

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. You can print the completed form and save it to your device or Acrobat.com. 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 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 £105, which includes an administration fee and your first year's annual subscription of £60 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 £115, which includes an administration fee, your first year's annual subscription fee of £60 which is payable on the 1 October each year to maintain registered status and a Branch Subscription fee of £10, 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: 請使用英文大寫字母及黑筆填寫

| | |
|--------------------|---|
| Reference No: | (不須填寫) |
| Title: | MR. (填寫 MS./ MRS./ MR.) |
| Surname: | FAN(姓) |
| First Names: | CHIA-TING (名) |
| Certificate Name: | FAN CHIA-TING (全名) |
| Home Address: | (居住地址) |
| | 7F,NO.286,SEC.3 SANMIN RD. TAOYUAN CITY |
| Town: | TAOYUAN CITY |
| County/State: | TAOYUAN COUNTY |
| Post/Zip Code: | 330 |
| Country: | TAIWAN, R.O.C. |
| Preferred Address: | (郵寄地址) |
| | 7F,NO.286,SEC.3 SANMIN RD. TAOYUAN CITY |
| Town:: | TAOYUAN CITY |
| County/State: | TAOYUAN COUNTY |
| Post/Zip Code: | 330 |
| Country: | TAIWAN, R.O.C. |
| Email: | SERVICE@CSKM.COM.TW |
| Telephone: | +886-3-3314345 |
| Mobile: | +886-927-999-111 |
| Fax: | |
| Date of Birth: | 01/12/1988(生日) |

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: (性別)

Male(男)

Female(女)

Nationality:

TAIWAN(R.O.C.)(國籍)

Source of Enquiry:

CSKM GLOBAL LEARNING CENTER(資料來源)

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:

(不需填寫)

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

(是否願意收到電子資訊, 不願意者請打勾)

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

(是否為全職員工)

2.1 EMPLOYMENT DETAILS

在學學生不須填寫

IF 'YES' ABOVE, PLEASE COMPLETE:

| | |
|------------------|--|
| Company Name: | CSKM GLOBAL LEARNING CENTER(公司名稱) |
| Job Title: | CONSULTANT(職稱) |
| Start Date: | 01/12/2012(到職日) |
| Address: | (公司郵寄地址) |
| | 7F,NO.286,SEC. 3 SANMIN RD. , TAOYUAN CITY |
| Town: | TAOYUAN CITY |
| County/State: | TAOYUAN COUNTY |
| Post/Zip Code: | 330 |
| Country: | TAIWAN(R.O.C.) |
| Email: | SERVICE@CSKM.COM.TW |
| Telephone: | +886-3-3314345 |
| Mobile: | +886-927-999-111 |
| Fax: | |
| Name of Manager: | WANG FEN-TING(主管名稱) |
| Manager's Email: | (主管信箱) |

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) 勾選產業別

- Accountancy/Audit Firm(會計/審計)
- Banking & Finance(銀行/財務)
- Charities & Non-Profit(非盈利慈善)
- Education & Training(教育訓練)
- Engineering & Manufacturing(工程製造)
- Government & Public Sector(政府)
- Hospitality, Tourism & Sport(旅遊服務)
- Law(法律)
- Media & Publishing(媒體出版)
- Property & Construction(營造業)
- Retail & Sales(零售業)
- Transport & Logistics(交通物流)
- Armed Forces(軍人)
- Business, Consulting & Management(經營管理)
- Creative Arts & Culture(創意藝術文化)
- Energy & Utilities(能源與公用事業)
- Environment & Agriculture(環境與農業)
- Health & Social Care(醫療照顧)
- IT & Information Services(資訊服務)
- Marketing, Advertising & PR(廣告行銷)
- Professional & Trade Bodies(國貿)
- Recruitment & HR(人資)
- Science & Pharmaceuticals(科學藥劑)

3.0 EDUCATION

Are you currently in education? Please check the appropriate box: (是否為在學人士) Yes No

3.1 CURRENT EDUCATION 在職人士不須填寫

IF 'YES' ABOVE, PLEASE COMPLETE:

| | |
|----------------------|---|
| College Name: | <input type="text" value="(學校名稱)"/> |
| Address: | <input type="text" value="(學校郵寄地址)"/> |
| | <input type="text" value="7F., NO.286, SEC.3 SANMIN RD., TAOYUAN CITY, TAIWAN (R.O.C.)"/> |
| Town: | <input type="text" value="TAOYUAN CITY"/> |
| County/State: | <input type="text" value="TAOYUAN COUNTY"/> |
| Post/Zip Code: | <input type="text" value="330"/> |
| Country: | <input type="text" value="TAIWAN(R.O.C.)"/> |
| Email: | <input type="text" value="SERVICE@CSKM.COM.TW"/> |
| Course Name: | <input type="text" value="(系所名稱) ACCOUNTING"/> |
| Qualification: | <input type="text" value="(學位名稱) MASTER"/> |
| Start Date: | <input type="text" value="(課程開始日期) 01/12/2012"/> |
| Course Length: | <input type="text" value="(課程長度) 4 YEARS"/> |
| Full-time/Part-time: | Full-time <input type="radio"/> (全日制課程) Part-time <input type="radio"/> (兼讀課程) |

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 高中/職 學歷證明(大學以上學歷可填寫 3.2.3)

| SUBJECT | EXAM BOARD | QUALIFICATION | GRADE | YEAR |
|------------------------------|------------|------------------------|-------|------|
| NATIONAL TAOYUAN SENIOR HIGH | N/A | HIGH SCHOOL GRAGUATION | N/A | 2007 |
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3.2.3 FURTHER EDUCATION 大學/專科以上學歷證明

| UNIVERSITY/COLLEGE | COURSE | QUALIFICATION | LENGTH | DATE |
|--------------------|--------|-----------------|---------|---------|
| XXX UNIVERSITY | TESOL | BACHELOR DEGREE | 4 YEARS | 06/2012 |
| | | | | |
| | | | | |

3.3 PROFESSIONAL MEMBERSHIP 在學不須填寫 在職只須填寫財會相關職業證書即可

| PROFESSIONAL BODY* | TYPE/GRADE | DATE QUALIFIED | MEMBERSHIP NO |
|---|--|-------------------|----------------|
| PROJECT MANAGEMENT INSTITUTE(PMI)(職業工會名稱) | PROJECT MANAGEMENT INSTITUTE(PMP) (會員種類) | DD/MM/YYYY (獲證日期) | 1234567 (會員編號) |
| | | | |
| | | | |

* 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) 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) for further advice.

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

- 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?

(10年內是否曾：經判決和債權人和解；或經宣判破產；向債權人簽署信託書)

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.

(是否曾被判決有罪；或涉入職業相關之民事訴訟)

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?

(是否曾有違反職業道德行為；或被拒絕成為任何職業公會會員；或被解僱)

Yes No

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

(是否正在接受上述三者之調查或懲處程序)

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.

(上述問題如有任一項答案為“是”，請提具相關文件)

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 如果是銀行匯票請填寫票號日期，並附上匯票原件。

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

The details provided on the AIA Student Application Form are entered on the AIA database for administrative and regulatory use, in accordance with AIA's registration under data protection legislation.

The AIA does not sell mailing lists to third parties; however, it does carry out controlled mailings on behalf of third parties where the product or service concerned is deemed likely to be of interest to accountants.

- I do not wish to receive third party mailings (不須打勾)

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 for further details and to place an order. Alternatively printed copies of the Study Texts are available for purchase, and order forms can be obtained from Membership Services (membership@aiaworldwide.com). It should be noted that 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.

EQUAL OPPORTUNITIES

MONITORING FORM

AIA operates a strict 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.

Reference No:

不須填寫

NOTES:

You will find this on any correspondence received from AIA

Gender:

Male(男)

Female(女)

If you are currently undergoing the process of gender reassignment, please check your future gender.

(若您最近進行變性手術，請勾選您手術後之性別)

Ethnic Origin: (種族)

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. Which category best describes your ethnic origin?

White

British

Irish

Welsh

English

Scottish

Any other White background

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

Indian

Pakistani

Bangladeshi

Chinese (中華民國)

Any other Asian background

Any other Ethnic

background

Mixed Heritage

White and Asian

White and Black Caribbean

White and Black African

Any other mixed background

Black, Black British, Black English, Black Scottish, Black Welsh

Caribbean

African

Any other Black background

Age: (年齡)

Please check the group to which you belong:

16-25

36-45

56-65

I prefer not to say

26-35

46-55

Over 65

Disability: (身心障礙)

AIA believes that people are disabled by the barriers society places in their way and not by any individual impairment. If you believe you have one or more of the recognised conditions/ impairments listed below please check the relevant box:

- | | |
|---|---|
| <input type="radio"/> No Disability (無) | <input type="radio"/> Dyslexia/Dyspraxia/ADHD (閱讀障礙) |
| <input type="radio"/> Blind/partially sighted (視覺障礙) | <input type="radio"/> Deaf/hearing impairment (聽覺障礙) |
| <input type="radio"/> Wheelchair user/mobility difficulties (輪椅使用者) | <input type="radio"/> Autistic Spectrum Disorder/Aspergers Syndrome (自閉症) |
| <input type="radio"/> Mental health difficulties (心理障礙) | <input type="radio"/> Unseen disability e.g. diabetes, epilepsy (長期醫療/病症) |
| <input type="radio"/> Multiple Disabilities (多重障礙) | <input type="radio"/> Disability not listed (其他障礙) |

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:

(英文簽名)

Name:

FAN CHIA-TING (全名)

Date:

(日期)

SOCIAL MOBILITY

ACCESS ACCOUNTANCY (此問卷可不填寫)



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.

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 I would prefer not to say

What type of school did you mainly attend between the ages of 11 and 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

What is the highest level of qualification you hold?

- 1-4 O levels/CSEs/GCSEs (any grades), Entry Level, Foundation Diploma
- 5+ O levels (passes)/CSEs (grade1)/GCSEs (grades A*-C), School Certificate, 1 A level/2-3 AS levels/VCEs, Higher Diploma
- Apprenticeship
- NVQ Level 3, Advanced GNVQ, City and Guilds Advanced Craft, ONC, OND, BTEC National, RSA Advanced Diploma
- Undergraduate degree (e.g. BA, BSc)
- Doctorate degree (e.g. PhD)
- Other vocational/work-related qualifications
- No qualifications
- NVQ Level 1, Foundation GNVQ, Basic Skills
- NVQ Level 2, Intermediate GNVQ, City and Guilds Craft, BTEC First/General Diploma, RSA Diploma
- 2+ A levels/VCEs, 4+ AS levels, Higher School Certificate, Progression/Advanced Diploma
- NVQ Level 4 -5, HNC, HND, RSA Higher Diploma, BTEC Higher Level
- Master's degree (e.g. MA, MSc)
- Professional qualifications (e.g. teaching, nursing, accountancy)
- Non-UK qualifications
- I would prefer not to say

Did either (or both) of the following apply at any point during your school years?

Your household received income support

Yes

No

I don't know

I would prefer not to say

You received free school meals

Yes

No

I don't know

I would prefer not to say

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