

MOU examination entry form – CSQS

(ICSI/ICSA Memorandum of Understanding)

Please complete in CAPITAL LETTERS and black ink. Please return completed form together with the relevant payment to ICSA, 16 Park Crescent, London, W1B 1AH, United Kingdom.

* Denotes a compulsory field and must be completed.

Please accept my entry for the following exam session: **Summer 20** ____ **Winter 20** ____

If you do not indicate an examination session, you will automatically be entered into the next available examination session.

Title: Mr/Mrs/Miss/Ms/Dr* (please circle one)

Other title:* (please specify)

Surname/family name:*

First name(s):*

Date of birth:*

Student registration no.:*

Contact phone no.:*

work/home/mobile (please circle one) (overseas: please ensure you give the country and area code)

E-mail address:*

Signature:*

Date:*

Correspondence will be sent to the home or business address that you have elected for this purpose on your registration form. If you have recently moved, please update your address on the MyICSA area of the website.

Mode of study: (please tick one)

self-study

via a tuition provider (distance learning)

via a tuition provider (face-to-face)

via a tuition provider (online)

Name of current tuition provider:

Choose one examination centre from the below list:*

Overseas

India: Bangalore, Chennai, Hyderabad, Kolkata, Mumbai, New Delhi or Pune

Should you be unable to attend any of the above examination centres, it may be possible for us to assist you in organising a special centre. Please contact the student support team on +44 (0)20 7580 4741.

If you have a disability and/or special needs and require assistance, please contact the student support team on +44 (0)20 7580 4741 or e-mail studentsupport@icsa.co.uk.

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The closing dates for the receipt of examination entries are:
for Winter sittings 1 October
for Summer sittings 1 April

Please read the options carefully to ensure that you are entered for the correct module.

I wish to register for the following modules:

Examination entry

Level 1

Corporate Governance

Examination entry

Level 2

Corporate Secretarial Practice

Examination entry

Final

Chartered Secretaries Case Study

Please note you cannot submit an examination enter for the Chartered Secretaries Case Study unless you have sat and passed the Corporate Governance and Corporate Secretarial Practice modules.

- Please tick this box, if you do **not** want us to provide your employer with the results of your examinations.
- Please tick this box, if you do **not** want us to provide your tuition provider with the results of your examinations.

Your exam entry form and exam fee must be received before the closing date. Any entries received after the closing date will not be processed.

If you wish to make any amendments to your exam entry, this must be done no later than ten working days of the closing date. Please be aware that any amendments will incur an administration charge.

Payment options:

I enclose a cheque/bank draft for the sum of: _____ (please make cheque/bank draft payable to ICSA)

I enclose a completed payment form of: _____

The payment form is available from www.icsa.org.uk.

Student fees paid by:* (please tick appropriate box)

- self-funded
- employer-funded

Please note that your exam entry will not be processed until the Institute has received full payment of the relevant fees.

The fee sheet is available from www.icsa.org.uk.