University-Earned Credit (UEC) Exam Addition Application

October 2026 Review Cycle

Application Deadline: October 15, 2026

This form is for Centers of Actuarial Excellence (CAE) universities that are already approved for UEC seeking approval for additional exams. Refer to the guidance beginning on page 3 of this document for instructions on how to complete the application.

Box 1: Contact Information	
1a. Name of university	
1b. Name of faculty contact for the purpose of this application	
1c. Faculty contact email address	1d. Faculty contact phone number

Box 2: Changes Requested

Provide a brief narrative of the changes you would like to make to your UEC approval. E.g. "add a graduate-level course to a previously approved exam" or "reapply for Exam X."

Box 3: Curriculum Details

Mark the exams for which you are seeking to provide University-Earned Credit and indicate the course number(s) for each. If there are multiple sections offered for the course(s) indicated, specify which courses.

Additional Exams	**Course Number(s)**	**Which course(s) have multiple sections?**
☐ Financial Mathematics (FM)	(1 course max)	
☐ Statistics for Risk Modeling (SRM)	(3 courses max)	
☐ Fundamentals of Actuarial Mathematics (FAM)	(2 courses max)	
☐ Advanced Long-Term Actuarial Mathematics (ALTAM)	(2 courses max)	
☐ Advanced Short-Term Actuarial Mathematics (ASTAM)	(2 courses max)	

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SOCIETY OF ACTUARIES

Required documentation:

- **Completed Curriculum Worksheets** for courses indicated.
- **Course syllabi** for each of the terms modified according to UEC guidelines.[1] Weekly course schedule should be included, and it should be clear which SOA learning objectives are covered.
- **Midterm and Final Exams** administered during the last two administrations of each course indicated.[2] If the course has not previously been offered, then sample exams or exams from similar previously administered courses should be provided. If no such courses exist, then sample exams must be provided.

Box 4: Acknowledgements and Signature

Applicants (contact person noted in Box 1) attest to the following (applicant must check the box and sign below):

☐ I agree that the Accreditation Actuary will provide the required materials to the External Examiner by the established deadlines

Signature: Date:

Submission Instructions

This completed application and the required documentation listed below must be received by the SOA no later than **October 15, 2026.**

1. Application form – complete with acknowledgements and signature.
2. Curriculum worksheets showing at least 85% coverage for any exams indicated in Box 3. The worksheet can be downloaded from https://www.soa.org/education/resources/uec/uec-program/ .
3. Course syllabi – for each of the terms modified according to UEC guidelines, including weekly course schedule and SOA learning objectives clearly identified.
4. Midterm and Final Exams – administered during the last two administrations of each course indicated, or if the course has not previously been offered, exams from similar previously administered courses should be provided. If no such courses exist, then sample exams must be provided.

The documents must be saved *in the above order* into a single PDF and with the appropriate bookmarks for each exam annotated in Box 3. If the application is not bookmarked upon submission, it may be sent back with a request that proper bookmarks be added before resubmission. If you have trouble bookmarking your document, you may request assistance in advance to UEC@soa.org.

Email your submission to UEC@soa.org as an attachment or provide a file sharing link where we may download your file.

[1] Syllabi for each section of a course must be provided if all sections do not share these in common.
[2] Midterm and/or final exams for each section of a course must be provided if all sections do not share these in common.

UEC Exam Addition Application Guidance

Additional information for completing the application

Box 1: Contact Information

- Enter name of the university.
- Enter the name, email address, and phone number for the faculty contact to be used for the purposes of this application.

Box 2: Changes Requested

- Provide a brief narrative of the changes you would like to make to your UEC approval.
    - E.g. “add a graduate-level course to a previously approved exam” or “reapply for Exam X.”

Box 3: Curriculum Details

- Check the boxes for the exams for which you are seeking approval through the University-Earned Credit program and list the course numbers for the courses that cover those exams. Note that there are maximums permitted for each exam.
    - If there are multiple sections offered for the course(s) indicated, specify which courses these are.
- For each exam for which a box is checked, fill out the Curriculum Worksheet provided for that exam to show how the course(s) map to the exam topics/learning objectives.
- Provide the syllabi for each of the terms modified according to UEC guidelines.
    - A weekly course schedule should be included.
    - It should be clear which SOA learning objectives are covered.
- Provide copies of the midterms and final exams administered for the last two administrations of each course indicated.
    - If the course has not previously been offered, then sample exams or exams from similar previously administered courses should be provided. If no such courses exist, then sample exams must be provided.

Box 4: Acknowledgements and Signature

- Check the box next to the statement and sign and date the form to indicate that you acknowledge and understand the statement.