

COFA/DOFA student registration form

Please complete in CAPITAL LETTERS and black ink.

Please return completed form together with the relevant payment to ICSA, 16 Park Crescent, London, W1B 1AH, United Kingdom.

* Denotes a compulsory field and must be completed.

Personal details

Title: Mr/Mrs/Miss/Ms/Dr* (please circle one) Other title:* (please specify)

Surname/family name:*

First name(s):*

Date of birth:* Gender: male/female* (please circle one)

E-mail address:*

Home address:*

Postcode:* Country:*

1st contact phone no.:* work/home/mobile (please circle one) (overseas: please ensure you give the country and area code)

2nd contact phone no.: work/home/mobile (please circle one) (overseas: please ensure you give the country and area code)

3rd contact phone no.: work/home/mobile (please circle one) (overseas: please ensure you give the country and area code)

Employment details (if applicable)

Job title:

Employer name:

Employer address:

Postcode: Country:

Please indicate which address we should use for communication: home business (if not ticked, default will be your home address)

How do you intend to study:* (please tick one)

- self-study via a tuition provider (distance learning)
 via a tuition provider (face-to-face) via a tuition provider (online)

Name of chosen tuition provider: (if known)

For office use only

Enquiry reference no.: Student no.:

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Please tick the appropriate box to indicate your entry level.

Certificate level

You must also complete the enclosed modular/examination entry form.

Diploma level

Recognised degrees and certain other qualifications can lead to exemption from the ICSA Offshore Certificate. For further information, please see the 'entry requirements' section on www.icsaglobal.com/join-us.

Please attach authenticated photocopies of the certificates which form the basis of your claim.

Previous study and qualifications

Please tick highest level academic qualification you have achieved:

- no formal qualification
- GCSE/O-level or equivalent school-leaving examinations
- A-level or equivalent examinations which qualify you for university entry
- college or university qualification below degree level, e.g. HND in the UK
- college, university or postgraduate qualification

Please tick the following vocational/professional qualifications you have achieved:

- ICSA Certificate
- ICSA Diploma
- other vocational/professional qualification
- member of a professional body

Application for exemptions

If you are making an application for exemptions please attach authenticated photocopies of the certificates and transcripts which form the basis of your claim.

Data protection

Your local branch may contact you from time to time with relevant information. If you do not wish to receive this, please tick this box:

We may from time to time send you information about CPD opportunities. If you do not wish to receive this, please tick this box:

Our ICSA subsidiary companies (e.g. ICSA Information & Training) may contact you from time to time with information on ICSA products and services. If you do not wish to receive this information, please tick this box:

We may from time to time send you information from carefully selected third parties including our registered tuition providers. If you do not wish to receive this, please tick this box:

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Fee payment

I enclose a cheque/bank draft for the sum of: £ _____ (please make cheque/bank draft payable to ICSA)

I enclose a completed payment form of: _____

The payment form is available from www.icsaglobal.com.

Student fees paid by:* (please tick appropriate box)

- self-funded
 employer-funded

Please note that your registration will not be processed until the Institute has received full payment of the relevant fees.

The fee sheet is available from www.icsaglobal.com.

- Please tick this box, if you do **not** want us to provide your employer with the results of your examinations.
 Please tick this box, if you do **not** want us to provide your tuition provider with the results of your examinations.

How did you hear about ICSA?*

- | | | |
|--|--|---|
| <input type="checkbox"/> ICSA website | <input type="checkbox"/> a graduate/career magazine or website | <input type="checkbox"/> a legal or accountancy magazine or website |
| <input type="checkbox"/> a press article | <input type="checkbox"/> the careers service | <input type="checkbox"/> a careers fair |
| <input type="checkbox"/> family/friend | <input type="checkbox"/> employer/colleague | <input type="checkbox"/> other |

What is your current situation?*

- recent graduate/post graduate looking for work
 currently working for offshore related company
 currently working in company secretary/corporate governance or related field
 currently working in law
 currently working in accountancy
 currently working in another field
 other

Applicant's signature

I certify that the information given above is, to the best of my knowledge, accurate in all aspects. I have read and accept the ICSA students' regulations, terms and conditions.

Signature:* _____ Date:* _____

Application notes for registration as a student (COFA/DOFA)

1. If you have any problems please contact:

Member and Student Support Services
ICSA
16 Park Crescent
London
W1B 1AH

Phone: +44 (0)20 7580 4741
Fax: +44 (0)20 7612 7027
E-mail: studentsupport@icsaglobal.com

2. Do you have the correct form?

You should only use this form if you are applying for registration on the ICSA's Certificate/Diploma in Offshore Finance & Administration for the first time. If you are applying for:

- Registration on the ICSA's main qualifying scheme
- Registration as a collaborative course candidate
- Registration on a different ICSA certificate or diploma programmes

Please see the ICSA website or contact Member and Student Support Services (see note 1).

3. Closing dates

You can register as a candidate at any time throughout the year, but must do so before sitting any examinations. You are strongly advised to complete the registration process before starting any serious study. If you wish to sit examinations at a forthcoming session the Institute must receive your registration and exam entry application and payment of the appropriate fees by the relevant closing date.

4. Entry points

Authenticated photocopies of your educational certificates/professional qualifications **must** accompany your completed application. Photocopies should be authenticated by an Associate or Fellow of the Institute, a notary public, commissioner for oaths or person of similar standing. Your point of entry will depend on your previous qualifications. For further guidance please see the ICSA website or contact Member and Student Support Services (see note 1).

5. Returning your application form

Completed application and examination forms should be returned to Member and Student Support Services (see note 1).

6. What happens next?

You will normally receive confirmation of your registration within 21 days. If you do not receive confirmation within 28 days please contact Member and Student Support Services (see note 1).

7. Study texts

The fee per module comprises the registration fee and one examination entry only for that module. The relevant study text must be purchased separately from BPP: e-mail maxinepreddy@bpp.com, phone +44 (0)1534 780 290.

Existing students should be aware that following revision of all of the module syllabuses as from August 2005, new study texts should be purchased from BPP at the above address.