

## University Accreditation Program – Application Form for Candidates

### Applicant Information

To ensure your application for examination credit is processed promptly, please complete all information requested on the form below.

Prefix (e.g., Mr., Ms.): \_\_\_\_\_ Date of birth : \_\_\_\_\_ (mm/dd/yyyy)

First and middle name: \_\_\_\_\_ Last name: \_\_\_\_\_

University: \_\_\_\_\_ Company: \_\_\_\_\_

SOA/CAS identification number (if known): \_\_\_\_\_

#### Primary Contact Information:

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

#### Email Preferences

Approval of your examination credit(s) automatically enrolls you as a CIAnet subscriber and gives you access to the latest Institute news and industry updates.

I do not wish to be enrolled as a CIAnet subscriber.

Get continuing professional development opportunities and events, webcasts, and job postings via email.

Yes! Sign me up.

#### Code of Conduct and Ethics for Candidates in the CIA Education System

Yes, I have read and agree to the CIA [Code of Conduct and Ethics](#) and the associated [Policy on Conduct and Ethics for Candidates in the CIA Education System](#).

Credit(s) requested (please check where appropriate)		University	Course number(s)/code(s) – grade(s) (e.g., ACT 2100(B))	Date
Credit for	Corresponding SOA/CAS exam attempted and dates			
**P/**1 <input type="checkbox"/>	Yes <input type="checkbox"/> Date(s):			
FM/2 <input type="checkbox"/>	Yes <input type="checkbox"/> Date(s):			
IFM/MFE*/3F <input type="checkbox"/>	Yes <input type="checkbox"/> Date(s):			

LTAM/MLC* <input type="checkbox"/>	Yes <input type="checkbox"/> Date(s):			
STAM/C*/4* <input type="checkbox"/>	Yes <input type="checkbox"/> Date(s):			
**SRM <input type="checkbox"/>	Yes <input type="checkbox"/> Date(s):			

**Original transcript(s) enclosed:**  Yes

\* Applicable to accredited courses completed before September 1, 2018.

\*\* Available only for accredited courses completed after September 1, 2019.

**IMPORTANT NOTE: Candidates must apply for the associated exam credit within three years of the date of completion of the last course when meeting the exam credit requirements.**

### Payment Options

- By cheque (*payable to the Canadian Institute of Actuaries*)
- To pay online, [click here](#) or go to <https://www.cia-ica.ca/uappayment>
- By phone (please contact the finance department at 613-236-8196 ext. 102)

<b>Total application fee:</b> <i>(please see attached fees information)</i>	\$
<b>GST/HST (106861503RT)</b> <b>QST (1226432686TQ0001)</b>  <i>(Please see tax table below.)</i>	\$
<b>Total amount due:</b>	\$

Full payment and **original course transcript(s)** must be received at the time of application to ensure that your application is processed. We will send a confirmation email within 10 business days of receipt of your application and payment. If you do not receive it, please contact the Education and Professional Development department at [accreditation@cia-ica.ca](mailto:accreditation@cia-ica.ca).

**Please return your completed credit application form, course transcript(s), and payment by mail to:  
Canadian Institute of Actuaries, 1740-360 Albert Street, Ottawa, ON K1R 7X7**

## Granting Credits

In addition to the specific university's internal policies on conduct, including academic misconduct, candidates pursuing credits for writing professional examinations shall also be subject to the [Code of Conduct and Ethics for Candidates in the CIA Education System](#) and the associated [Policy on Conduct and Ethics for Candidates in the CIA Education System](#).

The CIA will grant credit to candidates for writing the specified Society of Actuaries (SOA) or Casualty Actuarial Society (CAS) exams towards Associate (ACIA) or Fellow (FCIA) membership with the CIA. Credits for exams P/1 and SRM will be available for accredited courses completed after September 1, 2019.

Candidates will, upon completion of the required courses and upon obtaining official university course transcripts, apply to the CIA with the following:

- Application form
- Grade transcripts for completed courses
- Application fee

Should a university fail to maintain, or lose, its accreditation, candidates who receive credits based on education received at that university shall not lose the credits received during the period that the university was accredited.

The CIA does not guarantee that credits granted to candidates under the CIA University Accreditation Program (UAP) will be recognized by **other** actuarial organizations towards other actuarial designations.

## Changes in 2018 Education System

Please note that the following equivalencies will be applied:

- UAP credit for MFE in the previous education system will provide UAP credit for IFM.
- UAP credit for MLC in the previous education system will provide UAP credit for LTAM.
- UAP credit for C/4 in the previous education system will provide UAP credit for STAM.
- UAP credit for C/4 in the previous education system with courses completed prior to December 31, 2018, will provide UAP credit for MAS II.

## Candidate Application Fee

Application fee is \$85 for each credit requested. (Current as of July 30, 2019.)

### **GST/HST by Province**

To be calculated according to the province of residence of the applicant:

Alberta	5%	Ontario	13%
British Columbia	5%	Prince Edward Island	15%
Manitoba	5%	Québec	14.975%
New Brunswick	15%	Saskatchewan	5%
Newfoundland and Labrador	15%	Yukon	5%
Nova Scotia	15%	Nunavut	5%

### **Sunset Clause**

The timing of the completion of the last course will determine the requirement to be met. A sunset clause of three years from the time of completion of the last course will be applied. This means that students must apply for the associated exam credit within three years of the date of completion of the last course.

### **CIAnet**

Please [check our website](#) for more information.