

APPLICATION NOTES FOR REGISTRATION AS A STUDENT

1. If you have any problems please contact:

Member & Student Support Services
ICSA
16 Park Crescent
London
W1B 1AH

Phone: +44 (0)20 7580 4741
Fax: +44 (0)20 7612 7027
E-mail: studentsupport@icsa.co.uk

Applicants living in Ireland

ICSA Irish Region Office
PO Box 7568
Foxrock
Dublin 18
Ireland

Phone: +35 (0)31 2832 451
Fax: +35 (0)31 2832 452
E-mail: irishoffice@icsa.co.uk

2. Do you have the correct form?

You should only use this form if you are applying for registration on the ICSA's qualifying scheme for the first time.

If you are applying for:

- re-registration as a candidate;
- for registration as a collaborative course candidate;
- registration on one of the other ICSA certificate or diploma programmes.

Please see the ICSA website or contact Member & Student Support Services (see note 1).

3. Closing dates

You can register as a candidate at any time throughout the year, but must do so before sitting any examinations. You are strongly advised to complete the registration process before starting any serious study. If you wish to sit examinations at a forthcoming session the Institute must receive your registration and exam entry application and payment of the appropriate fees by the relevant closing date.

4. Entry points

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 point of entry will depend on your previous qualifications: full details of all exemptions may be found in the ICSA brochure.

To register onto the **Professional Programme** you must hold:

- an acceptable degree;
- a recognised Chartered professional qualification;
- an ICSA Diploma;
- the IBAM Advanced Diploma (pre 2006).

For further guidance please see the ICSA brochure or contact Member & Student Support Services (see note 1).

5. Returning your application form

Completed application forms should be returned to Member & Student Support Services (see note 1).

6. What happens next?

You will normally receive confirmation of your registration within 21 days. If you do not receive confirmation within 28 days please contact Member & Student Support Services (see note 1).

7. Professional Programme study text delivery

Delivery of your text may require a signature confirming receipt. To avoid delays you should either have your texts delivered to you at your place of work or request that they are delivered to an alternative address where someone will be available to sign for your texts on your behalf.

8. Entering for examinations

All applicants must complete a student registration form and the appropriate examination/modular entry form and return it with the required fee to Member & Student Support Services (see note 1).

9. Examination centres

Unless you are deferring your examination you **must** state the centre at which you wish to sit your exam.

Australia: Sydney & Melbourne; **Barbados:** St Michael; **Bermuda;** **Botswana:** Gabarone; **Cameroon:** Buea; **Canada:** Toronto; **Cayman Islands;** **Gambia:** Banjul; **Ghana:** Accra & Kumasi; **Gibraltar;** **Guernsey;** **Guyana:** Georgetown; **Hong Kong;** **India:** Ahmedabad, Bangalore, Chennai, Hyderabad, Kolkata, Mumbai, New Delhi, Pune; **Ireland:** Cork, Dublin & Waterford; **Isle of Man:** Douglas; **Jamaica:** Kingston; **Jersey;** **Kenya:** Nairobi; **Malawi:** Blantyre & Lilongwe; **Mauritius:** Reduit; **Nigeria:** Abuja, Enugu, Ibadan, Kaduna, Lagos & Port Harcourt; **New Zealand:** Auckland; **Sierra Leone:** Freetown; **Singapore;** **South Africa:** Johannesburg; **Sri Lanka:** Colombo; **Tanzania:** Dar-es-Salaam; **Trinidad:** Port of Spain; **Uganda:** Kampala; **United Arab Emirates:** Dubai; **United Kingdom:** Aberdeen, Belfast, Birmingham, Brighton, Bristol, Cambridge, Cardiff, Chelmsford, Deal, Derby, Edinburgh, Glasgow, Leeds, Liverpool, London, Manchester, Newcastle, Northampton, Norwich, Nottingham, Plymouth & Southampton, **British Virgin Islands:** Tortola; **Zambia:** Lusaka & Kitwe; **Zimbabwe:** Harare

Should you be unable to attend any of the above centres, it may be possible for us to assist you in organising a special centre. Please contact Member & Student Support Services (see note 1).

If you wish to sit examinations in India or Pakistan, but are not registered under the Memorandum of Understanding between ICSI and ICSA, you are required to obtain prior permission from the appropriate government.

ICSA reserves the right to close examination centres should insufficient students choose a particular centre.

STUDENT REGISTRATION FORM

Please read the notes carefully before completing this form.
Please complete all sections in **BLOCK CAPITALS** and in **black ink**.

Personal details

Surname/family name: _____ Title: _____

Other names: _____

Date of birth: _____ Male/female: _____

Home address: _____

Postcode: _____ Country: _____

Home phone: _____ Mobile: _____

Personal e-mail: _____

Employment details

Job title: _____ Department: _____

Employer: _____

Business address: _____

Postcode: _____ Country: _____

Business phone: _____ Business fax: _____

Business e-mail: _____

Please indicate which address we should use for communication: Home Business

For office use only

Enquiry reference: _____ Registration number: _____

ENTRY LEVEL (Please read note 4 before completing this section)

Professional Programme (PP)

You must also complete the enclosed modular/exam entry form.

Please tick the box below to indicate at which point you wish to enter onto the Professional Programme (see entry point and exemptions in the ICSA brochure):

Full exemption PPI

Partial Exemption PPI

PPII

Please detail below the qualification(s) on which you are basing your application to enter at the Professional Programme level.

Please attach authenticated photocopies of the certificates which form the basis of your claim.

Course	Course provider	Level attained

continued on next page →



REFEREE'S DETAILS AND SIGNATURE

I recommend _____

for registration as a student of the Institute of Chartered Secretaries and Administrators. In my opinion, the applicant is a fit and proper person for admission to the examinations of the Institute.

I have known him/her for: _____ years _____ months

Full name: _____

Occupation or job title: _____

Professional qualification(s): _____

Signature: _____ Date: _____

The signatory should preferably be a Member of the Institute, the Corporate Secretary (or equivalent) of your employing organisation, a member of another professional body or an officer of a recognised university or college.

Data protection

- The Institute occasionally supplies mailing lists, on a restricted basis, to other approved organisations. If you prefer **not** to receive information by direct mail from those to whom we supply these lists, then please tick the box.
- ICSA and its subsidiaries may send you literature about issues or services relevant to the profession or your studies. If you do **not** wish to receive these mailings please tick the box.

Fee payment (please see the enclosed fee sheet)

The appropriate fee **must** be received in order for your registration to proceed. Payment can be made by cheque or bank draft made payable to ICSA, or by credit card.

Payment method

I enclose a cheque/bank draft for the sum of: _____

Credit card payment of: _____ **(please complete separate credit card form)**

NB please note that your registration will not be processed until the Institute has received full payment.

- Please tick this box if you do not want us to provide your employer with the results of your examinations.
- Please tick this box if you do not want us to provide your Registered Tuition Provider with the results of your examinations.

How did you hear about ICSA?

- | | | |
|--|--|--|
| <input type="checkbox"/> Friend/family | <input type="checkbox"/> Previous ICSA courses | <input type="checkbox"/> Hobson's Casebook |
| <input type="checkbox"/> Prospects Directory | <input type="checkbox"/> Colleague/employer | <input type="checkbox"/> College |
| <input type="checkbox"/> ICSA website | <input type="checkbox"/> Careers officer | <input type="checkbox"/> Target Law book |
| <input type="checkbox"/> Other | | |
| <input type="checkbox"/> Advertisement – please state which publication: _____ | | |

Applicant's signature

I certify that the information given above is, to the best of my knowledge, accurate in all respects. I note as part of the registration process ICSA **must** pass on my contact details to the study text providers. I have read and accept the regulations, terms and conditions for ICSA students.

Signature: _____ Date: _____

CHECKLIST

Before returning your application, please ensure that you have:

1. Completed all appropriate sections of the student registration form.
2. Enclosed authenticated copies of your certificates.
3. Completed the appropriate examination/modular entry form.
4. Obtained a suitable referee.
5. Signed and dated the form.
6. Enclosed the relevant fee(s).

