



Disqualification checklist

Avoid disqualifications!

This checklist is provided as a resource to assist with cross-checking your materials before submitting. However, you should refer to the sample application for your program for the full requirements.

Portfolio format

- PDF
- 8x11" (letter) page size
- File size is under the 25MB limit for the submission website.
- under overall page limit
- under section page limits
- in the correct order, nominator or sponsor's letter is on the first page
- summary statement is 25-35 words.

Nominator/Sponsor

Letter:

- one page
- addressed to the jury chair

Includes:

- Organization/Firm
- Address
- Name
- AIA Designation

Declarations:

(You can track the receipt of these forms under My Submissions > Pending 3rd Party Action.)

- Code of Ethics
- Unpaid labor declaration

Exhibits

Section requirements:

- under the total page limit
- I have the required number of exhibits.
- I have the required number of built exhibits (if applicable)

Each exhibit:

- under the individual page limit
- has a declaration of responsibility
- has the required descriptive information

Reference letters

Don't forget! You can track the receipt of reference letters under My Submissions > Pending 3rd Party Action. (If that section does not appear for you, then you have no pending 3rd party action.)

- All reference writers have uploaded their letters
- I have the required number of AIA Member letter writers (if applicable)