; Martinique; Montserrat; Netherlands Antilles; Turks & Caicos	£215.00	\$406.11
All other Americas nations	£135.00	\$255.00

Exchange rate for calendar year 2010 is 1:1.889, UK:US. Subscriptions are subject to change annually; RICS does not pro-rate subscriptions. Rates may be reduced for members located outside the United States and Canada.

** Dues already paid for your MRICS subscription will be deducted from the total due for your FRICS subscription.*

If upgraded to FRICS, I authorize RICS to charge my credit card all fees associated with my upgrade (subscription dues increase). A receipt will be issued for said payment within four weeks of grade change.	
SIGNATURE:	DATE:
NAME:	MEMBER #:

Please save this document to your computer with 'Last Name First Name - RICS Application Form' and

email to ricsamericas@rics.org

-or-

fax to +1 212 847 7401

Your application will be acknowledged by email within five business days.