

Registration Form

Application for student registration

Closing Dates

If taking June examinations: you must register by 15th April of the same year.

If taking December Examinations: you must register by October 15th of the same year.

To ensure your application is processed quickly please follow these instructions carefully:

1. Complete all sections (A-I) in this registration form.
2. Attach two colour signed passport photographs.
3. Attach correct fees.
4. Attach transcripts, national identity card or leaving certificate where applicable.
5. Attach copy of CNIC / Passport

Standard Fees for all Applicants

	Pakistani Students	Overseas Students
• Registration Fee	Rs. 19,500	Rs. 21,500
• Exemption/Exam Fee	Rs. 45,000	Rs. 59,400
• Annual Subscription	Rs. 2,500	Rs. 2,500
• Membership Fee	<u>Rs. 8,500</u>	<u>Rs. 15,000</u>
Total	<u>Rs. 75,500</u>	<u>Rs. 98,400</u>

Non-Pakistani Students

• Registration Fee	US \$ 200
• Exemption/Exam Fee	US \$ 540
• Annual Subscription	US \$ 50
• Membership Fee	US \$ 300

Exemption Fees

	Pakistani Students	Overseas Students	Non-Pakistani Students
Module 1 (per subject)	Rs. 2,500	Rs. 3,300	US \$ 30
Module 2 (per subject)	Rs. 2,500	Rs. 3,300	US \$ 30
Module 3 (per subject)	Rs. 2,500	Rs. 3,300	US \$ 30
Module 4 (per subject)	Rs. 2,500	Rs. 3,300	US \$ 30
Module 5 (per subject)	Rs. 2,500	Rs. 3,300	US \$ 30
Module 6 (per subject)	Rs. 2,500	Rs. 3,300	US \$ 30

Once the Institute has accepted you as a registered student, all fees paid are non-refundable. If your application is rejected your fees will be returned. Upon registration all students must pay the annual subscription and pay for all exemptions awarded where applicable.

Disclaimer:

ICPAP does not take responsibility for any illegal/misdeeds actions of its employees, and is not any manner liable to indemnify loss caused to any member, student or third person. However, ICPAP reserves the right to be indemnified by the illegal actions of any student member or third person.

Attach two colour signed photos below

For Office Use Only

Registration Number _____

Photographs _____

Fees _____

Transcript _____

Information _____

Other _____

Section A: Personal Details (BLOCK CAPITALS)

Surname or Family Name:

Forename(s):

Title (Mr/Mrs/Miss/Ms or other, please specify):

Date of Birth:

Nationality:

Home Address:

Home Telephone Number:

Mobile Number:

Fax Number:

Email Address:

A valid email address is mandatory. The Institute will send important student information to this email address periodically. The email address will not be passed to 3rd parties and will not be used for non-Institute purposes.

Section B: Education (BLOCK CAPITALS)

Secondary Education: Date Awarded:

Examination: _____

Subject: _____

Level: _____

Grade: _____

FURTHER EDUCATION

Masters Degree, Honours Degree, Ordinary Bachelors Degree, Diploma, Higher Certificate, Certificate or Professional Qualification

University/College/Professional Body	Qualification	Course Length	Date Awarded

Section F: Why You Decided to Join CPA Program

Which one of the following influenced you the most to join the CPA Program (Please tick one box below)

- Member of the ICPAP
- Lecturer/Course Tutor
- Employer
- Class Visit Institute Representative
- CPA Literature
- ICPAP Coordinator
- Advertising On Newspapers
- Social Networks /ICPAP Website
- Career Guidance Teacher
- Other CPA Students
- Other

Section H: Declaration

I hereby apply for Student Membership of the Certified Public Accountants. I warrant if admitted, that as long as I remain a Student Member of the Institute, I will observe all the Articles, Bye-laws, Rules and Regulations of the Institute (www.icpap.com.pk). I warrant that I truthfully and fully answered all questions in this Student Registration Form. I understand that in addition to passing the examinations, when applying for admission to membership of the Institute, I must have at least three years relevant supervised training. I understand that until such time as my application for membership has been accepted, I am not entitled to use the designatory letters ACPA of ICPAP or refer myself as being qualified. I enclose all documents required and have completed the attached. I also undertake that if any information supplied is found to be incorrect, my registration may be cancelled.

Signature: _____

Date: _____

Section G: Recommendation

This section must be signed by either a member of the Institute, an employer, a course tutor or a person of professional standing (CPA Member, qualified accountant, solicitor, garda, etc.)

I _____
hereby recommend

as a student of the Institute. To the best of my knowledge and belief, the information provided in Sections A, B and C is correct.

Signature: _____

Date: _____

Professional Qualification: _____

Position Held: _____

Business Address: _____

Tel Number: _____

Email: _____

Remarks _____

Section I: Payment

In respect of the registration fee, annual subscription fee and if applicable exemptions fees.

- Postal Order Bank Draft Amount _____
 Pay Order Online Transfer

Number:

Name of Bank/Exchange _____

City _____

Country _____

Signature: _____

Date: _____

Now that you have completed the registration form please check that all the required information is present and correct.

Checklist

- All relevant details on the registration form are complete
- Documentary evidence of qualifications/Leaving Certificate
- National Identity Card/Passport
- Correct fees
- Two colour signed photographs
- Recommendation is signed and dated
- Declaration is signed and dated.

ONCE ACCEPTED AS A REGISTERED STUDENT OF THE CPA PROGRAM YOU WILL RECEIVE:

- Student Registration Letter
- Confirmation of exemptions (if applicable)
- Training Requirements and Competence Development
- CPA syllabus of examinations, including examinable material
- Document and recommended reading list

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