



## INSTRUCTIONS FOR COMPLETING APPLICATION FOR ACTUARIAL EXAMINATIONS

### 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 Fall 2019 Exams - Monday, September 23, 2019

The use of on-line registration ([www.soa.org](http://www.soa.org)) is strongly recommended. Faxing +1-847-273-8529 or an overnight courier are also options to ensure delivery. 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 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>

### 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>

### RECEIVING EXAM RESULTS VIA TEXT MESSAGE:

- [This feature is available only for United States and Canada-based mobile phone carriers.] By checking the box, you agree to receive results for all exams via text message. In order to receive a text message, you must enter your mobile telephone number. Pass/Fail results will be sent via text message after passing candidate numbers are released. Individual scores will not be delivered via text message. Standard text messaging rates apply.

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

### EXAMINATION SCHEDULE:

- Indicate the examination(s) you wish to write by placing a check mark (✓) in front of the desired exam.

### EXAM CENTER INFORMATION:

- Refer to the list of examination centers. Print the center name and number in the spaces provided. If a test center is cancelled or filled to capacity, candidates will be reassigned to the nearest available center. **Please check our Web site: [www.soa.org](http://www.soa.org) periodically for updated center information. Center locations are subject to change prior to the exam date.**

### EXAMINATION FEES:

- Exam fees may be paid by check, money order, or credit card (Visa, MasterCard, or American Express). Checks should be made payable to **Society of Actuaries**. Applications should be sent to the appropriate address listed on the front of this application. Fees must be in U.S. funds or equivalent. Exam results are not released until the account is paid in full. **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.
- A **\$25.00** fee will be assessed on any checks returned due to insufficient funds.

- **CENTER CHANGE REQUEST:** A *non-refundable \$60.00* administrative fee is required from candidates who request a change in center from their initial application. Requests must be directed to SOA Customer Service at [customerservice@soa.org](mailto:customerservice@soa.org)
- **EXAM FEES ARE NON-REFUNDABLE** - The Society of Actuaries (SOA) 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. For details please see SOA Examination Refund Policy at <http://www.soa.org/education/exam-req/registration/edu-refunds.aspx>

**SIGNATURE:** In order for this application to be valid, your signature must appear on the front of this application.

**ACKNOWLEDGEMENT LETTER/TICKETS OF ADMISSION/RECEIPT:** An Acknowledgement Letter, which serves as your Ticket of Admission, will be e-mailed to you. The Acknowledgement Letter serves as your receipt and contains your candidate number, exam center name and number. You must bring the e-mailed acknowledgement letter (either hard copy or on your smart phone) with you to check-in on exam day. You will receive one acknowledgement letter and candidate number for each exam for which you registered.

**CHANGE OF ADDRESS and/or E-MAIL ADDRESS:** Login to My SOA from our home page, [www.soa.org](http://www.soa.org) to update your record as needed. If you experience any difficulties contact SOA Customer Service at [customerservice@soa.org](mailto: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

##### 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 or at [customerservice@soa.org](mailto:customerservice@soa.org) between the hours of 8:00 a.m. and 5:00 p.m. central time.