



Application form

For Membership Entry Pathway Assessment,
Associate Activation and enrol into the
CPA Program professional level

Activation of Associate membership is only available to those who have undertaken a Membership Entry Pathway Assessment AND been assessed as eligible for membership. By completing this form, if assessed as eligible for membership, your Associate activation and professional level enrolment (if applicable) will be processed by CPA Australia.

OFFICE USE ONLY

Reference number:

This form must be read in conjunction with the Applicant guide. Note: ALL sections must be completed. Failure to complete the Application form correctly may delay or render CPA Australia unable to process your application.

A. Your Details

A1. Your personal details

Title Family name

First name Middle name

Preferred name Date of birth / /
D D M M Y Y

A2. Your employment contact details

Preferred mailing address (please tick)

Position title

Company name

Company address

Suburb

State Postcode Country

Business phone () Business fax ()

A3. Your home contact details

Preferred mailing address (please tick)

Home address

Suburb

State Postcode Country

Home phone () Mobile

A4. Your email address

You must supply an email address to receive your assessment result and to receive important membership information and updates for CPA Program professional level study material.

Email

A street address is required where available, for delivery of study materials. If enrolling into the CPA Program professional level segment(s), your segment study materials will be sent to your nominated **preferred** mailing addresses. **This will become your preferred mailing address for all correspondence from CPA Australia.**

A5. CPA Passport student

Were you previously a CPA Passport student Yes No CPA Passport number

B. Academic and professional history

B1. Academic history

Name of qualification/s

University / institute Campus

Country Date of completion / /
D D M M Y Y

- a) please write the name of your qualification, the name of the institute, the campus at which you studied (if applicable) and the date that you have completed the qualification.
- b) If you have received any **exemptions, credits or advanced standing** in your degree from other studies, you must attach **certified true copies** of your original academic transcripts showing evidence of your prior studies for which the exemptions were based on. Refer to the application guide for more information on certified documentation.

Are you or have you ever been a member of a professional accounting body? Yes No

If yes, please provide the name of the professional accounting body

If you have had your qualifications previously assessed by CPA Australia, please provide your reference number

B2. Professional history

Please select the recognition arrangement that applies to you. Refer to B2 in the applicant guide for the documentation requirements and please visit cpaaustralia.com.au/prior_recognition for our regulations on recognition of prior experience.

Please tick:

- a) I would like to apply for recognition of prior professional accounting experience and have read all of the regulations regarding this recognition arrangement and on providing documentation. Yes No
- b) I am a full member of an IFAC recognised professional accounting body and would like to apply for a full exemption. I have read all of the regulations regarding this recognition arrangement and on providing documentation. Yes No

C. Identification requirements

C1. Background information

Please answer these questions to help us determine your eligibility as a member.

- (i) have you ever been convicted in the past 10 years of a criminal offence, notifiable offence or are there any pending charges against you? Yes No
- (ii) are you, or have you even been a debtor in any Sequestration Order, Deed of Assignment, Composition, or Deed of Arrangement, under the provisions of the Bankruptcy Act? Yes No
- (iii) are you, or have you ever been a Director of a company to which a Receiver, a Provisional Liquidator, a Liquidator, a Scheme Manager, or an Official Manager has been appointed while you were a Director, or within six months after you ceased to be a Director? Yes No
- (iv) have you ever been refused membership, or had membership forfeited, of a statutory, professional or other body? Yes No
- (v) have you ever been subject to disciplinary proceedings by a statutory, professional, academic institution or other body which may have bearing on your professional capacity? Yes No

If you answered "Yes" to any of these questions, your application will be considered on its merits. Please provide details on a separate sheet enclosed in a confidential envelope, attached to this application attention to the General Manager, Membership.

C2. 100 points identification requirement

For proof of identity, you will need to provide us with:

A minimum of **100 points** of identification from the list below **AND** each piece of identification provided must be a **certified true copy** of the original.

See the applicant guide for more information, and tick the relevant boxes.

✓	Type of identification	Points	✓	Type of identification	Points	✓	Type of identification	Points
	Birth certificate	70		A written reference	50		Social Security ID card	40
	Citizenship certificate	70		Licence issued under law	40		Tertiary student ID card	40
	Passport	70		Permit issued under law	40		Medicare card	25
	National Identity Card	70		Public Service ID card	40		Credit or other bank card	25

D. Provide profile information

Tick one box only for each of the following:

1. Current employer sector

- Academia/Education
- Public Practice
- Parenting (Go to Point 6)
- SME (<200 employees or <\$50m turnover)
- Corporate (>200 employees or >\$50m turnover)
- Government – Commonwealth/National
- Government – State/Territory
- Government – Local
- Government – Business Enterprise
- Not-For-Profit
- Between Jobs (Go to Point 6)
- Retired

2. Industry

- Hospitality
- Finance and Banking
- Insurance
- Financial Services
- Government – Admin/Defence
- Health/Community Services
- Printing/Publishing/Recording
- Oil/Petroleum
- Agriculture/Forestry/Fishing
- Mining/Executive
- Property Services
- Business Services
- Transport/Storage
- Communications
- Wholesale/Retail Trade
- E-Business/E-Commerce
- Recruitment
- Travel and Tourism
- Advertising/Marketing
- Manufacturing
- Association/Membership Org.

- Construction
- Film/TV/Radio
- Libraries, Museums and the Arts
- Sport/Entertainment/Recreation
- Education
- Electricity/Gas/Water

3. Primary job function

- Accounting Administration
- Information Management/Technology
- Insolvency and Reconstruction
- Law
- Management Accounting
- Marketing/Sales
- Financial Planning
- Superannuation
- Taxation
- Auditor – External
- Treasury
- International Trade
- Auditor – Internal
- Human Resources/Training
- General Management
- Procurement
- E-Business/E-Commerce
- Business Development
- Financial Management
- Risk Management
- Business Advisory Services/Management Consulting
- Company Secretarial
- Corporate Governance
- External Reporting
- Financial Control

4. Job responsibility

- CEO/Managing Director
- Partner in Non-Accounting Business

- Self employed
- Team Leader/Supervisor
- Academic/Teacher
- Chief Financial Officer or equivalent
- Financial Controller
- General Manager
- Manager
- Employee
- Public Practice – Sole Practitioner
- Public Practice – Partner/Director

5. Employer size

- 1 – 5
- 6 – 10
- 11 – 20
- 21 – 50
- 51 – 100
- 101 – 200
- 201 – 300
- 301 – 500
- 501 – 1000
- 1000+

6. Your communication preference

- Email
- Mail
- Fax

7. CPA Australia Annual report

- Full Annual Report
- Concise Version
- No Annual Report
- Electronic

8. Notice of AGM

- Email
- Mail

9. Membership renewal

- Electronic
- Paper

Tick all relevant boxes in the following:

10. Licences/certificates

- Auditor of Superannuation Funds
- Australian Financial Services Licence
- Licenses Insurance Agent (Singapore)
- Licensed Investment Advisor
- Registered Company Liquidator
- Legal Practitioner
- ICAA Practice Certificate
- Licensed Securities Dealer
- Registered Company Auditor
- Registered Tax Agent
- Trustee in Bankruptcy

11. Other memberships you hold

Australia

- Australian Computer Society
- Australian Institute of Management
- Financial Planning Association
- Institute of Internal Auditors Australia
- National Tax and Accountants Association
- Australian Institute of Company Directors
- Chartered Secretaries Australia
- Institute of Chartered Accountants Australia
- National Institute of Accountants
- Financial Services of Australasia

Overseas

- American Institute of Certified Public Accountants
- Association of International Accountants
- Chinese Institute of Certified Public Accountants
- Institute of Certified Public Accountants
- Association of Chartered Certified Accountants
- Chartered Institute of Management Accountants
- Hong Kong Institute of Certified Public Accountants
- Malaysian Institute of Accountants
- New Zealand Institute of Chartered Accountants

12. Professional interests

- Information Management/Technology
- Insolvency and Reconstruction
- Law
- Management Accounting
- Marketing/Sales
- Financial Planning
- Small Business
- Superannuation

- Taxation
- Auditing – External
- Treasury
- General Management
- E-Business/E-Commerce
- Human Resources/Training/Industrial Relations
- Securities/Funds/Management
- Public Sector Issues
- Risk Management
- Banking
- Auditing – Internal
- Financial Markets
- Insurance
- TBL/Sustainability
- Advisory Service/Management Consulting
- Company Secretarial
- Corporate Governance
- Ethics
- External Reporting
- Financial Control

E. Enrol in CPA Program professional level segment(s)

Select your segments (please tick)

You can enrol in a maximum of three professional level segments per semester (one segment is recommended). For important dates and details please refer to the Application guide or visit cpaaustralia.com.au/cpaprogram_prolevel

✓	Segment title	Semester 2 2011 exam date
	Ethics and Governance (CPA118) ¹	25 October 2011 AM
	Global Strategy and Leadership (CPA117) ²	25 October 2011 PM
	Financial Reporting (CPA115)	26 October 2011 AM
	Strategic Management Accounting (CPA104)	26 October 2011 PM
	Advanced Taxation (CPA105)	27 October 2011 AM
	Singapore Taxation (CPA119) ³	27 October 2011 AM
	Malaysia Taxation (CPA120)	27 October 2011 AM
	Contemporary Business Issues (CPA116) ⁴	27 October 2011 PM
	Advanced Audit and Assurance (CPA101)	28 October 2011 AM
	Financial Risk Management (CPA106)	28 October 2011 PM

1. Recommended 1st (first) segment
2. To enrol in the capstone segment, Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program professional level.
3. Candidates who enrol in this segment must be able to attend workshops and the exam being held in Singapore.
4. Contemporary Business Issues is offered in a blended learning format which includes two modules delivered online. These modules are not reproduced in the printed study guide and are not examinable. Further information is available at cpaaustralia.com.au/cpaprogram_cbi

For detailed descriptions of all segments, go to cpaaustralia.com.au/cpaprogram_prolevel_structure

Select your exam location

You must enter the exam location code and location name (refer to "select your exam location" in the Application guide) that is most suitable. Double check the code entered. If an incorrect code is used you may be assigned to an exam location not of your choice. Please note that final selection of exam locations is subject to confirmation by Deakin University.

Location code Location Name

F. How to pay

F1. Calculate your fees payable

Fees are outlined in the Application Guide and must be calculated in Australian Dollars. Please ensure that you calculate your fees correctly, miscalculated fees will cause delay to your application.

Assessment fee	Membership fee*	CPA Program segment fee*	Total Fees Payable
AUD\$ <input type="text"/>	AUD\$ <input type="text"/>	AUD\$ <input type="text"/>	AUD\$ <input type="text"/>

*Please note these fees will not be charged if your entry point is assessed at Foundation level

F2. Pay your fees by Cheque or Credit Card

Cheque (Cheques should be payable to CPA Australia Ltd). Please note we cannot accept faxed application when paying by cheque.

I am paying by Credit card as ticked Amex Mastercard Visa Diners

Cardholder's name

Credit card number

Expiry date / Total AUD\$

Cardholder's signature Date / / / / /
D D M M Y Y

Please ensure you have read the following terms and conditions and signed page 6 of this form

Associate membership terms and conditions

- a. I declare that:
 - I have achieved the academic qualification as evidenced in the certified true copies of transcripts and award/completion letter submitted to CPA Australia Ltd (CPA Australia); and
 - The information provided in this application is true and correct
- b. I give permission to CPA Australia to contact my learning/professional institute to verify academic documentation.
- c. I accept that:
 - I agree to be bound by CPA Australia's Constitution, By Laws, Code of Professional Conduct, Technical Standards and CPA Program Guide now in force, or which may hereafter from time to time be in force. This information can be found on CPA Australia's website **cpaaustralia.com.au**.
 - I will undertake and keep a record of my Continuing Professional Development obligations (currently 120 hours per triennium, with a minimum of 20 hours per year).
 - I will advance to CPA status within six (6) years of Associate Activation and failure to advance within six (6) years will result in loss of my membership.
 - I cannot advance to CPA status until I have completed the CPA Program, including the three (3) year practical experience requirement within six (6) years of admission as an Associate member.
 - As an Associate, I am not permitted to act as a principal in public practice or to hold myself out as being a principal in public practice, or undertake any public accounting services in my own right.
 - I agree to accept the terms and conditions applicable to candidates enrolled into the CPA Program professional level, as found on CPA Australia's website **cpaaustralia.com.au**.
 - I have a valid email address for the purpose of receiving updated information through the semester and to access study materials.

Rules and regulations – Enrolment for professional level

1. Enrolment in the CPA Program professional level commences the first time a candidate enrolls in a segment or segments. Subsequent enrolments can be completed online via **cpaaustralia.com.au/manage_cpaprogram** or by submitting an enrolment form.
2. To complete the CPA Program in order to advance to CPA status, candidates must pass CPA Program professional level exams in six (6) segments (four compulsory and two electives) plus meet the practical experience requirement. For more information please visit **cpaaustralia.com.au**
3. Candidates can enrol in any available CPA Program professional level segment in their first enrolment, excluding the capstone segment, Global Strategy and Leadership.
4. To enrol in the capstone segment, Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program.
5. Enrolments in the CPA Program require a completed and signed enrolment application to be lodged in our Application guide or online or via mail/fax with the prescribed fee with CPA Australia by the advertised final closing date for enrolments. Enrolment dates and fees can be found at our website **cpaaustralia.com.au/cpaprogram_prolevel_dates**.
6. If the prescribed fee is not enclosed with the signed enrolment application the enrolment cannot be accepted. This may mean the enrolment will not be available until the following semester.
7. Enrolments will be accepted by CPA Australia until the advertised closing dates, that can be found in the Application guide (page 12) or at **cpaaustralia.com.au/cpaprogram_prolevel_dates**. Late enrolments will not be accepted by CPA Australia.
8. Candidates enrolling for the purpose of advancement to CPA status or for continuing professional development (CPD) purposes will be automatically enrolled in the professional level exam for that semester. More information can be found in the CPA Program guide – professional level available at **cpaaustralia.com.au/professionallevel**
9. Non-members of CPA Australia are not permitted to enrol in the CPA Program professional level. Enrolees must be of Associate or CPA status with current membership and must maintain membership whilst enrolled in a professional level segment of the CPA Program. Failure to maintain current membership will result in loss of access to all member online facilities including the website, My Online Learning resources and Manage your CPA Program applications – significantly impacting exam preparation.
10. The maximum period for completion of the CPA Program professional level is 6 years (12 semesters) for candidates commencing from 2007.
11. Members joining CPA Australia from 1 July 2007 onwards will have six (6) years in which to complete the CPA Program professional level and practical experience requirement and apply to advance to CPA status. Members who joined CPA Australia between 1 January 2004 and 30 June 2007 will have eight (8) years to complete the CPA Program and apply to advance to CPA status.
12. It is recommended that candidates who are working full time limit their enrolment to one segment per semester. Candidates may enrol in up to three (3) segments per semester.
13. Candidates admitted without undergraduate taxation and/or auditing qualifications must complete Advanced Taxation (or local taxation variants) and/or Advanced Audit and Assurance in the CPA Program professional level in place of electives.
14. A maximum of two (2) exemptions in elective segments only will be offered to candidates who satisfy the requirements as outlined in our exemptions policy which can be found at **cpaaustralia.com.au**. Applications must be forwarded with your CPA Program professional level enrolment application to GPO Box 2820, Melbourne, Victoria, 3001. If you are based in Asia, please forward documentation to your local office. Location details can be found at **cpaaustralia.com.au/contact**.
15. Changes to enrolment in professional level segment(s) will not be accepted after the advertised first closing date for enrolment.
16. Candidates are not permitted to cancel their enrolment in the CPA Program professional level within two (2) semesters of their initial enrolment.
17. Cancellation of enrolment in the professional level segment(s) will be accepted up until the advertised closing date, but refunds for enrolments will not be issued by CPA Australia after the advertised first closing date for enrolment.
18. If a candidate fails a professional level exam, does not attend a professional level exam or is not granted a professional level exam deferral by CPA Australia, the candidate must re-enrol and pay the prescribed fee to continue with that professional level segment. No refund will apply. (More information can be found in the CPA Program Guide—professional level available at **cpaaustralia.com.au/professionallevel**).
19. A professional level exam deferral fee will be payable for all deferral applications received by CPA Australia. For further information view 'Changing your professional level exam arrangements' at **cpaaustralia.com.au**.
20. Exam deferral is to the next semester only.

21. Any additional reference material required for each professional level segment, such as relevant legislation, is outlined in the introductory section of the professional level segment study materials. Relevant legislation can be obtained from sources such as CCH or Butterworths and is not supplied as part of the study guide material.
22. Candidates must have access to relevant accounting and auditing standards and professional statements. Access is available via the standard setters' website or the CPA Australia website **cpaaustralia.com.au**.
23. All candidates must have access to the internet and a valid email address for the purposes of receiving updated information throughout the semester and to access study materials.
24. It is the candidate's responsibility to provide and update personal information with CPA Australia including name, mailing address, email address and contact numbers at all times. If this is not provided and kept up to date:
 - Study materials may be sent to an incorrect address and candidates may be charged a re-issue fee
 - Candidates may miss out on critical information relating to their enrolment in the CPA Program professional level
25. If members intend to enrol in CPA Australia's Public Practice Program, the CPA Program professional level Advanced Taxation segment must be completed as a prerequisite. Alternatively, the CPA Program professional level Advanced Taxation segment can be studied concurrently with the Practice Management distance learning program. (You must be a CPA to enrol in the Public Practice Program.)
26. All candidates are bound by the terms and conditions as detailed on the application guide and in the CPA Program Guide—professional level.
27. All closing dates advertised are at midnight Australian Eastern Standard Time or Australian Eastern Daylight Time.

G. Privacy statement

CPA Australia Ltd (CPA Australia) is committed to protecting the privacy and security of your personal information.

The personal information you provide may be used by CPA Australia to:

- process your application for membership with CPA Australia;
- process your application for General Skills Migration with CPA Australia;
- record your membership details and profile information;
- manage your membership of CPA Australia;
- ensure you comply as a member with CPA Australia's Constitution and By-Laws;
- conduct market research in order to identify and analyse the ongoing needs of CPA Australia members;
- provide you with access to and information about a range of current and future membership benefits including Member Benefits + ;
- enrol you in the CPA Program;
- administer the CPA Program; enrolment(s); exam(s);
- customise future service offerings such as exams for the CPA Program;
- notify you about CPA Australia events and professional development and associated events;
- arrange study group contact if required; and
- aggregated and used for internal review to analyse trends and statistics.

Failure to complete the relevant application correctly may delay or render CPA Australia unable to process your application.

CPA Australia may disclose the personal information you provide to:

- CPA Program supply providers involved in delivering the CPA Program and exams;
- Member Benefits + partners so that they may contact you about their products and services. For a full list of Member Benefits + partners see the CPA Australia website **cpaaustralia.com.au**
- external service providers to whom we have contracted out functions such as printers, mailing houses and IT companies, and marketing and communications agencies, and
- Universities and other education providers, professional and regulatory bodies, Governmental Departments e.g. the Department of Immigration and Citizenship, Australian Education International - National Office for Overseas Skills Recognition and Department of Education, Employment and Workplace Relations.

If you engage the services of a migration agent it is understood that the agent is authorised to be party to all details pertaining to your assessment.

The personal information you provide will be treated by us in the following ways:

- your personal information may be transferred or stored outside the country where the information was collected for the purposes stated above;
- you have the right to access or correct any personal information which CPA Australia holds about you, (subject to any applicable legal exceptions) and can do this via the "Update my profile" service on our website at **cpaaustralia.com.au**. You can use this service to opt out of receiving further communications from CPA Australia. For more information on CPA Australia's Privacy Policy, visit the CPA Australia website.

CPA Australia processes membership and other payments using EFTPOS and online technologies. All transactions processed by CPA Australia meet industry security standards to ensure member details and payments are protected. For more information about our security procedures and payment processes contact +61 3 9606 9677.

I have read the Privacy Statement in the CPA Australia Applicant Guide and I consent to my personal information being collected, used and disclosed for the purposes outlined above and as stated in the Privacy Statement.

Signature

Date

		/			/		
D	D		M	M		Y	Y

This document should be read in conjunction with the Application Guide.

If you do not want us to pass on your information to our Member Benefits + partners, please tick this box.

H. Checklist and mailing your form

For CPA to process your application efficiently, please ensure you complete all sections of the application form and attached certified true copy of each **applicable** item on the checklist.

- Attached university academic awards and transcripts (section B1)
- Attached your letter of good standing and membership certificate from your professional body (section B2)
- Attached Workplace Testimonial for recognition of prior experience (see applicant guide section B2 for details of workplace testimonial)
- Attached 100 points of identification (section C2)
- Provide payment details or attached a cheque for your application, membership and enrolment (section F1, F2)
- Answered all questions, signed and dated this form
- Change of name document if the name on your other documents is not the same as that on your application form.

Please mail your application form (including certified documents and fees payable) to the relevant address below. Please note, faxed applications will not be accepted under any circumstances.

Australia*

CPA Australia Ltd
Member Advisory and Information Services
GPO Box 2820
Melbourne VIC 3001
AUSTRALIA

1300 73 73 73 (toll free within Australia)
+61 3 9606 9677 (outside Australia)

*All applicants living outside of Australia should send their application to the Australian office, unless you live in one of the following locations:

Beijing

CPA Australia Ltd
Unit 307-308B Level 3
Office Tower C2
Oriental Plaza
1 East Chang An Avenue
Dong Cheng District
Beijing 100738
PR CHINA

T +86 10 8518 5575
F +86 10 8518 7001

Malaysia

CPA Australia Ltd
Suite 10.01, Level 10
The Gardens South Tower
Mid Valley City
Lingkaran Syed Putra
59200 Kuala Lumpur
MALAYSIA

T +603 2267 3388
F +603 2287 3030

Hong Kong

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181 Johnston Road
Wanchai
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Shanghai

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Application Guide

For Membership Entry Pathway Assessment, Associate Activation and enrol into the CPA Program professional level

This section is a guide to be used when filling in the application form for a Membership Entry Pathway Assessment, Associate Activation, and enrolment in the CPA Program professional level.

Please retain this Application guide for future reference. Do not submit it with your application form.

This application form is for new members only. If you have previously been a member of CPA Australia and wish to renew your membership, please visit cpaaustralia.com.au/contact to contact your local office direct.

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Please take time to read and understand the requirements outlined in this Application guide.

Incomplete applications received by CPA Australia Ltd (CPA Australia) cannot be processed and will cause your application (and enrolment into the CPA Program) to be delayed, and in some cases may cause you to miss the semester's CPA Program enrolment deadline.

For application assessment processing times, please visit cpaaustralia.com.au/becomeamember

For more information, call 1300 73 73 73 (toll-free in Australia), or +61 3 9606 9606 (outside Australia).

Membership Entry Pathways Assessment and Activate Associate membership

If you have completed this form you will receive a Membership Entry Pathway Assessment and if you have satisfied CPA Australia's prescribed core knowledge areas you will have your Associate membership activated by CPA Australia.

Associate membership terms and conditions, professional level rules and regulations

Please take time to read and understand the requirements outlined in the application form and ensure you sign the completed application form. Incomplete applications received by CPA Australia Ltd (CPA Australia) cannot be processed and will cause your application (and enrolment into the CPA Program professional level) to be delayed, and in some cases may cause you to miss the semester's CPA Program professional level enrolment deadline. If you need more information, call 1300 73 73 73 (toll-free in Australia), or +61 3 9606 9677 (outside Australia).

A. Your details

A1. Your personal details

Ensure that you complete your personal details correctly on the form. If you have a preferred alternative first name, please include this information in the preferred name section.

If your name is different to any of your transcripts or identity documents, please provide official certified true copies of the original proof of change of name documentation (eg. marriage certificate, government issued change of name documents).

A2. & A3. Your employment and home contact details

Ensure that you provide your company and home addresses in full (including suburb and postcode).

Please select one (only) preferred mailing address. If a box is not ticked then the preferred mailing address will default to your home contact details.

All mail will be sent to this address, including membership confirmation and CPA Program materials. For delivery of study materials, a street address is required, where available.

A4. Your email address

You must provide an email address to receive your assessment result, log in details to manage your CPA Program and to receive important membership and updates to your professional level study materials. If you fail to provide an email address or fail to keep it up to date, your application for assessment may be delayed and you may not receive information about your membership or the segment you are studying.

If you have additional information to tell us please write a cover letter and include with your application form. Do not place sticky notes or post-it notes to your application. All applications are scanned and any notes stuck to the application will be discarded. Please do not bind or staple this form or any attachments. Secure papers together with a bulldog clip.

A5. CPA Passport student

If you were a CPA Passport student at university, tick yes and include your CPA Passport number. Please note, CPA Passport students are not members of CPA Australia.

B. Academic and professional history

B1. Academic history

To be academically eligible for Associate membership with CPA Australia, you need to meet the following two requirements:

- (i) successful completion of a qualification comparable to an Australian Bachelor Degree, and
- (ii) completion of all core knowledge areas.

You can meet the academic requirements in a number of ways:

- Accredited Bachelor degree
- Accredited Masters degree
- Accredited post-graduate award of at least 8 units
- Professional qualifications assessed as comparable to an Australian Higher Education degree. See cpaaustralia.com.au, search 'Professional Accounting qualifications'
- Overseas qualifications assessed by CPA Australia and/or AEI-NOOSR guidelines as being at least equivalent to these Australian Qualifications

Please visit cpaaustralia.com.au for information on accredited qualifications.

If your degree is not an accredited degree, you must provide **syllabus detail** for all relevant accounting, law, finance, economics, statistics and computer information systems subjects. Failure to provide sufficient syllabus detail may adversely affect the result of your assessment. You will be advised to complete further studies in some foundation level segments in which we are unable to assess the depth of your knowledge.

Your application cannot be processed without **official certified true copies** or notarised copies of your transcripts/exam results and proof of qualification completion. (Please see "certify your documents")

Award / Certificate / Completion letter:

You must provide clearly stated proof that you successfully completed your qualification. This may be a certified true copy of a statement or an official letter from your institution or your degree/membership certificate.

Transcripts:

Each photocopied page of your transcripts/examination results and proof of completion must be a **certified true copy** of the original documentation. You cannot submit internet or unofficial transcripts. Please ensure that your transcripts clearly state your grades/results for which subject/exam and the year/s in which you studied and be issued from the institution where you completed the original study.

If you have completed your qualifications but will not have received your official transcript before the first CPA Program closing date, please attach a cover letter to your application requesting **conditional enrolment**. Conditions apply, please refer to cpaaustralia.com.au/condenrol

Professional body qualifications:

If you are or were a member of a professional accounting body you must supply a **certified true copy** of your membership certificate and the examination result for all professional papers you completed with this body. In some instances, you may need to provide a certified true copy of a current letter of good standing.

Members of recognised professional bodies are generally not required to submit any syllabus information. For information or a list of our recognised professional bodies, please visit our website at cpaaustralia.com.au, search 'Professional Accounting qualifications'.

Other Documentation:

If you have been granted any **exemptions, advanced standing or credits** in your qualification, you must provide a **certified true**/notarised copies of the original transcripts (showing grades/results) from the institution where you completed the original study (i.e. previous TAFE or university studies).

CPA Australia acknowledges the autonomy of higher education providers in granting credit transfer and/or recognition of prior learning in their own programs, however if you do not provide proof of exemptions CPA Australia will not recognise completion of those units.

Certify your documents

All documents provided must be copies of original documents **certified** as true. Do not submit original documents as they will **not be returned**.

Certified as true (or notarised) copies are photocopies of your original documents that have been confirmed as true copies of the originals.

1. Photocopy your original documents.
2. Take your original documents and photocopies to one of the following recognised authorities and have each page certified with a signature, date and member number (if applicable). The certification must be dated no longer than 12 months ago.
 - a Justice of the Peace
 - an Australian CPA/FCPA (this person cannot be an Associate member)
 - a solicitor, lawyer, dentist, medical practitioner, pharmacist, veterinary surgeon, bank manager, school principal, registered migration agent
 - a police officer, sheriff or sheriff's officer
 - a notary officer
 - a full member of a recognised IFAC professional body as listed on http://www.ifac.org/about/member_bodies

B2. Professional history

a) Recognition of prior experience

You may receive recognition of prior experience if you have professional accounting experience of at least six months full time supervised work experience (or equivalent unsupervised work experience).

To claim recognition of prior experience under this arrangement, you must submit official workplace testimonial/s that confirm experience gained within the required time frame.

Your official workplace testimonial/s (for each role) must include the following:

- company letterhead
- certified copy/ PDF version of original
- employer/s signature
- position title for each role
- period of employment for each role
- list full job duties for each role
- Supervisor status (CPA, FCPA or equivalent) details including their full name, designation and membership number for the relevant professional body.

Workplace testimonial example:

ON COMPANY LETTERHEAD

Date:

I certify that **(member's name)** **(has been/was)** employed by **(name of company)** from **(A date)** to **(present/B date)** in a **(full time/part time)** {if part time - number of hours per week} basis in the role/s of **(position title)**.

{if more than one role was held during this period, please document and include dates for each role}.

Duties undertaken in this/these role/s are/were (list duties and responsibilities):

-
-

Throughout this period, **(member's name)** was supervised by:

(supervisors name, name of professional body).

signed

Director/HR Manager/Manager

b) Full exemption for full members of an IFAC recognised professional accounting body

Have you attached:

- a certified copy of your full membership certificate
- certified copy of a letter of good standing from this professional body to confirm that you are full current member with this organization

C. Identification requirements

C1. Background information

All questions must be answered for membership evaluation.

If you answer "yes" to any of the questions, please provide details on a separate sheet enclosed in a confidential envelope attentioned to the General Manager, Membership and mail to the Australian address listed at the end of this guide. Each application will be considered individually on its merits and the processing of your application may take longer than advertised.

C2. 100 points identification requirement

Please ensure you provide certified copies of all identification documents (refer to “certify your documents”) You must submit identification documents totalling at least 100 points. The point values are:

Documents worth 70 points:

- birth certificate
- citizenship certificate
- passport
- national identity card (these are issued in Hong Kong, Malaysia, Singapore and PRC)

Documents worth 50 points:

- a written reference (by a full member of a recognised professional body)

This reference must be signed and dated by the referee, and show that you have known the referee for at least 12 months. References must not be dated more than 3 months prior to the application being received by CPA Australia.

Documents worth 40 points:

- licence issued under law (eg. driver’s licence)
- permit issued under law (eg. student travel concession card)
- Public Service ID card
- Social Security ID card (issued by a government department)
- tertiary student ID card

These cards must show your name and your signature OR photograph

Documents worth 25 points:

- medicare card
- credit or other bank cards

Examples of 100 points identification

- birth certificate (70) + drivers licence (40) = 110pts
- drivers licence (40) + visa card (25) + AMEX card (25) + Medicare card (25) = 115pts
- passport (70) + student travel concession card (40) = 110pts
- national identity card (70) + written reference (50) = 120pts

D. Provide profile information

To ensure you receive relevant tailored information from CPA Australia, it is important that you provide information about your specific industry and interests. CPA Australia uses this information to send you news, information and updates to keep you informed about your profession. Your profile information is also essential for the development of products and services to meet the needs of our members.

After Associate membership activation, we recommend you keep your profile information updated online via cpaaustralia.com.au/managemembership

E. Enrol in CPA Program professional level segment(s)

The closing dates for enrolment into CPA Program professional level segments for Semester 2, 2011 are:

	Semester 2, 2011	Segment fee
Enrolment opening date	20 June 2011	
First closing date	11 July 2011	\$785 ex GST.
Final closing date	25 July 2011	\$885 ex GST.
Semester begins	8 August 2011	

Enrolments for the professional level are not accepted if received after the final closing date.

E1. Select your segments

You can enrol into a maximum of three professional level segments per semester (one segment per semester is recommended).

You can enrol into any segment of the professional level as your first, except for the capstone segment Global Strategy and Leadership. It is recommended that you enrol in Ethics and Governance as part of your first enrolment.

✓	Segment title	Semester 2 2011 exam date
	Ethics and Governance (CPA118) ¹	25 October 2011 AM
	Global Strategy and Leadership (CPA117) ²	25 October 2011 PM
	Financial Reporting (CPA115)	26 October 2011 AM
	Strategic Management Accounting (CPA104)	26 October 2011 PM
	Advanced Taxation (CPA105)	27 October 2011 AM
	Singapore Taxation (CPA119) ³	27 October 2011 AM
	Malaysia Taxation (CPA120)	27 October 2011 AM
	Contemporary Business Issues (CPA116) ⁴	27 October 2011 PM
	Advanced Audit and Assurance (CPA101)	28 October 2011 AM
	Financial Risk Management (CPA106)	28 October 2011 PM

¹ Recommended 1st (first) segment

² To enrol in the capstone segment, Global Strategy and Leadership, candidates must have successfully completed all other compulsory segments of the CPA Program professional level.

³ Candidates who enrol in this segment must be able to attend workshops and the exam being held in Singapore.

⁴ Contemporary Business Issues is offered in a blended learning format which includes two modules delivered online. These modules are not reproduced in the printed study guide and are not examinable. Further information is available at cpaaustralia.com.au/cpaprogram_cbi

For detailed descriptions of all segments, go to cpaaustralia.com.au/cpaprogram_prolevel_structure

Important information

- The maximum period for completion of the CPA Program professional level is six years (12 semesters).
- If you have not completed a recognised Taxation and/or Auditing unit at university, you must enrol in Advanced Taxation and/or Advanced Audit and Assurance in the CPA Program professional level in place of your two electives.

E2. Select your exam location

Select the location where you wish to sit your exam and write the name and code on your Application form.

Australian locations and codes

ACT Canberra CANA	West Sydney SWEN Wollongong WOLN Young YOUN	Townsville TOWQ Weipa WEIQ	Gippsland GIPV Hamilton HAMV Horsham HORV Melbourne MELV Mildura MILV Shepparton SHPV Swan Hill SWAV Wangaratta WANV Warrnambool WRRV Wonthaggi WONV
NSW Albury-Wodonga ALBN Armidale ARMN Bathurst BATN Bega BEGN Broken Hill BKHN Coffs Harbour CHBN Cooma COON Deniliquin DENN Dubbo DUBN Forbes FORN Gosford GOSN Griffith GRIN Inverell INVN Lismore LISN Moree MOEN Muswellbrook MUSN Narooma NRMN Newcastle NEWN Port Macquarie PTMN Sydney SYDN Tamworth TAMN Wagga Wagga WAGN	NT Alice Springs ALIY Darwin DARY	SA Adelaide ADES Berri BERS Mt Gambier MTGS Naracoorte NARS Port Lincoln PLIS Port Pirie PIRS Whyalla WHYS	WA Albany ABNW Broome BOOW Bunbury BNBW Esperance ESPW Geraldton GERW Kalgoorlie KALW Karratha KARW Perth PERW Port Hedland PTHW
	QLD Brisbane BRIQ Bundaberg BUNQ Cairns CAIQ Cannonvale CNNQ Emerald EMEQ Gladstone GLDQ Gold Coast GLCQ Mackay MCKQ Maryborough MARQ Moranbah MORQ Mount Isa MIMQ Murgon MURQ Rockhampton ROCQ Roma ROMQ Stanthorpe STPQ Sunshine Coast SUNQ Toowoomba TOOQ	TAS Burnie BURT Hobart HOBT Launceston LAUT	If you are 120km or more away from any of these locations choose: Other Australia REMO
		VIC Alexandra ALEV Ararat ARAV Bairnsdale BSDV Ballarat BALV Bendigo BENV Box Hill BOXV Croydon CROV Frankston FRAV Geelong GLGV	

Overseas locations and codes

Bangladesh Dhaka DAKO	Ireland Dublin DBLO	Hamilton HAMO Wellington WELO	London LONO Manchester MCHO
Brunei BRUO	Italy Rome ROMO	Papua New Guinea Lae LAEO Port Moresby PMCO	Scotland Glasgow GLAO
Canada Calgary CAGO Toronto TORO Vancouver VCVO	Japan Tokyo TOKO	Philippines Manila MANO	USA Atlanta ATLO Boston BOSO Honolulu HOLO Houston HOSO Los Angeles LOSO New York NWYO San Francisco SFRO Washington DC WASO
China Beijing BEJO Fujian FUJO Guangzhou GUAO Nanjing NAJO Shanghai SHCO Shenzhen SHHO Wuhan WUHO	Macau MACO	Qatar Doha DOHO	Vanuatu Port Vila PVIO
Fiji Lautoka LAUO Suva SUVO	Malaysia Bintulu BINO Ipoh IPHO Johore Bahru JOHO Kedah KEDO Kelantan KELO Kota Kinabalu KOTO Kuala Lumpur KUAO Kuantan KNTO Kuching KUJO Melaka MLKO Miri MIRO Penang PENO Sandakan SADO Sibu SIBO Tawau TAWO	Singapore SINO	Vietnam Hanoi HNOO Ho Chi Minh City HOCO
Hong Kong HONO	Netherlands Amsterdam AMSO	South Africa Johannesburg JHNO	Western Samoa Apia APIO
India Bangalore BNGO Chandigarh CHAO Chennai CNNO Mumbai MUMO New Delhi NWDO	New Zealand Auckland AUJO Christchurch CHRO	South Korea Seoul SEOO	If you are 120km or more away from any of these locations choose: Other Overseas OSEA
Indonesia Bali BLIO Jakarta JAKO		Taiwan Taipei TAPO	
		Thailand Bangkok BANO	
		United Arab Emirates Abu Dhabi ADUO Dubai DBAO	
		United Kingdom England Birmingham BIRO	

F. How to pay

F1. Calculate fees

All fees are quoted in Australian dollars.

Assessment fee*:

\$138.00 inc GST (Australia)

\$144.00 inc GST (New Zealand)

\$125.00 (all other locations)

*If your preferred mailing address is either in Australia or New Zealand you must pay GST on your assessment fee. (Assessment fee is a once only fee payable with all applications).

If you are applying from Malaysia, Singapore, Hong Kong or China please contact your local office for a copy of the fee schedule in your local currency.

Total membership fee

	Australia (GST Incl)		New Zealand (NZ GST Incl)		Overseas preferred address	
	Full Year If paying on or before 31 May 2011	Half Year If paying on or after 1 June 2011	Full Year If paying on or before 31 May 2011	Half Year If paying on or after 1 June 2011	Full Year If paying on or before 31 May 2011	Half Year If paying on or after 1 June 2011
Associate membership fee	330.00	165.00	345.00	172.00	300.00	150.00

Please note, if your entry point is assessed at Foundation level you will not be charged a membership fee or CPA Program segment fee.

Applications received between 1 January and 31 May must pay full year membership fees. Applications lodged on or after 1 June are eligible for half year fees. Your Associate membership expires on 31 December 2011, regardless of your joining date. You will receive a renewal notice in late 2011 advising you of membership details for 2012.

Membership fee is a fee payable annually for all members.

If you are applying from Malaysia, Singapore, Hong Kong or China, please contact your local office for a copy of the fee schedule in local currency.

CPA Program segment fee:

Each semester you can enrol in a maximum of three CPA Program professional level segments. A segment is a unit of study that runs for the length of a semester (ie. equivalent to a postgraduate unit of study).

A fee is payable for each segment you enrol in and the segment fee varies depending on when your application is received by CPA Australia. Please note that all closing dates are at midnight Eastern Standard Time or Australian Eastern Daylight Time.

Segment enrolment fees are not subject to the Australian goods and services tax (GST) because the CPA Program professional level is a GST-free education course.

Semester 2, 2011		
	(If paying 01/06/2011 – 11/07/2011)	(If paying after 11/07/2011 but before 25/07/2011)
Professional level segment fee	AUD\$785.00 ex. GST	AUD\$885.00 ex. GST

F2. Pay your fees by cheque or Credit card

Please make cheques payable to 'CPA Australia Ltd' and if you are paying from outside of Australia the bankdraft must nominate a corresponding Australian bank through which we can process the payment. Personal cheques will only be accepted if drawn on an Australian bank account. Please note, you will be liable for any fees incurred from a dishonoured cheque.

If you are paying by credit card please ensure that the card number is written correctly and that you include the expiry date.

G. Checklist and mailing your application

Please mail your application form (including **certified** documents and fees payable) to the relevant address below.

Please do not bind or staple your application and attachments, instead secure paperwork together with a clip.

Please note, faxed applications will not be accepted under any circumstances.

Australia

CPA Australia Ltd
Member Advisory and Information Services
GPO Box 2820
Melbourne VIC 3001
AUSTRALIA

All applicants living outside of Australia should send their application to the Australian office, unless you live in one of the following locations:

Beijing
Hong Kong
Malaysia
Shanghai
Singapore

Please refer to page 7 of the application form for the full mailing address for the above locations.