

APPLICATION FOR ASSESSMENT OF ACADEMIC RECORD

Before lodging an application please:

1. seek advice from your course advisor at the tertiary institution you attend.
2. use the academic schedules and information available on the New Zealand Institute of Chartered Accountants' (NZICA) website: www.nzica.com

An application for assessment should only be lodged when you have difficulty determining how you can meet NZICA's academic requirements.

A fee of \$50.00 is payable for an academic assessment. A current transcript of your official academic record must accompany this application. This must be an original or a copy certified by a solicitor or Justice of the Peace.

Note: this application form is not for candidates who have completed study overseas. If you have completed overseas study you may lodge an application for 'Recognition of Overseas Study'. The application form can be downloaded from NZICA's website (www.nzica.com)

1 PERSONAL DETAILS - Please use block letters

First / Given Names

Surname / Family Name

Email

NZICA ID

Contact Address

Postcode

City / Town

Country (other than NZ)

Telephone

Fax

2 ASSESSMENT REQUIRED

INTENDING COLLEGE – Please indicate the college you are intending to seek membership of:

Chartered Accountant OR Associate Chartered Accountant OR Accounting Technician

Specify the tertiary where you intend to complete the remaining academic requirements:

Other academic queries:

3 ACADEMIC HISTORY - Please use block letters

Name of Tertiary Education Institution(s)

Years Attended (from – to)

Title of Degree

Year Degree Was Completed/Will Be Completed

Signed

Date / /

4 ACADEMIC ASSESSMENT FEE

A fee of \$50.00 is payable for an academic assessment.

Cheques should be made payable to "Institute of Chartered Accountants of New Zealand" in NZ dollars. The four credit cards below are acceptable for payment. Please enter details below.

CREDIT CARD PAYMENT DETAILS

AMEX MASTERCARD VISA DINERS Card Expiry Date: ____ / ____

Card Number:

(please print)

Cardholder's Name: _____

Cardholder's Signature: _____

Amount Paid: \$ _____

Any variation to the total amount due please explain:

MEETING THE NEW ZEALAND INSTITUTE OF CHARTERED ACCOUNTANTS' ACADEMIC REQUIREMENTS FOR PROVISIONAL MEMBERSHIP

The academic requirements for membership of NZICA are set out in schedules. These schedules illustrate how the academic requirements can be met at an Accredited Tertiary Institution (ATI). The schedules can be obtained from:

- course advisors at the (ATIs)
- NZICA's Customer Service Centre
- NZICA's website: www.nzica.com

LODGING AN APPLICATION FOR ASSESSMENT OF ACADEMIC RECORD

If you wish to have confirmation that you have met the New Zealand Institute of Chartered Accountants' academic requirements, or need advice about which topics/courses you need to complete to meet these requirements, you may lodge an application.

Before lodging an application for 'Assessment of Academic Record' you should:

1. seek advice from the course advisor at the tertiary institution you currently attend
2. consult the New Zealand Institute of Chartered Accountants' academic schedules.

In most cases you will be able to determine what courses you need to complete from these two sources.

ACADEMIC RECORD

You must send an original or a certified copy of your official transcript/academic record with your application. Applications received without a transcript will be returned.

TIMING

Consideration of your application may take up to six weeks. NZICA will respond to your application in writing.

COST

A fee of \$50.00 is payable for this assessment.

RETURN ADDRESS

Please send your completed application to:

Customer Service Centre
New Zealand Institute of Chartered Accountants
7th Floor, Tower Building
50 Customhouse Quay
PO Box 11342
Wellington 6142

FURTHER INFORMATION

Membership enquiries and applications are handled by Customer Services. If you have any queries, please contact us on:

Customer Service Centre
Phone: +64 04-474 7840
Fax: +64 04-473 6303
Email: customer@nzica.com
Website: www.nzica.com

NB: An assessment of a student's academic record is not recognition of provisional membership, or membership of the New Zealand Institute of Chartered Accountants in part or full.