



APPLICATION TO REGISTER AS AN INDEPENDENT STUDENT

Please do not use this form if you have:

- Previously been registered under an ICAEW Training Contract
- Previously registered as a Prospective or Independent Student

There is a charge of £165 to register as an Independent Student.

Entry requirements for registration are listed at the end of this form.

You must include proof of your relevant qualifications with your application.

Registration as an independent student allows you to sit ACA assessments except for the Case Study. Please see the ACA assessment regulations for Case Study eligibility.

1. PERSONAL DETAILS PLEASE USE BLOCK CAPITALS

Membership number

Family name/Surname*

Mr, Mrs, Miss, Ms
(or other title)

Given name(s)/Forename(s)*

*(Please note that the above Family name/Surname and Given name(s)/Forename(s) must match those on your proof of qualification documents)

Private address

Postcode

Telephone

Email

Date of birth

Nationality

2. MANDATORY DECLARATIONS

Please note that the Institute is exempt from the provisions of the Rehabilitation of Offenders Act 1974

Students are required to declare any act or default likely to bring discredit on themselves, the Institute or the profession of accountancy. This includes (but is not limited to):

- Any criminal offence or guilty plea to a criminal offence;
- Bankruptcy;
- Individual Voluntary Arrangements;
- Failure to satisfy a judgement debt;
- An adverse finding against you by a professional body or regulator.

Do any of the above circumstances (or similar) apply to you? Yes No

3. STUDY DETAILS

Date you anticipate that you will be sitting your first examination

The student must make a separate application to enter for the examination.
Please visit www.icaew.com/students to apply.

4. SECONDARY EDUCATION

Level (eg GCSE, A-level)	Title	Grade	Year of Award	Country

5. DEGREE

Designation (eg BSc)	Title	Class/grade (eg 2.1)	Year of Award	University/ HE institution	Type (Full time, sandwich, part time)	Country

6. OTHER ACADEMIC QUALIFICATION

Title	College/institution	Designation (eg HND)	Class/grade	Year of Award	Country

7. PROFESSIONAL QUALIFICATION

Professional body	Status (eg member, student)	Examination stage(s) passed	Country

8. DISABILITY INFORMATION

Do you have a long term or permanent disability, health problem, indisposition or specific learning difficulty, such as dyslexia, that might:

- Affect your examinations and for which you require support from the Institute?
- Affect any service or facility offered by the Institute for which you may require support?

Do you wish to notify the Institute of any condition that may fall under the above? Yes

(Please enclose details with your registration)

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third party organisation without your express consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on **+44 (0)1908 248 040**

9. STUDENT'S CERTIFICATE

I confirm that:

- the details above are correct and I enclose documentary evidence of my qualifications;
- I enclose the registration fee of £165 (payable to CHARTAC) or credit card payment;
- I enclose an examination entry form (only if you wish to sit at the next examination session);
- I have not previously completed any period of service under an ICAEW training contract and I have not previously registered as a Prospective or Independent student.

Signature of student:

Date:

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10. ETHNIC ORIGIN

At the request of the Commission for Racial Equality, you are invited to indicate your ethnic origin by ticking one of the following boxes:

White British – English	<input type="checkbox"/>	Mixed White and Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
White British – Scottish	<input type="checkbox"/>	Mixed White and Asian	<input type="checkbox"/>	Black African	<input type="checkbox"/>
White British – Welsh	<input type="checkbox"/>	Mixed Other	<input type="checkbox"/>	Black Other	<input type="checkbox"/>
White British – Other	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian Pakistani	<input type="checkbox"/>	Chinese Other	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Asian Bangladeshi	<input type="checkbox"/>		
Mixed White and Black Caribbean	<input type="checkbox"/>	Asian Other	<input type="checkbox"/>		

11. ENTRY QUALIFICATIONS

You can register as a student with the ICAEW if you meet our minimum entry requirements. Recognised entry qualifications are set out below. These are expressed in terms of UK qualifications. If you hold an overseas award this will be accepted provided it is recognised as being at an equivalent level.

- Member or student of the AAT;
- Two GCE A-level or Vocational A-level passes and three GCSE passes;
- NVQ level 3 award;
- NVQ level 4 award;
- A degree awarded by a recognised UK or Irish university or college;
- A recognised university access course.

This list is not exhaustive. If your qualification is not included above, please visit our website www.icaew.com or email us at cpl@icaew.com

12. PAYMENT METHODS PLEASE TICK ONE BOX

I enclose a cheque for £ . made payable to **CHARTAC**

Please charge my credit/debit card with the amount of £ . Please tick if receipt is required

Card number

Mastercard/Visa/AMEX/Switch/Diners (we cannot accept SOLO cards)

Valid from	Expiry date	Security code	Issue No
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Maestro & AMEX only	All cards	All cards	Maestro only

Signature:

Date: / /

Please print name

Registration number

13. DATA PROTECTION ACT



The protection of personal privacy is an important concern to the ICAEW and any personal data collected will be treated in accordance with current data protection legislation. The information collected by the ICAEW, may be used for statistics and profiling, communications and research purposes, examination and training administration, billing and risk assessment purposes, and to enable us to keep you up to date with relevant product and service developments. This information may be shared with third parties in pursuit of the above. For the Institute's full data protection statement please go to www.icaew.com/index.cfm?route=113455

Please return this form to:

Applications, Learning & Professional Development
The Institute of Chartered Accountants in England and Wales
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