

## Intend to Submit – Europe Region 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 SSA, allowing better scheduling and allocation of assessor capacity.

### When is the deadline to submit the Intend to Submit form for Session 1 of 2026?

- The Intend to Submit window opens on the 27<sup>th</sup> of January, 2026. The deadline is **13<sup>th</sup> of February 2026**, which is 17 days before the submission window opens on 2<sup>nd</sup> of March, 2026.

### Should candidates who are not planning to sit for this session 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.

### 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 the 2<sup>nd</sup> of March, 2026

### 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 Intend 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 to 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 of 2026.

**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 later in the year?**

- 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](mailto:aemeaassessmentdelivery@rics.org) so we can liaise with IT to address this problem. Please plan accordingly.