



Recognised Professional Qualification
Guide for
Building Surveyors Institute of Japan
(BSIJ)



Eligibility

To be eligible for RICS membership through a Recognised Professional Qualification, you must:

- meet the qualification and experience requirements set out here [Recognition of Professional Qualifications](#) for either AssocRICS, MRICS or FRICS
- not have been referred on a chartered assessment if you are applying for MRICS
- Have five years' relevant experience, 12 months of which must be post Qualified Building Cost Manager (QBCM)

RICS defines “relevant experience” as full-time and relevant to the RICS competencies as set out in the appropriate RICS pathway guide. You can find the pathways guide [here](#) to see the relevant competencies. If you have any questions about the relevance of your experience, please contact us.

Important note: All RICS Recognised Professional Qualification routes are reviewed on a regular basis and are subject to change/closure at short notice. Where appropriate, RICS will honour any Recognised Professional Qualification application in process at the time of any change/closure.

Important links

RICS webpage to review our - [Recognition of Professional Qualifications](#)

Apply for the [Chartered Recognised Professional Qualification](#)

1. Contact details

You will notice at the top of each page a summary of the steps required to complete your application.

On the right-hand side, you will see confirmation of information required during the online application, please ensure that you have checked that you meet the RPQ requirements before proceeding.

Please complete your personal contact details.

Chartered RPQ Application

1 Contact 2 Personal 3 Qualification 4 Employment 5 Declaration 6 Payment

Contact Details

To search for an address, just start typing in the Address Line 1 or Postcode / ZIP Code fields.

Address Line 1
Royal Institution of Chartered Surveyors

Address Line 2 (optional)
55 Colmore Row

Address Line 3 (optional)

City
Birmingham

County / State
West Midlands

Postcode / ZIP Code
B3 2AA

Country
United Kingdom

Email

About Chartered RPQ

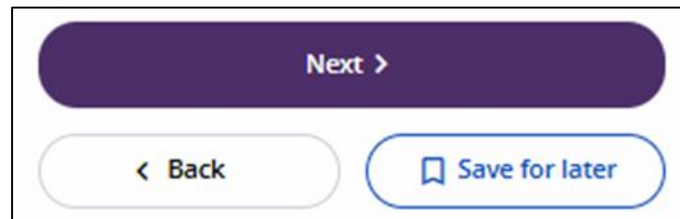
This form is to enrol for the MRICS qualification through Recognised Professional Qualification, this requires you to hold professional qualifications or membership of an RICS Recognised Professional Qualification recognised professional body. Check [here](#) to see if your qualification is RICS approved.

To complete this form and enrol online you will need to have the following to hand:

- ✓ A copy of your professional membership or qualification certificate
- ✓ A letter of good standing - you will need to upload a letter of good standing from your professional body confirming your current membership status
- ✓ A copy of your CV
- ✓ Your employers contact details including address
- ✓ Your proposer's RICS number or email address

Need help with your application?
Our support and enrolment team are here to help. Get in touch at:
✉ join@rics.org
Applicant Number: 0950152

At the bottom of each page you can select 'next', 'back' or 'save for later' if you wish to return to the application.



2. Personal details

Please complete your personal details

A screenshot of a form titled "Personal Details". The form contains three input fields: "Date of Birth" with the value "18/06/1994" and a calendar icon; "Gender" with a dropdown menu showing "Female"; and "What attracted you to surveying?" with a dropdown menu showing "Please select". At the bottom of the form are three navigation buttons: a large purple button with "Next >", a white button with "< Back", and a white button with "Save for later".

3. Qualification details

Please indicate the Professional Body you have membership with, **Building Surveyors Institute of Japan (BSIJ)** in the drop down

You will be required to upload two documents:

- A copy of your membership certificate
- A letter of good standing

You can download an example copy of the letter of good standing [here](#). This must be provided by **Building Surveyors Institute of Japan (BSIJ)** confirming;

- Your membership is up to date
- There are no ongoing regulatory matters
- How you gained the qualification - either through assessment or through a recognised professional qualification from another professional body

The screenshot displays the 'Chartered RPQ Application' progress bar with six steps: Contact, Personal, Qualification (current), Employment, Declaration, and Payment. The 'Qualification' step is active, showing a dropdown menu for 'Membership of Professional Body / Relevant Qualification'. The selected option is 'Building Surveyors Institute of Japan (BSIJ)'. Other options include 'Asociatia Nationala a Evaluatorilor din Romania (ANEVAR)', 'Chartered Institution of Civil Engineering Surveyors (ICES)', 'Construction Management Association of Japan (CMAJ)', and 'Ghana Institution of Surveyors (GhIS)'. A teal sidebar on the right offers help with the application, including the email 'join@rics.org' and applicant number '0870853'. At the bottom, there is a 'Drag & Drop file(s) here or click to upload' area with a cloud icon.

4. Employment

Please search using the country and ZIP/post code, we may have your company already in our database.

The screenshot shows the 'Chartered RPQ Application' form, specifically the 'Employment' section. At the top, a progress bar indicates the current step is 'Employment' (4), with previous steps 'Contact', 'Personal', and 'Qualification' completed, and 'Declaration' (5) and 'Payment' (6) remaining. The 'Employment' section includes a 'Country (Optional)' dropdown menu set to 'Japan', a 'Company Name' text box containing 'CBRE', and a 'City' text box containing 'Tokyo'. A red box highlights a 'Lookup' button next to the city field. Below this is a dropdown menu for 'Please select an address' with two options: 'CBRE Japan,...,Tokyo..' and 'CBRE K.K..Meiji Yasuda Seimei Building 21F,..Tokyc'. A red arrow points to the second address option. Below the address dropdown is a checkbox labeled 'If you cannot find your employer listed, please click here to manually provide these details.' At the bottom of the form, there is a section for 'Please upload an up-to-date CV' with a dashed box and a blue upload icon.

If you are unable to find your company in our database, please tick the highlighted box to manually provide these details.

At this stage you are also asked to provide us with an upto date CV, this is used to verify your eligibility to our Recognised Professional Qualification requirements.


Employment


Employer's Address
CBRE Japan
Tokyo [Edit Address ↗](#)

Employment Start Date
18/02/2025 

Position
Employee 

Please upload an up-to-date CV


Thank you for uploading your document(s). To upload a new document, please remove an existing one from the list below.

[Direct Entry Application.doc](#) 0.3 MB 

[Next >](#)

[< Back](#) [Save for later](#)

5. Declaration

Please ensure you read the declaration thoroughly, responding to the questions truthfully

Chartered RPQ Application

Contact Personal Qualification Employment Declaration Payment

Professional Declaration

I have read the following and hereby undertake:

1. 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, also comply with such other requirements as Governing Council shall determine
2. To promote the Objects of RICS as far as in my power
3. 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 organisation with which I may at any time be associated, any designation or expression denoting or suggesting membership or any connection with RICS
4. To pay promptly any monies due to RICS, whilst in membership and after ceasing to be a member, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or reimbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS
5. To declare any criminal conviction within 30 days
6. That should I wish to terminate my membership, to notify the Chief Executive in writing

Need help with your application?

Our support and enrolment team are here to help. Get in touch at:

✉ join@rics.org

Applicant Number: 0950152

Data Protection

Your personal information will be used to process and administer your application for RICS assessments and qualifications, and to administer your membership of RICS.

For further details about how and why RICS processes your personal information, and your legal rights, please read our [Privacy Policy](#).

Please answer the following questions:

Question 1

Have you been subject to any charge or conviction of a criminal offence which could result in a custodial sentence, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent in your jurisdiction?

Yes No

Question 2

Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years?

Yes No

Question 3

Are you an undischarged bankrupt?

Yes No

Question 4

Have you in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement)?

Yes No

If your response to any of the above questions is 'yes' please provide our Regulation Team with further details on the relevant matter. You can contact them at declarations@rics.org.

Until our Regulation Team have concluded their review your application will be placed on hold.

Declaration

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

 [Print Declaration](#)

Communication Choices

We will email you with the latest news, events, products, services, and opportunities available to you through RICS. If you don't want to receive such emails, please tick the box below:

- I **do not** want to receive the emails described above.

Regardless of your communication choices, you will still receive essential service communications relate to your relationship with us. Further details about your options and choices are available in our privacy policy and the Communications Centre in your online account.

[Next >](#)

[< Back](#)

 [Save for later](#)

If your answer to any of the questions above is yes, you must provide full details of the relevant matter to declarations@rics.org.

Your application will not progress further until RICS Regulation have been able to consider the information you have provided; this information will be treated confidentially.

6. Vetting

Following completion of the declaration, your application will be reviewed by an RICS colleague. They will verify your eligibility using the evidence provided, ensuring you meet the RPQ requirements to proceed.

A response will be provided within 5 working days, confirming our approval or seeking further information.

Vetting

Thank you for your application.

We are in the process of reviewing your submission and will be in touch with the outcome in the next five working days.

If you are successful at this stage, we will provide you with further details of the next steps, which include;

- Completing the RICS Professionalism Module
- Verification of your proposer

Once you have completed the above, you will proceed to payment to finalise your application.

If any additional information is required to complete our review, we will contact you directly.

You can check and update your Communication Centre choices, as well as update your profile, including demographic data, through myaccount.rics.org. Note that it may take up to 30 minutes for your details to appear.

7. Assessment Platform

Once your application has been vetted and approved, you will receive an email directing you to the Assessment Platform. Here you will be required to complete:

- RICS Professionalism Module
- Provide your Proposer's details

The screenshot shows the 'Candidate Home' page of the RICS Assessment Platform. The page features a navigation menu on the left with options like 'Professionalism Module', 'Personal Profile', 'Messages', 'Cookie Policy', 'Privacy Policy', and 'RICS.org'. The main content area is titled 'Overview' and displays a grid of user information: Name (Sally Sterling), Company, Job Title, Pathway (Valuation), Phone Number, Mobile (447789789464), Email (sallysterling@ricstest.org), and Professional Number (7963203). Below this, there are two status indicators: 'Professionalism Module' and 'Proposer', both marked as 'Not Started'. A message below states: 'If you have just completed the Professionalism Module, please be aware that your Completed status is not updated in the system immediately and it may take up to an hour for this to happen. Thank you for your patience.' At the bottom, there are buttons for 'Messages' and 'Help'.

Enter your Proposer's information as shown below, using the confirm button once the Proposer's full details are shown

The screenshot shows a 'Look up proposer' form. At the top, it states: 'Your application for election must be supported by a Chartered Surveyor (MRICS or FRICS). Enter their RICS contact number or email address to select them as your proposer/secondor.' Below this are two bullet points: 'You can locate their RICS contact number using the member directory at <https://www.rics.org/networking/find-a-member>' and 'The email address you enter must be registered with RICS in order to select them.' A note follows: 'When you click 'Confirm', the individual will be sent a request to allow them to approve their support for your application. We recommend you personally contact the individual, and request they login to the assessment platform to avoid any delay to your application.' The form itself has a search input field containing 'LucasBishop@Rics.org' and a 'Lookup' button. Below the search results, the following details are displayed: Contact (Lucas Bishop), Contact number (7960312), and Member Grade (Professional member (FRICS)). At the bottom of the form are 'Confirm' and 'Discard' buttons.

A notification will be sent to your Proposer; to confirm they are willing to support your application.

Overview

Name Sally Sterling	Company	Job Title	Pathway Valuation
Phone Number	Mobile 447789789464	Email sallysterling@ricstest.org	
Professional Number 7963203			

The remaining requirement to complete your direct entry application is payment of fees. Please revisit join RICS to complete the required payment.

[Return to Join RICS](#)

Professionalism Module (Expires: 20/11/2025) **Completed** Proposer **Completed**

Once your Proposer has verified, they are willing to act as your Proposer, you will see both requirements are shown as complete and you are now asked to make the required payment.

8. Payment

You will be directed to return to your [RICS.org](https://www.rics.org) account to make the required online payment.

The fee relevant to your personal application will be displayed based on your current location, please see our [Join fees](#) for further information on fee's relevant to your region.

The screenshot shows the 'Chartered RPQ Application' process. A progress bar at the top indicates six steps: Contact, Personal, Qualification, Employment, Declaration, and Payment (the final step, marked with a '6' in a circle). Below the progress bar, the 'Payment' section is displayed. It lists two fees: 'Election Fee' for \$266.00 and 'Subscription Fee' for \$730.00. The election fee covers the application and election to Chartered Member - MRICS. The subscription fee is the annual fee payable to provide access to RICS services and to maintain membership as a Chartered Surveyor. To the right of the fee list is a teal box with the text: 'Need help with your application? Our support and enrolment team are here to help. Get in touch at: join@rics.org Applicant Number: 0870853'.

Select 'proceed to secure payment'

The screenshot shows the 'Total Enrolment Fee' summary page. The total fee is \$996.00. Below this, there are three informational boxes. The first box explains that if the election takes place before 1 October, the current year's subscription is paid in full, and the following year's subscription is paid when it becomes due on 1 January. The second box explains that if the election takes place after 1 October, the subscription fee covers the period from October to December of the current year and all of the following year. The third box provides links for 'Join Fees' and 'here' for an invoice. At the bottom, there are three buttons: 'Proceed to secure payment >', '< Back', and 'Save for later'.

9. Next Steps

Once completed you will see the following screen, a welcome email will follow in the next 24 hours. Please ensure your address details are correct, these details are used to send your RICS Diploma. You should receive this within 6-8 weeks.

Next Steps

Congratulations on becoming a Chartered Surveyor.
You are now entitled to use the designation MRICS.

Make sure you check your membership details and your Communication Centre through [My Account](#). Please take the time to update your personal profile, including demographic data.

It may take up to 30 minutes to be fully updated, your details will also appear on the [RICS member directory](#).

Within the next 24 hours you will receive your welcome email which details the various support and information available to you as an MRICS.

Remember to regularly check your choices in your Communication Centre to ensure they meet your needs as your relationship with RICS evolves.

Please note all fees are non-refundable unless you withdraw your application within the 14 day (10 working days) cooling off period, from today, the date your enrolment has been processed. If you do decide to withdraw your application, please contact eqsenrolments@rics.org

Delivering confidence

We are RICS. As a member-led chartered professional body working in the public interest, we uphold the highest technical and ethical standards. We inspire professionalism, advance knowledge and support our members across global markets to make an effective contribution for the benefit of society. We independently regulate our members in the management of land, real estate, construction and infrastructure. Our work with others supports their professional practice and pioneers a natural and built environment that is sustainable, resilient and inclusive for all.

Americas, Europe, Middle East & Africa
aemea@rics.org

Asia Pacific
apac@rics.org

United Kingdom & Ireland
contactrics@rics.org



rics.org