



The Governance  
Institute

# Student registration form

## ICSA Level 4 Certificate in International Finance and Administration

Please complete in block capitals and black ink. Return your completed form with course payment and examination entry form to: Student Support, ICSA, Saffron House, 6–10 Kirby Street, London EC1N 8TS, UK or [enquiries@icsa.org.uk](mailto:enquiries@icsa.org.uk)

### Personal details (complete all fields)

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 tick)

Home address:

Postcode: Country:

Email address:

### Contact telephone numbers – if you live overseas, please include country and area code:

Preferred telephone no: work/home/mobile  
(please circle)

Alternative telephone no: work/home/mobile  
(please circle)

### Employment details (if applicable)

Job title:

Employer name:

Employer address:

Postcode: Country:

Please indicate which address we should use for communication:  home  business

Office use only

Enquiry reference no.:

Student no.:

## Education

What is the highest level academic qualification you have achieved? (tick one box)

- 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 or university degree – please specify:
- College, university or postgraduate qualification – please specify:

Have you achieved any vocational or professional qualifications? (tick any that apply)

- other vocational/professional qualification – please specify:
- member of a professional body – please specify:

## What is your current situation?

- Recent graduate/post graduate looking for work
- Currently working in offshore finance
- Currently working in offshore administration
- Currently working in a company secretary/governance related field
- Currently working in another field
- Other – please specify:

## How do you intend to study? (tick one box)

- Self-study
- With a tuition provider (face-to-face)
- With a tuition provider (distance learning)
- With a tuition provider (online)

If applicable, please specify the selected tuition provider:

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## How did you hear about ICSA?

- ICSA website
- Graduate/career magazine or website
- Local ICSA branch
- A press article
- Careers service
- Careers fair
- Family or friend
- Employer or colleague
- Other – please specify:

## Fee payment

- I enclose a cheque/bank draft for the sum of: £ \_\_\_\_\_ (please make cheque/bank draft payable to ICSA)
  - I enclose a completed credit card payment form. This form is available from [www.icsa.org.uk](http://www.icsa.org.uk).
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## How are your student fees being paid? (please tick appropriate box)

- Self-funded
- Employer-funded

**Please note that your registration and exam entry cannot be processed until ICSA has received full payment of the relevant fees.** Fee information is available from [www.icsa.org.uk](http://www.icsa.org.uk).

## Sharing information

- Do you give permission for us to provide your employer with the results of your examination?  Yes  No
- Do you give permission for us to provide your tuition provider with the results of your examination?  Yes  No

## Exam entry

You have a choice between the following four exam sessions. Your fee includes **one** entry for each exam paper you are required to sit.

**Closing date for receipt of June session exam entries is 1 April.**

**Closing date for receipt of November/December session exam entries is 1 October.**

**Late entries will not be accepted under any circumstances.**

**Please choose at which session you will sit your first exam(s). You may sit one or two exams at this session:**

**Paper 1 – Core modules** (tick one box only)  June 2019  Nov 2019

**Paper 2 – Accounting** (tick one box only)  June 2019  Nov 2019

**Paper 3 – Investment** (tick one box only)  June 2019  Nov 2019

**You must attempt your first exam in one of the two sessions listed above. You must then attempt the exams for your second and third subjects within 18 months of your first exam attempt (i.e. in the next three exam sessions after your first exam). Please check the student rules and regulations for full details.**

**You must confirm the centre at which you wish to sit your exams – if you do not select a centre below, you will be entered into the centre closest to the address you have provided on this form.**

**Select your preferred exam centre** (tick one box)

- |   |   |                                      |                                     |
|---|---|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Barbados: St Michael   | <input type="checkbox"/> Cayman Islands: Grand Cayman | <input type="checkbox"/> Guernsey    | <input type="checkbox"/> London     |
| <input type="checkbox"/> Belize                 | <input type="checkbox"/> Cyprus                       | <input type="checkbox"/> Hong Kong   | <input type="checkbox"/> Mauritius  |
| <input type="checkbox"/> Bermuda                | <input type="checkbox"/> Dublin                       | <input type="checkbox"/> Isle of Man | <input type="checkbox"/> Malta      |
| <input type="checkbox"/> British Virgin Islands | <input type="checkbox"/> Gibraltar                    | <input type="checkbox"/> Jersey      | <input type="checkbox"/> Seychelles |

**If you are unable to attend any of the exam centres listed above and would like information about arranging a special centre, or if you have a disability and/or special needs and require assistance, please contact Student Support by email at [enquiries@icsa.org.uk](mailto:enquiries@icsa.org.uk)**

## Character and standing

Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you an undischarged bankrupt, or are your affairs currently subject to an arrangement with creditors or other external administration, or are any such proceedings pending against you?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you been convicted of an offence (other than a spent conviction) of such a nature that, had you been a member of the Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by the Institute under byelaw 24.8?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you conducted yourself, whether by act, neglect or default, in a manner that, had you been a member of the Institute at the time: <ul style="list-style-type: none"><li>• might have been; or</li><li>• is likely to have been</li></ul> discreditable to the Institute having regard to the ICSA code of professional ethics and conduct; or if you are admitted as member of the Institute, may be discreditable to the Institute having regard to the ICSA code of professional ethics and conduct? |

### Your information

ICSA respects the privacy of the personal data we hold and will not sell, share or transfer your personal information to third parties.

The information you have provided will enable us to register you as a student for your chosen qualification and will form the basis of your student record.

ICSA contacts students by email with information about your qualification. You will also receive bulletins about ICSA's work, including: technical guidance, consultations and relevant events.

### What next?

ICSA aim to complete your registration within ten working days and will send confirmation by email once your payment and registration have been processed. If you do not receive confirmation within 14 days please contact Student Support.

If you have any questions in the meantime, please contact Student Support on +44 (0)20 7580 4741 or by email [enquiries@icsa.org.uk](mailto:enquiries@icsa.org.uk).

### 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 student rules and regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Support  
ICSA  
Saffron House  
6–10 Kirby Street  
London EC1N 8TS

Phone: +44 (0)20 7580 4741  
Email: [enquiries@icsa.org.uk](mailto:enquiries@icsa.org.uk)

### Returning your completed registration and examination entry form

Your completed application form should be returned to Student Support (contact details above).

## Checklist

Before sending us your form, have you...

- Completed **all sections** of the **registration form**?
- Chosen** your **exam session**?
- Signed** the declaration?
- Attached the **correct payment**?