

Exemptions application form

Please read these notes before you complete this application

- To apply for exemptions you must be a current student of the Actuarial Profession.
- You must provide your Actuarial Reference Number (ARN) as requested in section 1 of the form. Without this the application will be returned.
- If you are currently applying for membership, please wait until this has been confirmed and you have been allocated your ARN before you send in this application form.

Documentation that must be included with your application form

You must include the required documentation listed below with your application for exemptions. The required documentation will vary depending on the qualifications that you are basing your exemptions application on. If you do not provide the correct information we will not be able to process your application.

The Actuarial Profession does not accept responsibility for the loss of original documents so you must provide **certified copies** of all documents as required by your application. If you include any original documents, your exemption application will be returned to you to reapply at a later date with the correct documentation.

The certification must be undertaken by either a **Fellow or an Associate**, who is employed by your company and who is a member of either the Actuarial Profession, or of an IAA recognised actuarial association. If it is not possible for you to find a Fellow or an Associate to undertake certification, please contact the Quality Assurance Team at exemptions@actuaries.org.uk before you send in your application form

Where certification of documents is required please ensure that the following information is provided by the person certifying them on each document page to be certified:

- Their full name
- Their signature
- Their Actuarial Reference Number or membership number
- Their membership status (Associate or Fellow)
- Their job title and company
- The date the documentation has been signed.

Documentation that you must include with your application

1. If your degree is from an accredited degree course with the Actuarial Profession where your exemptions recommendations have already been confirmed by your university in writing, you should include the following (details of these can be found on our website):

- A certified copy of your official university transcript which should include the marks for all modules taken in each academic year of the degree.

You may include a letter from your university recommending you for exemptions, but this alone without your university documentation will not be sufficient evidence to support your exemption application.

2. If your degree course has an exemption agreement with the Actuarial Profession (not accredited university) where your exemptions recommendations have already been confirmed by your university in writing, you should include the following (details of these can be found on our website):

- A certified copy of your official university transcript which should include the marks for all modules taken in each academic year of the degree.

- A certified copy of your university degree certificate which is received after graduating.

You may include a letter from your university recommending you for exemptions, but this alone without your university documentation will not be sufficient evidence to support your exemption application.

3. If you have an actuarial or numerate degree that does not have an exemption agreement with the Actuarial Profession, where you personally have not been recommended for any exemptions, you should include the following:

- A certified copy of your official full university transcript which should include marks for all modules taken in each academic year of the degree.
- A certified copy of your university degree certificate which is received after graduating.
- A copy of the Actuarial Profession's official syllabus for each subject applied for with full explanatory hand written notes next to each key objective, indicating where this has been covered in your university syllabus. We can only accept notes on a printout of our official syllabus, which can be downloaded from our website. If your copy of our syllabus has been typed or written by the applicant, the exemption application will be returned.
- A official copy of your university syllabus.
- You may include copies of exam question papers that for the year that you sat the exam, although this is not compulsory in order to apply.

You must include all the documents listed above to show that you have achieved the required standards in those parts of the degree course that cover the key objectives of the Actuarial Profession exams that you are applying for exemption from.

4. If you have passed exams with another actuarial or professional body which has an exemption agreement with the Actuarial Profession, you should include the following:

- A certified copy of official proof of your qualification (results letter not pass lists)

Details of these bodies can be found on our website.

5. Alternative qualifications which may lead to an exemption from ST0 you should include:

- Relevant supporting documents, e.g., certified proof of qualification, a degree transcript or certificate, ensuring that photocopies of documents are certified copies.
- If applying from an MSc or PhD: a copy of your dissertation
- If applying from an MSc or PhD: a supporting letter from a qualified actuary stating how your qualification is relevant to the actuarial field.

Details of these qualifications can be found on our website.

Payment

- You must complete section 3 of the form ('Payment details'), and include payment with your application. Payment should be included for the maximum number of exemptions you are applying for; refunds will be made in respect of any exemptions that are not granted. We do not send billing letters or invoices for exemptions.
- Please ensure that your **ARN** and the code **JEDEXE** are used in reference for any BACS payment or bank transfer, and allow for any possible bank charges when making your payment. Failure to do so will result in a severe delay in allocating the payment to your application.
- A remittance for BACS payments must be included with this application
- If your company is paying for your exemptions, please contact them to ensure that the application form has been sent, together with the payment, before you contact the Quality Assurance Team at Oxford to enquire about your application.

The application process

- We will process your application as quickly as possible. The time taken to process your application depends on the complexity of your application.
- You will receive an email from the Quality Assurance Team to confirm receipt of your application.
- You will be notified in writing of the outcome of any application for exemptions at the earliest opportunity.
- If you have not received a letter containing the outcome of your application 6 weeks after we have sent you confirmation of receipt please email exemptions@actuaries.org.uk . You should state your ARN and the exemptions you have applied for.
- If you wish to apply for an exam in case you do not gain exemption in that subject, you should apply for exemption at least 8 weeks prior to the exam closing date. For further information on exams contact examinations@actuaries.org.uk

Further information

- You can check your exam history in your personal profile area of the website. This will give detail of any exemptions you have been granted.
- You should contact exemptions@actuaries.org.uk immediately if you are concerned that our records do not hold details of exemptions you believe you may be entitled to.
- You must formally apply for, and pay the fee for, exemptions you believe you are eligible for. If you do not your exemptions/exam record will be incomplete and you will not appear on any qualification pass lists.

Before you send your application form to the Quality Assurance Team, you must ensure that you have

- Completed all relevant sections on the application form.
- Included the correct payment.
- Included the required certified documents to show you have achieved the required standards in the qualifications on which you are basing your application. Not included any original documents.
- Signed and dated the declaration.
- If applying from a non-agreement university, a copy of the Actuarial Profession's official syllabus for each subject applied for with full explanatory hand written notes next to each key objective , indicating where this has been covered in your university syllabus.

Application form for exemptions

Please use BLOCK CAPITALS and BLACK INK when filling in this form.

If ANY part of this form is not completed, the application will be returned immediately to you.

1. Applicant Details

Applications without an ARN cannot be processed. Please ensure that your main contact details are correct by checking your personal profile area on the website.

Name:

ARN:

2. Exemption you are applying for

Please tick each box below for each subjects(s) from which exemptions are being sought:

CT Series (CT1, CT2, CT3, CT4, CT5, CT6, CT7 & CT8)	<input type="checkbox"/>	ST0	<input type="checkbox"/>
CT1	<input type="checkbox"/>	ST1	<input type="checkbox"/>
CT2	<input type="checkbox"/>	ST2	<input type="checkbox"/>
CT3	<input type="checkbox"/>	ST3	<input type="checkbox"/>
CT4	<input type="checkbox"/>	ST4	<input type="checkbox"/>
CT5	<input type="checkbox"/>	ST5	<input type="checkbox"/>
CT6	<input type="checkbox"/>	ST6	<input type="checkbox"/>
CT7	<input type="checkbox"/>	ST7	<input type="checkbox"/>
CT8	<input type="checkbox"/>	ST8	<input type="checkbox"/>
CT9 (passed with another actuarial association)	<input type="checkbox"/>	ST9	<input type="checkbox"/>
CA1	<input type="checkbox"/>		
CA2 (passed with another actuarial association)	<input type="checkbox"/>		
CA3	<input type="checkbox"/>		



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3. Payment details

Current Fees for Exemptions - 1 July 2011 – 30 June 2012

CT1-8 subjects	£155.00 per subject (£60.00 special overseas rate)
CT9 subject	£155.00 per subject (£60.00 special overseas rate)
ST0 subject	£250.00 per subject (£100.00 special overseas rate)

ST subjects	£220.00 per subject (£90.00 special overseas rate)
CA1	£420.00 (£170.00 special overseas rate)
CA2 & CA3	£220.00 (£90.00 special overseas rate)

Information about Special Overseas Rates is available on the Actuarial Profession's website. You are required to be currently and permanently resident in one of these countries to be eligible.

You must indicate ✓ for method of payment and complete all the information in the relevant section.

Please note that fees for exemptions that are not granted will be refunded to you, but not any bank fees incurred by BACS.

Credit/Debit card (please check the box if you are paying by this method)

You must complete the Credit/Debit Card Payment Advice below if using this method.

Surname: _____

Initials: _____

Applicant's ARN: _____

Card type: (we do not accept any other types of card)

Visa/Delta MasterCard/Eurocard Switch/Maestro

Card number:

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Start Date:

--	--	--

Expiry Date:

--	--	--	--

Security Code:

--	--	--	--	--	--

(on reverse of card)

Amount:

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 £

Switch Issue No.:

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Please give the cardholder's name and address if different from applicant:

Name: _____

Tel: _____

Address: _____

Signature of Cardholder: _____

Postcode: _____

Date: _____

No allowance will be made for any errors or omissions by candidates, employer or other person, by the postal authorities or failure of transmission by fax or online.

Cheque/Bank Draft (please check the box if you are paying by this method)

Cheques and bank drafts must be made payable to "Institute and Faculty of Actuaries" and enclosed with your application. All cheques and bank drafts must be drawn on a UK bank account. Foreign cheques cannot be accepted. Please also write the ARN on the reverse of your cheque, if a cheque is for more than one applicant please include a clear breakdown of who the payments are for.

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Bank transfer/Electronic payment (please check the box if you are paying by this method)

You must complete the Bank Transfer Advice below if using this method. Failure to complete this section in full will mean your application will be returned immediately.

Bank account details for bank transfers are as follows:

Account Name:	Institute and Faculty of Actuaries
Account Number:	08671990
Sort Code:	56-00-20
SWIFT:	NWBKGB2L
IBAN:	GB98NWBK56002008671990

Additional information:

Bank Name:	National Westminster Bank PLC
Bank Address	Holborn Circus Branch PO BOX No 204 No 1 Hatton Garden London EC1P 1DU

You must ensure that all bank charges are paid; otherwise we will not receive the full payment. If the correct payment is not received, your application will not be processed until we receive the outstanding balance.

Please quote your ARN and the code "JEDEXE" in the bank reference description. Failure to do so will considerably delay the processing of your application.

Bank Transfer Advice:

Transfer made by (applicant name or company name):	Amount transferred (excluding bank charges):
Bank Name:	Bank reference:
Bank Address:	
	Transfer date:

I have transferred the above amount to the Actuarial Profession and have included the transfer details and/or remittance advice with this application. I understand that failure to complete this detail may result in my application being returned.

Signed: _____ Date: _____

4. Declaration to be signed by Applicant:

I apply for exemption from the above subject(s) of the examinations and declare that the information is correct to the best of my belief. I declare that I have also enclosed all relevant documentation as required to be submitted with this application.

Full Name: _____ ARN: _____

Signature: _____ Date: _____

5. Next stages of your exemption application:

You can send your exemption application

- By e-mail to the Quality Assurance Team at exemptions@actuaries.org.uk
- By fax to +44 (0)1865 268233
- By post to the Quality Assurance Team, The Actuarial Profession, 4 Worcester Street, Oxford OX1 2AW (application forms with payment by cheque or bankers draft must be sent by post)

After you have submitted your exemption application

- Once we have received your exemption application, you will receive a confirmation of receipt e-mail within 2 working days
- Ensure that you have the correct preferred e-mail address selected in your personal profile on the website at <http://www.actuaries.org.uk/users>, as we will contact you by e-mail whilst processing your exemption application.