

Qualification top-up form

ICSA Level 4 International Finance and Administration qualifications

Please complete in block capitals and black ink. Please return completed form together with the relevant payment to: ICSA, Saffron House, 6–10 Kirby Street, London EC1N 8TS, UK or enquiries@icsa.org.uk

Surname/family name: _____

First name(s): _____

Date of birth: _____

Student number: (if available) _____

Home address: _____

Postcode: _____

Country: _____

Email address: _____

Preferred telephone no: _____

(If you live overseas, please include country and area code)

work/home/mobile

(please circle)

Alternative telephone no: _____

(If you live overseas, please include country and area code)

work/home/mobile

(please circle)

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 accept my examination entry for the following examination(s): (tick all that apply)

Top-up exam entry

ICSA Level 4 Subsidiary Certificate in International Finance, Accounting and Administration

Paper 2 – Accounting

June 2019

Nov 2019

You must sit the exam by Nov/Dec 2018, otherwise further fees will apply. Please check the student rules and regulations.

ICSA Level 4 Subsidiary Certificate in International Finance, Investment and Administration

Paper 3 – Investment

June 2019

Nov 2019

You must sit the exam by Nov/Dec 2018, otherwise further fees will apply. Please check the student rules and regulations.

ICSA Level 4 Certificate in International Finance and Administration

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

Paper 2 – Accounting

June 2019

Nov 2019

Paper 3 – Investment

June 2019

Nov 2019

You must sit both exams by June 2019, otherwise further fees will apply. Please check the student rules and regulations.

You must confirm the centre at which you wish to sit your exam(s) – 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

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

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.

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.

Declaration

In accordance with the rules for students upgrading their qualification to a higher level, I acknowledge that when I complete the new qualification I will need to return my existing certificate before a new certificate will be issued by ICSA.

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

Completed application forms should be returned to Student Support (contact details above).

You will normally receive confirmation of your exam entry within ten days. If you do not receive confirmation within 14 days, please contact Student Support (contact details above).