



The Governance
Institute

ICSA qualifying programme – student registration form

For current members of The Institute of Chartered Secretaries and Administrators Nigeria (ICSAN)

Please complete in block capitals and black ink.

Personal details – please complete all fields (Note that name must be as it appears on your ICSAN Certificate of Membership)

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

Surname/family name:

First name(s): Middle name(s):

Date of birth: Gender: male/female/prefer not to say (please circle)

Email address:

Home address:

Postcode/Area code: Country:

Contact telephone numbers –if you are not based in the UK, 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/Area code : Country:

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

Office use only

Enquiry reference no.:

Student no.:

ICSAN membership details

Please note a certified copy of your ICSAN membership certificate must be submitted with this application.

Date ICSAN exams completed (date of Final Exam Certificate): _____

Date elected to membership of ICSAN (date of Membership Certificate): _____

ICSAN membership number: _____

This section must be signed and completed by the ICSAN endorsing officer - DO NOT WRITE IN THIS AREA

ICSAN certification:

I am pleased to confirm that the ICSAN membership details given above are accurate and that the above named person has been a member in good standing for two years or more, as required by the Memorandum of Understanding between ICSAN and ICSA.

Signed: _____

Date: _____

Please print name: _____

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?

If you replied yes to any of the above a member of the ICSA team will be in touch to discuss, once your student registration form has been received.

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 membership and qualification. You will also receive bulletins about ICSA's work, including: technical guidance, research, comment on governance issues, consultations and member events.

If you would like email updates about ICSA's products and services for governance professionals, please tick:
A copy of the full Privacy Notice is available from <https://www.icsa.org.uk/privacy>

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

- Self-funded
 Employer-funded

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

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

How did you hear about ICSA/ICSAN?

- ICSA website
 a graduate/career magazine or website
 NHS magazine or website
 a press article
 the careers service
 a careers fair
 family/friend
 employer/colleague
 other, please specify: _____

What is your current situation?

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

Declaration

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 – www.icsa.org.uk

Signature: _____

Date: _____

1 Checklist

Before sending us your form, ensure you have:

- Completed all sections of this registration form
 Obtained endorsement from the ICSAN Endorsing Officer
 Signed the declaration section of the application
 Attached the correct payment

2 Returning your completed registration

You must return your application to the Membership Team at enquiries@icsa.org.uk, together with confirmation of payment of the one-off registration fee, student membership fee and the exemption fee for the four exempted module,

3 What next?

ICSA aims to process your registration within ten working days. We will send confirmation by email. You can then enter for the examination(s) via your MyICSA student portal which you can access once your student registration has been confirmed.