

Intend to Submit – MENA Frequently Asked Questions

What is the purpose of the Intend to Submit form?

- The form helps RICS gauge how many candidates plan to sit for their final assessment in the Middle East, allowing better scheduling and allocation of assessor capacity.

When is the deadline to submit the Intend to Submit form for Session 1 of 2025?

- The deadline is **8th February 2025**, which is 25 days before the submission window opens on 3rd March 2025.

Should candidates who are not planning to sit for Session 1 complete the form?

- No, to ensure as accurate an assessment list as possible, we request candidates only complete the form if they are genuinely intending to sit for assessment in Session 1.

Which candidates have to complete the form?

- All **eligible** APC, SPA, Specialist and Academic candidates submitting for final assessment have to fill the form. AssocRICS candidates do not need to fill the Intend to Submit form.

I am an APC Prelim candidate who has yet to submit for their Preliminary Assessment. Do I need to fill the form?

- No. Only eligible candidates submitting for final assessment have to fill the form. Once you pass your Preliminary Assessment, you will need to submit your intent to submit form if you wish to have your final assessment interview at a later session.

How can candidates complete the form?

- Candidates can complete the form by clicking the link provided in the email and accessing the assessment platform.

What happens if a candidate does not complete the form by the deadline?

- Candidates who do not complete the form by the deadline will not have access to the submission window and **will be unable to apply** for assessment when the submission window opens on **3rd March 2025**.

What if I need to change my Counsellor?

- This must be done **prior** to submitting the Intend to Submit form. You can update your Counsellor details via the Assessment Platform.

Can the pathway, route, or Counsellor details be changed after completing the form?

- No, once the Intend to Submit form is completed, the pathway, route, and Counsellor details cannot be changed. Candidates must ensure these details are accurate before submitting the form.

Does completing the form replace the normal submission process?

- No, completing the form is the first step. Candidates must still log into the assessment platform during the submission window and ensure their submission complies with all guidelines prior to submitting.

Can I continue to make changes to my submission after the Intent to Submit process?

- With the aforementioned exceptions of pathway, route and counsellor, you are permitted to continue to make other changes to your APC/SPA submission until you submit your submission through the assessment platform during the submission window. Once you have submitted your APC/SPA submission, you will not be permitted to make ANY further changes.

What if I submitted my intent to submit form but my final assessment submission is non-compliant?

- RICS reserves the right to decline submissions that do not comply with the guidelines stated in the platform and the candidate guide. You will then be required to re-apply in the second session in 2025.

Will candidates receive confirmation after submitting the form?

- Yes, candidates will receive an acknowledgment email within **ten working** days confirming receipt of their intention to submit. Please refrain from reaching out to us in this time. We will reach out to you.

Will filling the Intent to Submit form be valid for the entire year?

- No. The intent to submit form must be filled at every window you intend to sit your final assessment.

What happens if I fill the Intent to Submit form but then need to defer my assessment plans to the next window in October 2025?

- If you need to defer your assessment, please let us know. But you will need to fill another Intent to Submit form for the second window.

If I get referred at this session, will I need to fill the intent to sit form again at a future assessment window?

- Yes. The intent to submit form must be filled at every window you intend to sit your final assessment.

I cannot access the intent to submit form in my Assessment Platform page. Can I email the RICS staff of my intention to submit instead?

No, the forms must be submitted through the assessment platform. If you cannot see the ITS form, please contact aemeaassessmentdelivery@rics.org so we can liaise with IT to address this problem. Please plan accordingly.