



The Governance
Institute

Student registration form

ICSA Level 5 Advanced 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

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

Which of the following qualifications have you have achieved*? (tick any that apply)

- An ICSA Level 4 Certificate in International Finance and Administration (IFA)
- An ICSA Level 4 Certificate in Offshore Finance and Administration (COFA)
- A university degree of Higher National Diploma (HND) from a recognized institution
- A Society of Trust and Estate Practitioners (STEP) Diploma in International Trust Management

***To be eligible to register for this qualification, you must have successfully completed one of the qualifications listed above**

If you have not completed either the ICSA Level 4 IFA Certificate or COFA qualification, 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 entry will depend on your previous qualifications. For further guidance please see the ICSA website or contact our Student Support team on +44 (0)20 7580 4741 for assistance.

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 fund 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 tuition provider you intend to study with:

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:

How are your student fees being paid? (please tick appropriate box)

- Self-funded
- Employer-funded

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.

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.

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

Qualification

To gain the Level 5 IFA Advanced Certificate qualification you must complete two exams, **Paper 1** (Trust and Company Administration) and **one other** exam paper of your choice (Paper 2 **OR** Paper 3 **OR** Paper 4).

In order for us to register you on the correct qualification, you must tell us which other exam paper you are intending to complete:

Paper 2 – Financial Reporting and Governance

Paper 3 – Fund Administration

Paper 4 – Business Management in Practice

Exam entry

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 – Trust and Company Administration (tick one box only)

June 2019

Nov 2019

Paper 2 – Financial Reporting and Governance (tick one box only)

June 2019

Nov 2019

Paper 3 – Fund Administration (tick one box only)

June 2019

Nov 2019

Paper 4 – Business Management in Practice (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 exam for your second subject within one year of your first exam attempt (i.e. in the next two exam sessions after your first exam). Please check our *Student Rules and Regulations* for further information.

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

Barbados: St Michael

Cayman Islands: Grand Cayman

Guernsey

London

Belize

Cyprus

Hong Kong

Mauritius

Bermuda

Dublin

Isle of Man

Malta

British Virgin Islands

Gibraltar

Jersey

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

Character and standing

Yes No

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?
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?
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:
- might have been; or
 - is likely to have been
- 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.

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

Returning your completed registration and examination entry form

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

Checklist

Before sending us your form, have you...

- Completed **all sections** of the **registration form**?
- Chosen** the date when you will sit your **first exam**?
- Attached any relevant **qualification certificates** to support your application?
- Signed** the declaration?
- Attached the **correct payment**?