

# STUDENT APPLICATION

## NOTES

### ENTRY REQUIREMENTS

Applications for Student registration of AIA are accepted from those who have a minimum of two A Level passes and three GCSE passes, including English and Mathematics; or an equivalent UK or overseas qualification accepted for university entrance; or have a minimum of three years' work experience in the accountancy profession. Graduates with any degree discipline are welcome to apply.

### COMPLETING THE FORM

This document includes fillable form fields. Click on the relevant boxes to type in your answer, or click on the relevant check boxes. Please return the application form by email. All sections of this application form must be completed, unless they are not applicable. If a section is not applicable please enter the initials N/A. Please complete all sections in English. The form must be signed and dated in English, to do this you can use your Adobe Digital ID or create a new one. Failure to meet these requirements will delay the processing of your application.

### EQUAL OPPORTUNITIES

AIA operates a policy which offers equality of opportunity regardless of gender, ethnicity, colour, disability, religion, age, sexual orientation, or marital status. To ensure no Student is discriminated against on the grounds of disability, AIA offers additional support to candidates during the exams if required. Please see Section 4.1 of this application for further details.

### FEES

#### STUDENT APPLICATION

The Student application fee is £135, which includes an administration fee and your first year's annual subscription of £75 which is payable on the 1 October each year to maintain registered status.

#### HONG KONG STUDENT APPLICATION

The Student application fee for applicants from Hong Kong is £155, which includes an administration fee, your first year's annual subscription fee of £75 which is payable on the 1 October each year to maintain registered status and a Branch Subscription fee of £20, which gives you access to the services offered by the Hong Kong Branch.

#### PAYMENT

AIA accepts JCB, MasterCard, Visa and Maestro credit and debit cards. If you wish to pay using one of these cards please complete the attached Card Payment Form and submit it with your application. For your own security please DO NOT send any card details via email. AIA will not accept payments sent this way. Cheques, bank draft or postal order are also accepted. These should be made payable to the 'Association of International Accountants' and submitted with your application. Please do not send cash.



# 1.0 PERSONAL DETAILS

PLEASE COMPLETE:

**Reference No:**

**Title:**

**Surname:**

**First Names:**

**Certificate Name:**

**Home Address:**

Town:
County/State:
Post/Zip Code:
Country:

**Preferred Address:**

Town:
County/State:
Post/Zip Code:
Country:

**Email:**

**Telephone:**

**Mobile:**

**Fax:**

**Date of Birth:**

NOTES:

You will find this on any correspondence received from AIA

Mr, Mrs, Miss, Ms or specify other

Full Chinese or Muslim names should be entered here

Any Western or Christian names should be entered here

Please state your name in English and in block capitals as you would like it to appear on your AIA certificates

Please provide your full **home** address as follows:  
 House number or name  
 Street name  
 Town  
 County  
 Post/zip code  
 Country

If you would prefer your correspondence to be sent to an address other than your home address, please provide details here - this should **NOT** be a college address

Please provide your personal/home numbers

Day/Month/Year

**Gender:**

Male

Female

**Nationality:**

**Source of Enquiry:**

Internet search

How did you hear about AIA?

## 1.1 LEARNING RECORDS SERVICE (UK APPLICANTS ONLY)

Anyone aged 14+ involved in UK education and training are given a unique learner number (ULN). You retain the same number for accessing your personal learning record (PLR) throughout your life, whatever level of learning you attain and wherever you choose to undertake education, training and learning.

Each unique learner number (ULN) is issued and held by the Learning Records Service (LRS) Organisation Portal who use the numbers to index learner identity details as well as education and training qualifications within the PLR.

You can find your ULN on award certificates or results slips. If you cannot find it ask your current or previous learning provider to collect it from the LRS organisation portal or to create a ULN for you. If you do not already have a ULN, AIA can register you with the LRS, if you wish to opt out of this, please indicate below:

**ULN:**

I would prefer not to be registered with LRS

For further details about how the information you have provided to us will be used, please ask your careers, training or education advisor or refer to the [Learning Records Service website](#).

## 1.2 COMMUNICATIONS

As a global organisation we find communicating with you by email to be the most quick and efficient means of communicating with you. Therefore our default means of contact is electronic.

I would prefer not to receive information electronically

## 2.0 EMPLOYMENT

In addition to passing the AIA exams, you must also complete a minimum of three years' practical work experience or Initial Professional Development (IPD). It is essential that you refer to the AIA Student Guide to familiarise yourself with the IPD work experience requirements.

If you are currently in full-time employment please complete the section below and keep AIA informed of any changes to these details throughout your period as an AIA Student. If you are not currently in full-time employment please tick the appropriate box below and move on to Section 3.

Are you currently in full-time employment? Please check the appropriate box:

Yes

No

### 2.1 EMPLOYMENT DETAILS

IF 'YES' ABOVE, PLEASE COMPLETE:

**Company Name:**

**Job Title:**

**Start Date:**

**Address:**

	<input type="text"/>
	<input type="text"/>
Town:	<input type="text"/>
County/State:	<input type="text"/>
Post/Zip Code:	<input type="text"/>
Country:	<input type="text"/>

**Email:**

**Telephone:**

**Mobile:**

**Fax:**

**Name of Manager:**

**Manager's Email:**

**NOTES:**

The date your employment commenced

Please provide area codes

Please include their title, e.g. Mr, Mrs, Miss etc.

## 2.1.1 BUSINESS TYPE

Using the following classifications please identify the business type that best describes your organisation (please select only one)

- |                       |                              |                       |                                   |
|-----------------------|------------------------------|-----------------------|-----------------------------------|
| <input type="radio"/> | Accountancy/Audit Firm       | <input type="radio"/> | Armed Forces                      |
| <input type="radio"/> | Banking & Finance            | <input type="radio"/> | Business, Consulting & Management |
| <input type="radio"/> | Charities & Non-Profit       | <input type="radio"/> | Creative Arts & Culture           |
| <input type="radio"/> | Education & Training         | <input type="radio"/> | Energy & Utilities                |
| <input type="radio"/> | Engineering & Manufacturing  | <input type="radio"/> | Environment & Agriculture         |
| <input type="radio"/> | Government & Public Sector   | <input type="radio"/> | Health & Social Care              |
| <input type="radio"/> | Hospitality, Tourism & Sport | <input type="radio"/> | IT & Information Services         |
| <input type="radio"/> | Law                          | <input type="radio"/> | Marketing, Advertising & PR       |
| <input type="radio"/> | Media & Publishing           | <input type="radio"/> | Professional & Trade Bodies       |
| <input type="radio"/> | Property & Construction      | <input type="radio"/> | Recruitment & HR                  |
| <input type="radio"/> | Retail & Sales               | <input type="radio"/> | Science & Pharmaceuticals         |
| <input type="radio"/> | Transport & Logistics        |                       |                                   |

## 3.0 EDUCATION

Are you currently in education? Please check the appropriate box:  Yes  No

### 3.1 CURRENT EDUCATION

**IF 'YES' ABOVE, PLEASE COMPLETE:**

**College Name:**

**Address:**

Town:   
County/State:   
Post/Zip Code:   
Country:

**Email:**

**Course Name:**

**Qualification:**

**Start Date:**

**Course Length:**

**Full-time/Part-time:** Full-time  Part-time

**NOTES:**

The date your course commenced

e.g. 3 years

### 3.2 PREVIOUS EDUCATION

#### 3.2.1 CERTIFICATES

Please enclose certified photocopies of all your educational or professional certificates for entry requirement and exemption purposes, with translations where necessary. School certificates must be provided if you have not completed a course of study in further education.

Your certificates can be certified by your local AIA Branch, your manager or your college/university lecturer. For certification purposes the certificate should be marked '**I confirm that this is a true copy of the original**' and accompanied by a signature, printed name in English and the official stamp of the company, college or university.

Applications based on overseas qualifications must be accompanied by certification of proficiency in the English language. AIA requires a minimum of IELTS Level 6 or recognised equivalent.

### 3.2.2 SCHOOL CERTIFICATES

SUBJECT	EXAM BOARD	QUALIFICATION	GRADE	YEAR

### 3.2.3 FURTHER EDUCATION

UNIVERSITY/COLLEGE	COURSE	QUALIFICATION	LENGTH	DATE

### 3.3 PROFESSIONAL MEMBERSHIP

PROFESSIONAL BODY*	TYPE/GRADE	DATE QUALIFIED	MEMBERSHIP NO

\* AIA reserves the right to contact the Professional Body named to confirm membership.

## 4.0 ADDITIONAL REQUESTS

### 4.1 STUDENTS WITH SPECIAL NEEDS

AIA makes every effort to provide suitable exam conditions for all candidates and special facilities can be arranged for candidates experiencing disabilities, health problems or learning difficulties if required. If you feel that you may need additional support of any kind when undertaking the exams please contact Membership Services ([membership@aia worldwide.com](mailto:membership@aia worldwide.com)) as soon as possible to discuss your requirements.

You may be required to complete an appropriate form and AIA would seek official confirmation to support any application for special arrangements. AIA will not disclose to third parties any personal information you provide without your prior consent. Your consent will be sought should you request additional facilities.

### 4.2 STATUTORY AUDITOR QUALIFICATION (RPQ) (UK APPLICANTS ONLY)

As a Recognised Qualifying Body (RQB) under the Companies Act 2006, AIA offers a Recognised Professional Qualification (RPQ) for those wishing to become statutory auditors in the UK. [Please click here to go to our website to learn more about the RPQ](#) or [click here to download the Statutory Audit Guide](#). Please contact Membership Services ([membership@aia worldwide.com](mailto:membership@aia worldwide.com)) for further advice.

I am applying for (please check one box only):

Statutory Auditor Qualification (RPQ)       Professional Accountancy Qualification



## 5.0 FIT AND PROPER STATUS

### 5.1 FINANCIAL RESPONSIBILITY AND RELIABILITY

Have you, in the last ten years, had a court judgement made against you for a debt or made a compromise arrangement with your creditors; have you ever been declared bankrupt or been subject to bankruptcy procedures; have you ever, in respect of your creditors, signed a trust deed, made an assignment for their benefit or made any arrangements for the payment of a composition to them?

Yes  No

### 5.2 CONVICTIONS OR CIVIL LIABILITIES

Have you been found guilty of any offence; or subject to civil or court action relating to your professional business activities or your directorship or management of any company? Offences for which the conviction is spent for the purposes of the Rehabilitation of Offenders Act England and Wales 1974 (or equivalent legislation as may apply in other jurisdictions) provided that you have satisfied the conditions for rehabilitation and motoring offences that did not lead to disqualification or a prison sentence need not be mentioned. In respect of a conviction which is not spent under the Act, details are required regarding the offence, penalty imposed, the court which convicted you and the date of conviction.

Yes  No

### 5.3 GOOD REPUTATION AND CHARACTER

Have you had any actions taken against you restricting your trade, business or profession; had any finding against you in respect of misconduct or malpractice in your business or profession; been subject to disciplinary finding against you by an employer or professional body; been refused entry to or excluded from membership of any profession or vocation; been dismissed or required to resign from any office; employment or partnership; been disciplined or publicly criticised or subject to court order by any regulatory body or officially appointed enquiry with the regulation of a financial, professional or other business activity?

Yes  No

Are you currently undergoing any investigations or disciplinary procedures described above?

Yes  No

If the answer is 'Yes' to any of the questions above please provide details on a separate sheet and attach this to your application.

## 6.0 DECLARATIONS

### 6.1 NOTES

#### 6.1.1 CODE OF ETHICS

All AIA Students are required to undertake training in professional values, ethics and attitudes as part of their professional accounting education. AIA has adopted the International Federation of Accountants' (IFAC) Code of Ethics for Professional Accountants and all new Students are required to download the [AIA Code of Ethics](#) from the website and read this code before submitting their application for Student registration. Applicants who wish to follow the Statutory Auditor Training (RPQ) route are also required to comply with the code of ethics published by the Financial Reporting Council (FRC).

#### 6.1.2 CONSTITUTIONAL DOCUMENTS

Students as well as members are subject to the AIA's code of conduct and professional ethics and its disciplinary requirements and procedures. Liability to disciplinary action arises if there is a breach of the AIA Articles, Bye-Laws or Regulations as they apply to Students or misconduct in the course of professional duties, employment or otherwise, including any action which brings discredit to the Student, the AIA or the accountancy profession.

The disciplinary procedures provide for misconduct to be dealt with directly by the Council. Disciplinary action is taken through the appropriate Council committee at which the Student is entitled to be present and represented. Students found to be in breach of the Articles, Bye-Laws or Regulations, or guilty of misconduct, could have their Student registration withdrawn, a period of their accountancy experience disregarded, be prevented from sitting the examinations or be disqualified from one or more AIA examinations.

A copy of the [AIA Constitutional Documents](#) incorporating the Memorandum of Association, Articles and Bye-Laws is available to download from the AIA website.

#### 6.1.3 PAYMENT OF FEES

The Student registration fee includes an annual subscription which must be renewed on 1 October to continue registered Student status. Once an application for Student registration has been processed the registration fee will not be refunded.

AIA accepts JCB, MasterCard, Visa and Maestro credit and debit cards. If you wish to pay using one of these cards please complete the [Card Payment Form](#) and submit it with your application. For your own security please DO NOT send any card details via email. AIA will not accept payments sent this way.

Cheques, bank draft or postal order are also accepted. These should be made payable to the 'Association of International Accountants' and submitted with your application. Please do not send cash.

## 6.2 APPLICATION, CONFIRMATIONS AND UNDERTAKINGS

### TO THE COUNCIL

I hereby apply for Student registration.

I enclose my completed credit card payment form OR cheque/draft/postal order, made payable to the **Association of International Accountants**.

For the registration fee of £  Cheque/Draft No:  Date:

- I certify that the information I have provided in this application is correct.
- I attach certified photocopies of all my educational and professional certificates for entry requirement and exemption purposes with translations where necessary.
- I confirm that I have downloaded, read and will comply with the AIA Code of Ethics.
- I acknowledge that as a registered Student I will be subject to the AIA's code of conduct, professional ethics and disciplinary requirements and procedures (AIA Constitutional Documents).
- I confirm that I have downloaded, read and will comply with the FRC Code of Ethics (RPQ applicants only).

Signature:  Date:

### 6.2.1 VOTING RIGHTS

Students are not entitled to any voting rights nor may they describe themselves as being a Member of the AIA or use any designatory letters or description in connection therewith so as to imply Associate or Fellow membership of the AIA.

A Letter of Registration is issued when admission is approved and the prescribed registration fee received. If you are eligible for exemptions an Exemption Application Form will be issued listing the exemptions available to you. Exemption fees are payable.

- I confirm I agree with the above

### 6.2.2 DATA PROTECTION

AIA takes privacy seriously and only uses personal data for relevant lawful grounds as permitted by the General Data Protection Regulation (GDPR). AIA's Data Policy and Privacy Statement can be accessed at [www.aiaworldwide.com](http://www.aiaworldwide.com)

## ADDITIONAL INFORMATION

### 6.3 E-BOOKS

AIA e-Books are available for all papers within the Foundation, Professional Level 1 and 2 exams. The e-Books are essential reading for Students. Please go to [www.aiaworldwide.com/e-books](http://www.aiaworldwide.com/e-books) for further details and to place an order. Alternatively printed copies of the Study Texts are available for purchase directly from BPP Learning Media ([www.bpp.com/learning-media-listing/lmlist/6293](http://www.bpp.com/learning-media-listing/lmlist/6293)). It is your responsibility to ensure they have the most recent and up to date copy of the e-Book.

### 6.4 ACHIEVE

AIA offers an interactive study course, Achieve, designed to help you to prepare for the AIA exams. Achieve gives you access to feedback, advice and support from a specialist team of e-tutors, ensuring you get the maximum benefit from your study. For more information please go to [www.aiaworldwide.com/achieve](http://www.aiaworldwide.com/achieve).

# DIVERSITY

## UK APPLICANTS ONLY

### ACCESS ACCOUNTANCY

#### IMPROVING ACCESS TO THE ACCOUNTANCY PROFESSION

Access Accountancy is an ambitious collaboration of employers and professional bodies, dedicated to improving access to the accountancy profession. Our vision is a profession that is more representative, at all levels, of the socio-economic demographic of wider society. Access Accountancy works towards everyone having an equal chance of accessing the accountancy profession based on merit not background.



As part of this initiative AIA is collecting data on our **UK applicants** to help us to monitor the socio-economic demographic of our Students. We would be grateful if you would complete and return this form together with your Student Application Form. Any information you provide will be used for general statistical and monitoring purposes only and treated with the utmost confidentiality in line with the requirements of current Data Protection legislation. Completion of this form is voluntary; you are not obliged to give any of the information requested. Thank you for your assistance.

#### Which type of school did you mainly attend for the majority of your time between the ages of 11-16?

- A state-run or state-funded school
- Selective on academic, faith or other ground*
- Non-selective*
- Independent or fee-paying school
- Attended school outside of the UK
- I don't know
- I would prefer not to say

#### Did any of your parent(s) or guardian(s) complete a university degree course or equivalent (e.g. BA, BSc, or higher)?

- Yes
- No
- I don't know
- Prefer not to say

#### Did your household receive income support during your school years?

- Yes
- No
- I don't know
- Prefer not to say

#### Did you receive free school meals during your school years?

- Yes
- No
- I don't know
- Prefer not to say

## CREATING WORLD CLASS ACCOUNTANTS

## GENDER

Male

Female

Prefer not to say

If you prefer to use your own term, please provide it here

## AGE

What age group are you in?

15-19

20-24

25-29

30-34

35-39

40-44

45-49

50-54

55-59

60+

## DISABILITY

Under the Equality Act 2010, a person has a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.' 'Substantial' is defined by the Act as 'more than minor or trivial.'

An impairment is considered to have a long-term effect if:

- It has lasted for at least 12 months
- It is likely to last for at least 12 months, or
- It is likely to last for the rest of your life

Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation.

Only serious visual impairments are covered by the Equality Act 2010. For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the Act; neither is an inability to distinguish between red and green.

### Reasonable Adjustments

AIA makes every effort to provide suitable exam conditions for all candidates and special facilities can be arranged for candidates experiencing an impairment, health condition or learning difference, if required. If you feel that you may need additional support of any kind when undertaking the exams please contact Membership Services ([membership@aiaworldwide.com](mailto:membership@aiaworldwide.com)) as soon as possible to discuss your requirements.

**Do you have an impairment, health condition or learning difference?**

- No known disability
- Two or more impairments and/or disabling medical conditions
- A specific learning difficulty (such as dyslexia, dyspraxia or AD(H)D)
- General learning disability (such as Down's syndrome)
- A social/communication impairment (such as Asperger's syndrome/other autistic spectrum disorder)
- A long standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
- A mental health condition (such as depression, schizophrenia or anxiety disorder)
- A physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
- Deaf or serious hearing impairment
- Blind or a serious visual impairment uncorrected by glasses
- A disability, impairment or medical condition that is not listed above
- Prefer not to say

**ETHNICITY**

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any of the groups indicated.

**What is your ethnic group? Choose one option that best describes your ethnic group or background.**

**White**

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background

**Mixed / Multiple ethnic groups**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background

**Asian / Asian British**

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
  
- Prefer not to say**

**Black / African / Caribbean / Black British**

- African
- Caribbean
- Any other Black / African / Caribbean background

**Other ethnic group**

- Arab
- Any other ethnic group

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to AIA processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to AIA storing this information on manual and computerised files.

Signature:

Name:

Date:



# DIVERSITY

## APPLICANTS OUTSIDE THE UK

AIA operates a policy of Equal Opportunities and to help us monitor our compliance with equal opportunities best practice and enable us to recognise any obstacles to diversity among our Students, we would be grateful if you would complete and return this form together with your Student Application Form. Any information you provide will be used for general statistical and monitoring purposes only and treated with the utmost confidentiality in line with the requirements of current Data Protection legislation. Completion of this form is voluntary; you are not obliged to give any of the information requested. Thank you for your assistance.

### GENDER

- Male  Female
- Prefer not to say

If you prefer to use your own term, please provide it here

### AGE

What age group are you in?

- 15-19  20-24  25-29
- 30-34  35-39  40-44
- 45-49  50-54  55-59
- 60+

### DISABILITY

Under the Equality Act 2010, a person has a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.' 'Substantial' is defined by the Act as 'more than minor or trivial.'

An impairment is considered to have a long-term effect if:

- It has lasted for at least 12 months
- It is likely to last for at least 12 months, or
- It is likely to last for the rest of your life

Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation.

Only serious visual impairments are covered by the Equality Act 2010. For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the Act; neither is an inability to distinguish between red and green.

### **Reasonable Adjustments**

AIA makes every effort to provide suitable exam conditions for all candidates and special facilities can be arranged for candidates experiencing an impairment, health condition or learning difference, if required. If you feel that you may need additional support of any kind when undertaking the exams please contact Membership Services ([membership@aiaworldwide.com](mailto:membership@aiaworldwide.com)) as soon as possible to discuss your requirements.

### **Do you have an impairment, health condition or learning difference?**

- No known disability
- Two or more impairments and/or disabling medical conditions
- A specific learning difficulty (such as dyslexia, dyspraxia or AD(H)D)
- General learning disability (such as Down's syndrome)
- A social/communication impairment (such as Asperger's syndrome/other autistic spectrum disorder)
- A long standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
- A mental health condition (such as depression, schizophrenia or anxiety disorder)
- A physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
- Deaf or serious hearing impairment
- Blind or a serious visual impairment uncorrected by glasses
- A disability, impairment or medical condition that is not listed above
- Prefer not to say

## ETHNICITY

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any of the groups indicated.

**What is your ethnic group? Choose one option that best describes your ethnic group or background.**

### White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background

### Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

**Prefer not to say**

### Mixed / Multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background

### Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background

### Other ethnic group

- Arab
- Any other ethnic group

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to AIA processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to AIA storing this information on manual and computerised files.

Signature:

Name:

Date:

# APPLICATION GUIDELINES

## SUPPORTING DOCUMENTS

### WHAT SHOULD I SEND?

- Certified photocopies of all your educational and professional certificates from school leaving certificates onward, including proficiency in the English language.
- Please do not send original certificates as the AIA cannot give any assurance that these will be returned to you.
- If your certificates are not in English please send in certified translated copies plus certified copies of the original.
- If you are applying for the Statutory Auditor Qualification, your completed Application for Exemption Form.

### WHAT SHOULD I DO IF I NO LONGER HAVE THE ORIGINAL CERTIFICATE?

- You will need to provide a letter from the institution that awarded the qualification verifying the title of the qualification and the date it was awarded to you. The letter should be on headed business paper and marked with the official college, university or professional stamp.

### HOW CAN I GET MY PHOTOCOPIES CERTIFIED?

- Approach your local AIA Branch, your current manager or other senior work colleague or your college lecturer. This person must not be related to you.
- Please take both the original certificate and the photocopy as the person concerned must have seen the original certificate.
- The person certifying the qualification must write on the photocopy, in English and in BLOCK CAPITALS, the words: 'I CONFIRM THAT THIS IS A TRUE COPY OF THE ORIGINAL.'
- They must print their name in BLOCK CAPITALS and sign the copy immediately next to their statement 'I CONFIRM THAT THIS IS A TRUE COPY OF THE ORIGINAL'. Both the printed name and the signature must be in English. The photocopy must then be marked with the official company, college or university stamp.
- For translated copies should also be marked 'ACCURATE TRANSLATION OF THE ORIGINAL.'

## APPLICATION CHECKLIST

Please ensure you enclose the following:

- Completed application form
- Application fee - £105/£115
- Certified copies of certificates
- Certification of proficiency in the English language\*

\* Failure to provide this will prevent your application from being processed.

## RETURN ADDRESS

Your completed application and payment form should be sent to:

Membership Services  
Association of International Accountants  
Staithes 3, The Watermark  
Metro Riverside  
Newcastle upon Tyne  
NE11 9SN  
United Kingdom

F: +44 (0)191 493 0278

E: [membership@aiaworldwide.com](mailto:membership@aiaworldwide.com)