

# Registration Form

Application for student registration

## Closing Dates

If taking June examinations: you must register by 1st April of the same year.

If taking December Examinations: you must register by October 1st 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. 10,000	Rs. 15,000
• Exemption/Exam Fee	Rs. 27,000	Rs. 40,500
• Case Study	Rs. 8,000	Rs. 9,500
• Annual Subscription	Rs. 1,500	Rs. 1,500
• Membership Fee	Rs. 3,500	Rs. 6,500
<b>Total</b>	<b>Rs. 50,000</b>	<b>Rs. 73,000</b>

## Non-Pakistani Students

• Registration Fee	US \$ 100
• Exemption/Exam Fee	US \$ 450
• Case Study	US \$ 70
• Annual Subscription	US \$ 20
• Membership Fee	US \$ 60

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.

*Note: Life Time Membership can be obtained by paying of Rs.15,000/- and non-Pakistani US \$ 200.*

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 CIA Program

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

- Member of the CIAP
- Lecturer/Course Tutor
- Employer
- Class Visit Institute Representative
- CIA Literature
- CIAP Coordinator
- Advertising On Newspapers
- Social Networks /CIAP Website
- Career Guidance Teacher
- Other CIA 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.cia.com.pk](http://www.cia.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 ACIA of CIAP 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 (CIA 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  Cheque  Bank Draft  Amount
- Western  Union  Cash Pay  Order Online Transfer

Number: 

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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 CIA PROGRAM YOU WILL RECEIVE:**

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

## Certified Internal Auditors of Pakistan

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