

# Validation by Educational Experience VEE Candidate Credit Application



Canadian  
Institute of Actuaries



Casualty  
Actuarial Society



Society  
of Actuaries

**Instructions for completing form on pages 2-3. Please PRINT all information.**

For Office Use Only:

MR MS			
Last Name/Family Name	First Name	Middle Name	Suffix

<b>Contact Information</b>	If a different name was used on a previous application, print it here:	Date of Birth (Month – Day – Year)
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<b>Organization Name (only if mailing to a company address)</b>	I work in the property/casualty field: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Street or P.O. Box

City	State/Province	Zip/Postal Code	Country
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Business Telephone	Home Telephone	E-Mail
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<b>Actuarial Exams</b>	I have credit for: <input type="checkbox"/> Exam P/1 <input type="checkbox"/> Exam FM/2 <input type="checkbox"/> Exam MLC&MFE/M/3 <input type="checkbox"/> Exam C/4 <input type="checkbox"/> Exam ____ (list) <input type="checkbox"/> Exam ____ <b>NOTE:</b> Only the applications of those with credit for at least two actuarial examinations will be processed.
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<b>VEE Credit</b>	I am applying for credit for: <i>(Please submit a separate form for each VEE subject.)</i> <input type="checkbox"/> <b>VEE-Economics</b> <input type="checkbox"/> <b>VEE-Corporate Finance</b> <input type="checkbox"/> <b>VEE-Applied Statistical Methods</b>
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**Educational Experience Credit**

Name of educational institution	City	State/Province	Zip/Postal Code	Country
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Course(s)/Experience(s) (include course number)	Date(s) of completion	Grade(s) received	Approval Code(s)

<b>Documentation</b>	I have arranged to have the following type of authenticated verification sent to the VEE Administration Committee: <input type="checkbox"/> Certified Transcript (with specific passing grade) <input type="checkbox"/> Other (specify) _____
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<b>Signature (Required)</b>	<p>"I verify that the information that I am submitting for VEE credit is accurate. I acknowledge that I have read and agree to adhere to the <a href="#">SOA Code of Conduct for Candidates</a> as well as the <a href="#">CAS Code of Professional Ethics for Candidates</a>. I also agree that any action taken as a result of my conduct (such as irregularity, violation or cheating, and any hearings thereon) may, at the sole discretion of the CAS or SOA, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such result or action."</p> <p><b>Signature:</b> _____</p>
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**Payment Information**

The processing fee must be included with the application(s). Check or complete credit card information required.

<b>Fee Enclosed:</b>	If paying by credit card, please indicate the card: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa (65-405001-04901-101)
(please circle amount) see page 2 for details	Account Number: _____ Expiration Date: _____
<b>\$ 50 – 1 VEE subject</b>	CVV2 number _____ (see page 3) Cardholder's Name _____
<b>\$ 75 – 2 VEE subjects</b>	<b>Cardholder's Signature:</b> _____
<b>\$100 – 3 VEE subjects</b>	<b>Cardholder's Name and complete billing address (if different from applicant's):</b>

Name	Street or P.O. Box
City	State/Province
	Zip/Postal Code
	Country

# Instructions for Completing VEE Candidate Credit Application

Please PRINT all information.

1. Please submit a **separate** application form for each Validation by Educational Experience (VEE) subject. Multiple application forms for the same person may be submitted together.
2. Only candidates who have passed at least two actuarial examinations may apply for VEE credits.
3. All courses/experiences submitted for individual VEE credit must first be approved and appear on the Directory of Approved Courses/Experiences or the Standardized Exams and Other Educational Experiences list available at <http://eande.soa.org/vee/approved-courses-experiences-for-vee.html>

## NAME AND CONTACT INFORMATION

- Indicate your full legal name, complete mailing address, telephone number(s), and e-mail address.
- Indicate your date of birth (using month-day-year format).
- If you used a different name on your last application (e.g., a maiden name), print that name in the space provided.
- Indicate whether or not you work in the property/casualty industry.

## ACTUARIAL EXAMS

- Only those who have passed at least two actuarial examinations may submit an application for VEE credit. Please indicate at least two actuarial exams sponsored by the Canadian Institute of Actuaries, Casualty Actuarial Society, and/or the Society of Actuaries that you have passed.

## VEE CREDIT

- Indicate the subject for which you are applying for VEE credit. Please submit a separate application for each VEE subject. Multiple applications for the same person may be submitted together if complete.

## EDUCATIONAL EXPERIENCE

- Indicate the name and address of the educational institution that sponsored your educational experience.
- Write the name and course number, if applicable, the date that you successfully completed the course experience, and the grade. A grade of at least a B- (or its equivalent) is required for VEE credit. **Please note:** Candidates may not submit VEE credit applications for partial credit (e.g. an approved regression course may not be submitted alone, but must be accompanied on the same application by an approved time series course). Candidates may not submit for VEE credit for a topic until they have completed all requirements for that topic.
- Provide the Course/Experience Approval Code(s) for the course(s) that you are submitting. **Your application will not be processed without the Approval Code(s).** Approval codes can be found on the Directory of Approved Courses/Experiences or the Standardized Exams and Other Educational Experiences list. These are available at <http://www.soa.org/education/exam-req/edu-vee.aspx> (Candidates may combine two approved courses/experiences to complete a VEE topic requirement. In these cases candidates should include approval codes from both approved courses.)

## DOCUMENTATION

- The candidate must arrange to have the educational institution send authenticated verification (e.g., an official transcript) that the candidate has successfully completed the course/educational experience with a grade of at least B- (or the accepted equivalent). The documentation must include the candidates full name and be sent to: VEE Administration Committee, Society of Actuaries, 475 N. Martingale Road, Suite 600, Schaumburg, IL 60173. (If the institution will not send a transcript directly to the SOA, the candidate should include a sealed transcript with their application form and submit it to the Schaumburg address.)

## SIGNATURE

- Your original written signature verifying the accuracy of the information that you are submitting is required for this application to be valid.

## PAYMENT

- Payment of the processing fee must accompany the application for VEE credit(s) according to the following fee schedule:

**\$50** (U.S.) for one VEE topic submission

**\$75** (U.S.) for two VEE applications submitted together for one person (e.g., VEE-Economics and VEE-Corporate Finance)

**\$100** (U.S.) for three VEE applications submitted together for one person

Make checks payable to "Preliminary Actuarial Examinations." If paying by credit card, please provide the appropriate information on the application form, including the CVV2 number (see next page for details about your CVV2 number). The processing fee is non-refundable.

## SUBMITTING THE APPLICATION—MAILING INSTRUCTIONS

- If you are paying by check or money order, please use the Chicago mailing address below. If you are paying by credit card, please use the Schaumburg mailing address below.

### Mail check or money order with VEE application to:

VEE Administration Committee  
Preliminary Actuarial Examinations  
P.O. Box 95600  
Chicago, IL 60694-5600

### Mail VEE application with credit card payments to:

VEE Administration Committee  
SOA/Preliminary Actuarial Examinations  
475 N. Martingale Road, Suite 600  
Schaumburg, IL 60173

**TRANSCRIPTS: If enclosing transcript(s), please use Schaumburg mailing address.**

## RESPONSE

- Candidates will receive a written response to each application. The processing time is approximately six weeks.

## ADDITIONAL CREDIT CARD INFORMATION—CVV2 NUMBER

### How to find your credit card's CVV2 number:

On a **Visa** or **MasterCard**, please turn your card over and look in the signature strip. You will find (either the entire 16-digit string of your card number, OR just the last 4 digits), followed by a space, followed by a 3-digit number. That 3-digit number is your CVV2 number (see below). On **American Express** Cards, the CVV2 number is a 4-digit number that appears above the end of your card number (see below).

### What is CVV2?

CVV2 is a security measure we require for all transactions. Since a CVV2 number is listed on your credit card, but is not stored anywhere, the only way to know the correct CVV2 number for your credit card is to physically have possession of the card itself. All VISA, MasterCard and American Express cards made in the United States in the past 5 years have a CVV2 number.

### Visa & MasterCard:



CVV2  
Num

This number is printed on MasterCard and Visa cards in the signature area of the back of the card. (it is the last 3 digits AFTER the credit card number in the signature area of the card). IF YOU CANNOT READ YOUR CVV2 NUMBER, YOU WILL HAVE TO CONTACT THE ISSUING INSTITUTION.

### American Express:



4 Digit Card Verification Number

American Express cards show the CVV2 printed above and to the right of the imprinted card number on the front of the card.

**NOTE:** For European or Asian credit cards that do not have a CVV2 number, please enter 000 as your CVV2 number.

Updated February 26, 2009