**EXAMINATION ENTRY FORM**

All exam prices include a hard copy version of the workbook. Please see note 10 for further details.

### REGISTRATION FEE:
The registration fee is a single payment for every candidate taking an examination. Once the fee is paid in respect of a named candidate there is no repeat of this fee required, no matter how many times a candidate takes CISI examinations, including other CISI qualifications. The Registration Fee includes student membership which is provided for a full 12 months from exam booking date (Note 1).

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If you live in any other location please contact Customer Support for postage cost and include here

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1. **STUDENT MEMBERSHIP:** For details of the benefits of CISI student membership please consult the CISI website: cisi.org/mgrade.

2. **CHANGE OF NAME:** If you have changed your name since your last exam please send us a copy of the relevant documentation, eg, marriage certificate, marked for the attention of the Data Integrity Executive. Failure to submit the relevant documentation may result in refusal of entry to an exam or incorrect exam certificate being provided.

3. **TRANSFER AND WITHDRAWAL POLICY:** Before booking your examination place, please read the Transfers, Withdrawals, Resits & Late Entries policy (9) on the CISI website: cisi.org/exampolicies.

4. **CANDIDATE NUMBER:** If you have previously taken examinations with the CISI please insert your Candidate Number if known. Otherwise, leave blank.

5. **COMPUTER BASED TESTING EXAMINATIONS (CBT):** The opening hours for UK venues only are available on the CISI website. Please note dates cannot be guaranteed as bookings are subject to availability. Early booking is advised. For a full list of CBT venues, please consult the CISI website: cisi.org/cbtmaps.

6. **EXAMINATION FEES:** VAT not applicable. If this form is more than 12 months old (see issue date on front, in bottom left hand corner), it is advisable to telephone to check that the fees are current. Payment can be made by American Express, Delta, Eurocard, MasterCard, Visa Debit and Visa. Please complete the details below.

7. **CHANGE OF ADDRESS:** Please notify the CISI promptly of any address change.

8. **SPECIAL NEEDS:** Candidates with special needs should notify the CISI at least 28 days prior to the examination to allow appropriate arrangements to be made. All requests for extra time must be supported by an original of the medical/educational psychologist’s report at the time of lodging this registration.

9. **REGULATIONS:** The examination regulations can be viewed on the CISI website: cisi.org/exampolicies, then select CISI Exam Regulations. You will be sent a link to the examination regulations with your exam entry acknowledgement.

10. **PRICES:** Prices for UK examination entry includes hard copy of workbook and free pdf soft copy.
Notes & Payment Details

PERSONAL DETAILS: Please print in capitals

Surname: (Note 2) ___________________________________________ Title: ___________________________
Forename(s): ____________________________________________________________________________
Home address: ___________________________________________________________________________
_____________________________ Postcode: _______________ Date of birth: ____________
Home telephone: ___________________________________________________________________________

EMPLOYMENT DETAILS: Please use company stamp if possible (Note 7)

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DECLARATION:

I agree to be bound by the Chartered Institute for Securities & Investment examination regulations (Note 9) and the terms and notes specified in this entry form. The Institute reserves the right to publish examination results. Results will be available to the FCA or other regulator.

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Unsigned forms and forms signed on behalf of candidates are NOT accepted.

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