

# Application to register a chartered accountant student



Complete and submit this form to register a chartered accountant student with ICAEW. You must be an authorised training employer (ATE) to do so.

If your student has already completed a period of approved training under a training agreement please use the Re-registration form.

Please scan and email your completed form to [applications@icaew.com](mailto:applications@icaew.com) T +44 (0)1908 248 250

## THE STUDENT

Name	TITLE	FORENAME	SURNAME
Do you already have an ICAEW number?		YES NO	If yes, ICAEW number
Private address			
Postcode/zipcode		Country	
Telephone (daytime)			
Email			
Date of birth	DD MM YYYY		

## THE TRAINING ORGANISATION

Name of organisation	Training Office Number L00/X00
Office address (where student is based)	
Postcode/zipcode	Country
Telephone (daytime)	
Email	
In case of queries please contact (name)	
(a) I apply to register the above named student with ICAEW. The student has been provided with an employment contract and an ICAEW training agreement.	
(b) The training agreement began on	DD MM YYYY and is for months of approved training.
(c) The student's starting salary is £	
(d) I confirm that the above details are correct and that the student's details have been verified, or will be verified very shortly by reference to documentary evidence of the qualifications claimed. I understand that the training agreement should be cancelled if the student fails to produce the documentary evidence.	
Signature	Date DD MM YYYY
Full name on QPRT	

## SECONDARY EDUCATION

School Name	School Location (town and country)	Level (eg, GCSE, A-level)	Title	Grade	Year of award	Country
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## DEGREE

Designation (eg, BSC)	Title	Class/Grade (eg, 2,3)	Year of award	University/ HE institution	Type (full time, sandwich, part time)	Country
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## OTHER ACADEMIC QUALIFICATION

Title	College/institution	Designation (eg, HDN)	Class/Grade	Year of award	Country
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## PROFESSIONAL QUALIFICATION

Professional body	Status (eg, member, student)	Examination stage(s) passed	Country
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## MANDATORY DECLARATION

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn.

**Acts and defaults requiring disclosure include (but are not limited to):**

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

This application is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, further guidance is available on the Disclosure and Barring Service and Nacro websites.

**Do any of the above circumstances (or similar) apply to you?**      YES      NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please attach details with your application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I consent to my criminal conviction data being checked for entrance criteria.

**Signature**

**Date**

DD MM YYYY

## ETHNIC ORIGIN

I consent to the processing of my ethnicity information for the purposes of statistical analysis only.

Please tick this box to confirm your consent

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following:

White English	Mixed White and Black African	Black Caribbean
White Scottish	Mixed White and Asian	Black African
White Welsh	Mixed other	Black other
White British	Asian India	Chinese
White Irish	Asian Pakistani	Malay
White Northern Irish	Asian Bangladeshi	Other
White other	Asian other	Do not wish to say
Mixed White and Black Caribbean	Arab	

## DISABILITY INFORMATION

Do you have a short-term, long-term or permanent disability, medical condition, indisposition or specific learning difficulty, such as dyslexia, that might:

- affect any examinations and for which you require support from ICAEW?
- affect any service or facility offered by ICAEW for which you may require support?

I consent to my Health and Disability data being used for Examination Access Arrangements and wish to notify ICAEW of a condition/s that may fall under the above. Please tick this box to confirm your consent.

(please enclose details with your registration).

All information disclosed will be treated in the strictest confidence and will not be passed on to your employer or any third organisation without your consent. If you have any questions or are not sure whether you should complete this section of the form, please contact our student support team on +44(0)1908 248 250. If your condition means you will need alternative exam arrangements, we will ask you to complete a more detailed form and provide supporting evidence. Please submit your application or enquiry to

[my.icaew.com/examsonline](https://my.icaew.com/examsonline)

We will use your information for statistical and equal opportunity purposes.

## STUDENT'S DECLARATION

I agree that during the existence of this training agreement and for any period up until I am admitted as a member of ICAEW, I will:

- comply in all respects with the provisions of the Royal and Supplemental Charters, the Bye-laws and Regulations of ICAEW which are applicable to students;
- use every effort to further the objects of ICAEW;
- observe and uphold the ethical and professional standards of ICAEW;
- provide copies of my training records to ICAEW on request; and
- provide promptly and willingly all possible information and assistance if asked to do so by ICAEW in accordance with its duties.

I confirm that:

- the given details are correct;
- I have been provided with an employment contract and ICAEW training agreement; and
- I have not previously completed any period of approved training under a training agreement.

Your signature

Date

DD MM YYYY

Print name



### USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, CABA eligibility, communication, examinations, networking, products, quality, regulation, research, services, training and to administer your membership account. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners. For more information about our data protection policy please go to [icaew.com/dataprotection](https://icaew.com/dataprotection)

\* Version 2018/03