



**October/November 2020
C.B.T. FSA Exams
Proctored Computer-Based Testing
Limited Caribbean Locations**

Registration Deadline: Monday, September 28, 2020

NO LATE APPLICATIONS WILL BE ACCEPTED

EXAM FEES ARE NON-REFUNDABLE

*Exams recognized by the Canadian Institute of Actuaries.

SOA ID #: <i>For office use only</i>	I have previously registered for exams with the SOA: <input type="checkbox"/> Yes <input type="checkbox"/> No	____ _ month day year
	<input type="checkbox"/> Check here if you <u>do not</u> want to receive information from third party vendors Check your <u>primary</u> address: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> I wish to receive exam results via text message to my mobile telephone. (Only available for U.S. and Canada-based mobile phone carriers.)	Date of Birth

Last Name/Family Name/Surname (Required)	First Name (Required)	Middle Name (Optional)
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If a **different name** was used on a previous application, print it here:

Address	Organization Name (only if a company address)/Street or P.O. Box			
	City	State/Province	Zip/Postal Code	Country
	Primary Daytime Telephone (Required)	Primary Mobile Telephone (Required)	E-Mail (Required)	

Employer Information	Company Name of Actuarial Employer			Country
	Street or P.O. Box (required if paying by company check)	City	State/Province	Zip/Postal Code

I have read the [Rules and Regulations](#) concerning the examination(s) for which I am applying, including the [Rules for Computer Based Testing](#) if applicable, and agree to be bound by them. I acknowledge that I have read and agree to adhere to the [SOA Code of Conduct for Candidates](#). I also agree that the results of any examination(s) which I take, and 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 SOA, be disclosed to any other bona fide actuarial organization that has a legitimate interest in such results and/or actions.

Signature: _____
(Your signature is required for this application to be valid.)

C.B.T. Proctored FSA/EA Exam Information*
(*all required for SOA Office processing – no online registration)

<p>*Exam Date: _____</p> <p>*Exam Name: _____</p> <p>*Exam Fee: \$ _____</p> <p>*Supervisor Name: _____</p> <p>*Supervisor Email: _____</p>	<p>Geographic Testing Location 9005 Limited Caribbean *Circle Country of Citizenship or Permanent Residence</p> <p>Bahamas Barbados Bermuda Cayman Islands Grenada Guyana Jamaica Saint Kitts & Nevis Saint Lucia St Vincent and Grenadines Suriname</p>
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If paying by credit card, please indicate the card: American Express MasterCard Visa

Account Number: _____ CVV2 Number **(Required)**: _____ Exp Date **(Required)**: _____

Cardholder's Name _____ Cardholder's Signature **(Required)**: _____

Cardholder's billing address (if different from applicant's): _____

Instructions for Completing Application for Computer-Based Testing

Mail check or money order with application to:

Society of Actuaries
P.O. Box 95600
Chicago, IL 60694-5600

ALL OVERNIGHT DELIVERIES

Society of Actuaries
Customer Service
475 N. Martingale Road, Mailroom, Suite 500
Schaumburg, IL 60173
Application forms may also be faxed to: +1-847-273-8529

Registration Deadline for Proctored October/November 2020 FSA/EA Exams – Monday, September 28, 2020

A “Proctored” exam requires a paper application to be filled out and returned to SOA Customer Service by either faxing +1-847-273-8529 (secure) or by email (not secure) or an overnight courier. If sending by regular mail, please allow at least **TEN WORKING DAYS** for the application to arrive. Postmark dates will not be considered. Applications received after the deadline will NOT be accepted. When using an overnight courier, send the application directly to the SOA street address (see directions for Credit Card Payments), as a courier will not deliver to a post office box.

CANDIDATE INFORMATION:

- Indicate if you have registered previously with the Society of Actuaries by checking yes or no.
- Print your first and last name as it appears on your valid government issued identification, your date of birth, address, daytime telephone number and valid e-mail address.
- If you used a different name on your last application (e.g., a maiden name), print that name in the space provided.
- Candidates requiring testing accommodations must submit a written request with their application.

<https://www.soa.org/Education/Exam-Req/Exam-Day-Info/testing-accommodations.aspx>

SUPERVISOR INFORMATION: Please print in your supervisor’s full name and their email address so that your application can be processed and that they may be contacted for instructional information.

EMPLOYER INFORMATION:

- If you are employed in an actuarial position full-time, print the full name and address of your employer.

INTERNATIONAL DISCOUNT PROGRAM:

- Details regarding Examination and Study Material Fee Discount Program can be found at <http://www.soa.org/education/general-info/registration/edu-examination-fee-discount.aspx>

PRIVACY POLICY: Please go to <https://www.soa.org/legal/privacy-policy/> to review the privacy policy.

EXAMINATION SCHEDULE: All Required for application processing

- Register for the exam by writing in the exam date and exam name and your exam rate plus your approved supervisor and their email address and finally, select the geographic location of your citizenship/permanent residence.

EXAM DAY INFORMATION: There will be a set time on exam day which all such exam candidates will write the exam. Your SOA approved supervisor must be present throughout the exam. You are responsible to supply your own computer, monitor, internet connection, and access to email. You may have only one monitor and it must be no larger than 27” (diagonal). The exam has been tested on the following setup. PC running Windows 7 or 10, 2016 versions of Excel and Word and have the ability to open a PDF. While you may use other operating systems or software versions, the SOA cannot guarantee compatibility.

EXAMINATION FEES

- Click on [Examination Fees](#) to find the exam fees for all of our exams. Exam fees may be paid by check, money order, or credit card (American Express, MasterCard, or Visa). Checks should be made payable to **Society of Actuaries**. Applications should be sent to the appropriate address listed on the first page. Fees must be in U.S. funds or equivalent. Exam fees must be paid in full or you will not be allowed to test. **NOTE:** The amount billed to an individual’s credit card will be automatically adjusted for persons who miscalculate the amount due. **Fees are not transferable from one session to another.** Candidates with a balance due will not be permitted to register for future examination sessions until outstanding debts are paid in full.
- If paying by credit card, the candidate must include the CVV2 number (see details below under “Additional Credit Card Information—CVV2 Number”).
- A \$25 fee will be assessed on any checks returned due to insufficient funds.

NO REFUNDS: The SOA traditionally does not offer refunds for its examinations. No part of a fee paid to the SOA for examination registration will be refunded or transferred to a later exam period should the candidate not appear for the exam or not have the proper identification which precludes taking the exam. The SOA does recognize that events may occur that are outside a candidate's control. In those cases, there are three options that may be available:

- **Rescheduling Options:** Proctored exams do not have the ability to reschedule to a different date, time or location.
- **Emergency Situations:** The SOA recognizes that unforeseen emergencies may occur that directly influence a candidate's ability to take an exam on an appointed day. We will consider these situations on a case-by-case basis. Candidates finding themselves in such a situation should contact SOA Customer Service at customerservice@soa.org.
- **Temporary Refund Policy – COVID-19: Requests for refunds will be accepted only up to Thursday, October 15, 2020.** Exam refund requests received after that time will not be accepted. Please email your refund requests to customerservice@soa.org

SIGNATURE

- For this application to be valid, your signature must appear on the front of this application.

CHANGE OF ADDRESS and/or E-MAIL ADDRESS

Login to My SOA from our home page, www.soa.org to update your record as needed. If you experience any difficulties contact SOA Customer Service at customerservice@soa.org or +1-888-697-3900 for assistance.

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 have a CVV2 number.

Visa & MasterCard:



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:



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.

Retain your candidate number to access results at <http://examresults.soa.org>.

If you need assistance, you may contact SOA Customer Service
+1-888-697-3900 between the hours of 8:00 a.m. and 5:00 p.m. central time.

You may also email your message to SOA Customer Service at customerService@soa.org.

August 24, 2020