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| IFOA_logo_ | **Application form for exemptions** |

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| *Please complete* ***Pages 1-3*** *of this form and return it to:*  *Exemptions – Education Services Team,*  *The Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford OX1 1JD, UK Tel: +44 (0)1865 268207 Email:* [*education.services@actuaries.org.uk*](mailto:education.services@actuaries.org.uk)  **Application Infstuctions**  A  Applicaadf | | | | | | | | | | | | | | | | | | | | |
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| **You should read carefully the notes at the end of this form and ensure that you submit the correct documentation. If you do not provide the correct information we will not be able to process your application.**  **Please type your details in this form where possible.**  **Only complete Pages 1-3. Do not return the notes section of this form. This is for information only.**  **You should email your application to us *(whenever possible)*, with scanned pdf copies of your supporting documents.** | | | | | | | | | | | | | | | | | | | | |
| **Section 1 – Personal details** | | | | | | | | | | | | | | | | | | | | |
| **Name (BLOCK CAPITALS)** | | | | | |  | | | | | | | | | **ARN** | | | |  | |
| **Email** | | |  | | | | | | | | **Telephone** | | | |  | | | | | |
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| **Section 2 – Exemptions you are applying for** | | | | | | | | | | | | | | | | | | | | |
| **CM1**  *(CT1 & CT5* | **CM2**  *(CT8)* | | | **CS1**  *(CT3)* | | | **CS2**  *(CT4 & CT6)* | **CB1**  *(CT2)* | | **CB2**  *(CT7)* | | | *To successfully apply for these exemptions, you need to be eligible for CT1 & CT5 for CM1 and CT4 & CT6 for CS2.* | | | | | | | |
| **CB3**\* (passed CT9 with another actuarial association) | | | | | | | | \**If you are a student member who joined the IFoA after 1 March 2012, you will need to complete the OPAT before applying for CT9 exemption.* | | | | | | | | | | | | |
| **CP1** (CA1) | **CP2** (CA2) | | | | | | | | | CP3 (CA3) | | | | | | | | | | |
| **SP0** | **SP1**  (ST1) | | | **SP2**  (ST2) | | | **SP3**  (ST3) | **SP4**  (ST4) | | **SP5**  (ST5) | | | **SP6**  (ST6) | | | **SP7**  (ST7) | | **SP8**  (SP8) | | **SP9**  (ST9) |
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| **Current fees for exemptions** | | | | | | | | | | | | | | | | | | | | |
| **CM & CS subjects** | | £180.00 each (£95.00 reduced rate) | | | | | | |  | **CB subjects** | | | | £180.00 (£95.00 reduced rate) | | | | | | |
| **CP1 subject** | | £490.00 (£245.00 reduced rate) | | | | | | |  | **CP2 & CP3** | | | | £360.00 each (£210.00 reduced rate) | | | | | | |
| **SP0 subject** | | £270.00 (£145.00 reduced rate) | | | | | | |  | **SP subjects** | | | | £250.00 each (£130.00 reduced rate) | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Declaration to be signed by Applicant** | | | | | | | | | | | | | | | | | | | | |
| I apply for exemption from the above subject(s) of the examinations and declare that the information supplied with the application is correct to the best of my belief.  I declare that I have also enclosed with this application all relevant documentation as required to be submitted.  I understand that the IFoA may contact my University/Professional Body for confirmation that the information provided is accurate and correct. | | | | | | | | | | | | | | | | | | | | |
| **Signature** | | | | |  | | | | | | | **Date** | | | | |  | | | |

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| **Checklist of required documentation**  See the notes at the end of this form for full details of these requirements, and for additional information | | |
| I am applying for exemptions on the basis of: | | |
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|  | 1. **A degree course with an agreement with the IFoA, and I enclose:** | |
| A copy of my official university transcript. The IFoA reserves the right to request certification if required. | |  |
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|  | 1. **Other actuarial or numerate course, and I enclose:**   **You can only apply for CS1, CB1, CB2** | |
| A certified copy of my official full university transcript with relevant modules highlighted | |  |
| A certified copy of my university degree certificate | |  |
| A copy of the Institute and Faculty of Actuaries syllabus for each subject indicating where this has been covered in my university syllabus | |  |
| An official copy of my university syllabus from the time I completed my degree | |  |
| Evidence of the assessment method (e.g. exam papers) for each relevant module maybe requested. | | |
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|  | 1. **Exams passed with other actuarial or professional bodies, and I enclose:** | |
| A certified copy of official proof of my qualification which I sat and passed before 31st December 2018.  NOTE: For ASSA, AIA, and SOA please see section 3 of Exemption Classifications | |  |
| Other actuarial Associations: I can confirm I am a current member or have applied for membership before 29th July 2019 17:00 UK Time | |  |
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|  | 1. **SP0 Exemption based on alternative qualifications, and I enclose:** | |
| For MSc or PhD: a supporting letter from a Fellow of an International Actuarial Association organisation stating how my dissertation is relevant to actuarial work. | |  |
| For recognised MBA programs: Relevant supporting documents, e.g., certified proof of qualification, a degree transcript or certificate, ensuring that photocopies of documents have been certified. Please note these courses must be accredited by AACSB, EQUIS, AMBA or appearing in the FT Global MBA rankings in the year in which you completed the program. | |  |
| Another Professional body qualification where the IFoA has an agreement: Certified copy of qualification documentation or proof of attained membership *ie grade slips* | |  |
| Another Professional body qualification where the IFoA does not have an agreement: Details of qualification syllabus examination papers sat. | |  |
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| **Certification of documents (refer to detailed notes).** **Note:** This does not apply for exemptions from University courses with an IFoA agreement. | | |
| My documents have been certified by an appropriate person who has included the following details: | | |
|  | Full name in CAPITAL letters, position, address and telephone number of the company/firm/practice or employer | |
|  | Actuarial Reference Number or membership number (if applicable) | |
|  | The date the documentation has been witnessed | |
|  | To be written on the documentation: ‘ certify this is a true copy of the original document as seen by me’ | |

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| **Section 3 – Payment details** | | | | | | | |
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| *You must ensure that any bank charges are paid at the time of transfer, otherwise we will not receive the full payment. If the correct payment is not received, your application will be delayed until we receive the outstanding balance.* | | | | | | | |
|  | **Bank transfer** | **£** | | Please enter the total amount of Bank transfer.  A remittance advice must accompany this form as proof of your payment. | | | |
| **Account name** | | | Institute and Faculty of Actuaries | | **IBAN** | GB98NWBK56002008671990 | |
| **Account number** | | | 08671990 | | **Bank name** | National Westminster Bank PLC | |
| **Sort code** | | | 56-00-20 | | **Bank address** | Holborn Circus Branch  PO Box No 204  No.1 Hatton Garden  London, EC19 1DU | |
| **SWIFT** | | | NWBKGB2L | |
| **Please enter Bank transfer payment reference. Your reference should include your ARN, and should end with the code JEDEXE** | | | | | | **Eg: 90123456 – JEDEXE** | |
|  | **Cheque** | **£** | | Cheques must be made payable to: Institute and Faculty of Actuaries.  **Post-dated cheques will not be accepted.** | | | |
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| **Visa, MasterCard or Amex – to be paid online in your member’s area of the website** | | | | | | |
| **If you wish to pay by card we will send you an email once your exemptions have been approved and you will need to pay the outstanding balance in your member’s account on the website. *Please note that online payments need to be completed within 30 days of notification of approval.*** | | | | | | |
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| I include payment for the maximum number of exemptions that I am applying for, and I understand that a refund will be made in respect of any exemptions that are not granted. | | | | | | |

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| **Blank Page**  **Do Not Include This or Below Pages With Exemption Application** |

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| **Application for exemption from exams**  **Important notes** |

**Please read these notes before you complete this application**

1. To apply for exemptions you must be a current student of the Institute and Faculty of Actuaries.
2. You must provide your Actuarial Reference Number (ARN). Without this the application will be returned.
3. 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.
4. You must formally apply for, and pay the fee for exemptions you are recommended and eligible for. If you do not your exemptions/exam record will be incomplete and you will not appear on any qualification pass lists.

**If you are applying for exemption from CM1 or CS2**

Please note that to be granted an exemption from CM1 you will need to be eligible for exemptions or passes from the previous subjects of CT1 and CT5. To be granted CS2 you to be eligible for exemptions or passes from CT4 & CT6.

**Documentation that must be included with your application form**

You must include the required documentation listed below with your application for exemptions. This will vary depending on the qualifications that you are basing your exemption application on. If you do not provide the correct information we will not be able to process your application. We **do not** accept links (such as Dropbox or Google Drive etc.) and require full documentation.

If your University or awarding body provides a digital service to access certified qualification documentation, please request in advance permission before submitting your application.

Documents (transcripts, degree certificate, exam papers, syllabus etc.) in any other language than English must be accompanied by certified English translations

**Any associated paperwork should be labelled as follows and submitted in PDF format:**

•ARN\_Name\_Degreename\_Transcript

•ARN\_Name\_Modulexxxxoutline

•ARN\_Name\_Subject\_AnnotatedSyllabus

•ARN\_Name\_assessmentmethod\_exampaper

The Institute and Faculty of Actuaries does not accept responsibility for the loss of original documents. You should provide **certified copies** of all documents required for the application unless you are applying from an exemption from an Accredited University course. If you include any original documents, your exemption application will be returned to you to reapply at a later date with the correct documentation.

Any document must be certified by a professional person or someone well-respected in the community (of good standing) the following professionals may offer this service.

* Lawyer
* Accountant
* Manager/Director of a bank or regulated financial institution
* A Public Notary (i.e. a commissioner of Oaths)
* Family Doctor
* A serving Police Officer
* British Embassy Official

The person must not be

* Living at the same address
* Related to you
* In a relationship with you

The person providing the certification should complete the following in English on each supporting document:

* “I certify this is a true copy of the original document as seen by me”
* Clearly state in CAPITAL letters, name, position, address and telephone number of the company/firm/practice or employer
* Sign, date and preferably stamp the document with their official stamp
* All this information must appear on each page to be certified

A certifier should not certify a document in a language other than English unless they can be sure that the original and the copy are identical.

The person certifying the document may charge a fee for doing so.

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| **Exemption Classifications** |

1. **Degree courses with agreements**

**If your degree is from a course that the Institute and Faculty of Actuaries have an agreement with and your exemptions recommendations have already been confirmed by your university in writing, you should include the following:**

* A copy of your official university transcript which should include the marks for all modules taken in each academic year of the degree. This does not need to be certified, however, we may request certification if required.

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.

[Details of all the universities that we have agreements with can be found on the website](https://www.actuaries.org.uk/studying/exam-exemptions/how-apply-exemption/university-courses-exemptions).

1. **Other actuarial or numerate courses**

**If you have an actuarial or numerate degree from a University that does not have an exemption agreement with the Institute and Faculty of Actuaries, where you have not been recommended for any exemptions, you should include the following:**

**Note**: Students can only apply for exemptions through this route for the following subjects: **CS1, CB1 & CB2**

* A certified copy of your official full university transcript which should include marks for all modules taken in each academic year of the degree. The relevant modules should be highlighted.
* A certified copy of your university degree certificate which is received after graduating.
* A copy of the official syllabus of the Institute and Faculty of Actuaries for each subject applied for with full explanatory hand written module codes and relevant notes **next to each key objective**, indicating where this has been covered in your university syllabus. We can only accept 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.
* An official copy of your university syllabus from **the time period of your study.**
* Details of the assessment methods for your degree, including exam papers or confirmation of exam duration from your university.
* Documents (transcripts, degree certificate, exam papers, syllabus etc.) in any other language than English must be accompanied by certified English translations.

1. **Note:** If you have a degree from an Indian University, we can only accept applications from the Indian Statistical Institute, an Indian Institute of Technology, or an Indian Institute of Management.
2. **Note:** From the 1st January 2020, for application via this route, your degree awarding date cannot be older than 5 years from the date of when you submit your exemption application.

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 Institute and Faculty exams that you are applying for exemption from.

1. **Exams passed with other actuarial or professional bodies**

**If you have passed exams with another actuarial or professional body before 31st December 2018 which has an exemption agreement with the Institute and Faculty of Actuaries, you should include the following:**

* A certified copy of official proof of your qualification (results letter not pass lists). With ASSA, you must include a certified copy of your exam history letter. For Society of Actuaries (SOA), you must send certified copies of individual grade slips of each exam passed with SOA.
* If you are applying for an IFoA exemption, based on your degree from certain [South African](https://www.actuaries.org.uk/studying/exam-exemptions/members-other-actuarial-associations/exemptions-students-actuarial-society-south-africa) or [Australian](https://www.actuaries.org.uk/studying/exam-exemptions/members-other-actuarial-associations/exemptions-students-actuaries-institute-australia) Universities, whom are accredited with ASSA or Actuaries Institute Australia, your exemptions must be granted by the ASSA or AIA before the IFoA can accept them. [Details of these Universities can be found on our website](https://www.actuaries.org.uk/studying/exam-exemptions/members-other-actuarial-associations).
* **Note**: There are certain exemptions that are only available from university courses, professional bodies and other actuarial associations that the Institute and Faculty of Actuaries has an agreement with.
* **Note**: The IFoA does not accept exemptions from the Indian Actuarial Institute from their December 2018 exam session.
* **Note:** To apply for an exemption from other Actuarial Association, you need to be an existing IFoA student member or have had applied for membership by 17:00 BST on the 29th July 2019.
* **Note**: Students have until 31st December 2022 to apply for exemptions from other Actuarial Associations. From 1st January 2023 the IFoA is not accepting applications from other Actuarial Associations.

Details of these bodies can be found on our website

1. **Alternative qualifications**

**Alternative qualifications may lead to an exemption from SP0. 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 supporting letter from a Fellow of an International Actuarial Association organisation stating in detail, how the work done in the dissertation is of relevance to actuarial work.
* If you are applying with an MBA, you will need to provide a certified proof of qualification and ensure that your MBA is accredited by either AACSB, EQUIS, AMBA or appearing in the FT Global MBA rankings in the year in which you completed the program.
* If you hold a Master’s degree from an accredited programme and the qualification gives exemptions from other subjects, please note that you will not be eligible to apply for exemptions from SP0.

[Details of these qualifications can be found on our website](https://www.actuaries.org.uk/studying/exam-exemptions/how-apply-exemption/exemptions-based-other-professional-qualifications)

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| **Application Process** |

**Payment**

* If you have paid the reduced membership subscription, which is based on your income, you are eligible to pay the reduced rate for your exemptions.
* You must complete section 3 of the form (‘Payment details’), and may 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. Alternatively, once the exemption is granted you will be requested to make payment via the member’s areas.
* Please ensure that your **ARN** and the code **JEDEXE** are used in reference for any Bank transfer 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.
* If paying by Bank Transfer a remittance sheet must be included with this application as proof of your payment.
* 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 Education Services Team in Oxford to enquire about your application.

**The application process**

* In processing your exemption application, the IFoA reserves the right to externally verify your documentation with the organisation, association or body whom the original award or qualification was granted from. For our accredited Universities, this may be the IFoA’s appointed Independent Examiner.
* 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 Education Services 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.

**Curriculum 2019 Exemption Deadlines**

* To claim an exemption, (except for those on accredited university programmes) the relevant examination will need to have been sat and passed by the respective awarding body by December 31st 2018. Please visit the exemption webpages for further information.
* To apply for an exemption from an accredited University or Professional Body where the IFoA has an agreement; you have until December 2023 to apply based on awards sat and passed by December 31st 2018.
* To apply for an exemption from an a other Actuarial Association, you have until 31st December 2022 to based on awards sat and passed by December 31st 2018.

**Further information**

* You can check your exam history in your personal profile area of the website. This will give details of any exemptions you have been granted.
* You should contact [education.services@actuaries.org.uk](mailto:education.services@actuaries.org.uk) immediately if you are concerned that our records do not hold details of exemptions you believe you have been granted.
* 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 Education Services 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 official syllabus of the Institute and Faculty of Actuaries 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.
* You have used the correct naming convention and only submitted PDF documents