



The Governance
Institute

University student registration form

ICSA validated postgraduate courses

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

Personal details – please 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 circle one)

Email address:

Home address:

Postcode: Country:

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.:

University details

I am currently registered on a university programme which is validated by ICSA.

Name of university: _____

Course title: _____

I am studying the course:

- full time
 part time (please tick one)

Date registered with the university: _____

Previous study and qualifications

Please tick highest level academic qualification you have achieved:

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

How did you hear about ICSA?

- | | |
|---|---|
| <input type="checkbox"/> my university | <input type="checkbox"/> a graduate/career magazine or website |
| <input type="checkbox"/> ICSA 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?

- currently studying a postgraduate degree
 recent graduate/postgraduate 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

Student fees paid by: (please tick appropriate box)

- self-funded
 employer-funded

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 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:

Applicant's signature and payment

- I certify that the information given above is, to the best of my knowledge, accurate in all aspects.
- I understand and accept that ICSA will need to verify my student status with the university.
- I have read and accept ICSA's student rules and regulations.

Signature: _____

Date: _____

You need to pay the first instalment of the ICSA student and membership fee (£175) now so that we can register you as an ICSA student. When you graduate from the programme you will need to pay the second instalment of £175 to become a Graduate of ICSA. See www.icsa.org.uk for more details.

I enclose a cheque/bank draft for the sum of £175 (please make cheque/bank draft payable to ICSA)

I enclose a completed form for the payment of £175 The payment form is available from www.icsa.org.uk.

Completed registration forms and payment should be returned by email or post:

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

Phone: +44 (0)20 7580 4741
Email: studentsupport@icsa.org.uk

What next?

ICSA aims to complete your registration within ten working days and will send confirmation by email once your payment and registration have been processed.

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