

## **FBE-571 information for USC Students - Fall 2016**

The Finance and Business Economics Department offers three cross-disciplinary courses which incorporate the CFA Institute Chartered Financial Analyst (CFA®) body of knowledge into the course curriculum:

**FBE-571** (Level I, Fall & Spring), **FBE-572** (Level II, Spring only), and **FBE-573** (Level III, Spring only).

**However, you do NOT have to sit for the CFA Institute exam to take and receive credit for these courses.** They are very comprehensive **team-taught survey courses** that would be of benefit to any MBA student. *Topics include: economics, quantitative methods, financial statement analysis (accounting), corporate finance, markets and tools, equity valuation and analysis, fixed income analysis, derivatives, capital market theory, portfolio management, alternative investments, and ethics.*

**\*\*\*\* You are NOT required to register through USC to take these review classes. \*\*\*\***

If you don't want or need USC credit (*or if you know someone who is not a USC student*), you can register for any of these three courses on a NON-CREDIT basis through our partner and co-sponsor, CFALA.

**Registering for any of these courses does NOT register you to sit for the CFA Institute CFA® examination!** Registration for the CFA Institute exam is done on their website at: <http://www.cfainstitute.org>

**There are scholarships available** to pay most of the CFA Institute examination fee (Access Scholarship or Program Partner Student scholarship) and the USC/CFALA review course non-credit registration fee (Access Scholarship ONLY). **Basic scholarship information is listed on page 5.** **The Student scholarship application form is at:** [https://www.cfainstitute.org/Forms/dec\\_june\\_student\\_scholarship.pdf](https://www.cfainstitute.org/Forms/dec_june_student_scholarship.pdf)

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**FBE-571:** For the Fall semester, FBE-571 will be offered on Saturdays only.

The class number to enroll for USC credit is **#15466**. *To avoid as many home football games as possible, the Saturday Level I class will NOT meet every week.* Consequently, the class is scheduled to begin prior to the regular start of the semester and two lectures (9am-12pm & 1pm-4pm) will be taught on most Saturdays when class is scheduled to meet. **The course is scheduled to begin the LAST WEEKEND IN JULY, approx. 4 weeks before the start of the normal semester!** **First Lecture: Sat. July 30, 2016.**

**FBE-572** and **FBE-573** are only offered during the Spring semester.

**In general, lectures meet for 3 hours, though certain lectures may be extended to 4 hours when the topic requires additional time.** All lectures are recorded, with streaming media replays available 24/7 via the internet.

Lectures may BEGIN BEFORE or AFTER the start of the regular semester and/or END BEFORE or AFTER the end of the regular semester. Taking one of these classes for credit during your last semester before graduation MAY DELAY YOUR GRADUATION if you don't pass the USC final exam. **All dates are subject to change!!!** The lecture schedule is available at:

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### **REGISTRATION OPTIONS:**

- 1) USC:** register for **FBE-571**. This course is a 3-unit MBA & MS Finance elective class.
  - 2) CFALA:** **NO USC credit!!**
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**Register through USC or CFALA - - NOT both!!**

## **USC CREDIT REGISTRATION**

**You need a “D-clearance” to register for FBE-571.** You can obtain the Fall 2016 D-Clearance and Prerequisite Waiver form from the FBE Office, BRI-308, 213-740-6515 or from the Schedule of Classes, where it will be posted with a copy of this FAQ & scholarship info in lieu of a syllabus.

Please fill it out CLEARLY (*I can't help you if I can't read it!*), SIGN IT, and fax it back (213-740-6650), or email a scanned copy to [tlichvar@usc.edu](mailto:tlichvar@usc.edu), or drop it off at BRI-308. No cover page is needed for a fax.

Your request will be evaluated and your enrollment will be approved or denied. If approved, your name, student ID number, and email address will be forwarded to the Marshall Registrar. After your D-clearance (*and pre-req waiver if needed*) has been entered into the USC registration computer system, the Marshall registrar's office will email you a notification that you have permission to register for the course. *MBA & MSFin students with a GPA of 3.0 or better will be approved immediately. GPA's below 3.0 will require “GPA counseling” prior to approval.* Students in other degree programs will be contacted by phone prior to approval, and will also need to complete a Marshall Non-Business Student Application Form, available from <http://info.marshall.usc.edu/dept/gradreg/nonbusiness/Pages/Non-Business%20Graduate.aspx>.

**IT'S YOUR RESPONSIBILITY TO FOLLOW THROUGH and REGISTER YOURSELF FOR THE CLASS.**

Some items to note:

**1) REGISTRATION:** Submitting the "D-Clearance" form *DOES NOT* register you in the course, nor does it obligate you to register for the course. *It only grants you permission to register.* **Once granted permission, YOU MUST REGISTER YOURSELF via USC's regular on-line web registration process if you want to be in the class.** Webreg URL: <https://www.usc.edu/webregistration>

***If your GPA is below 3.0, you may still register for this course provided you are registered for the CFA Level I examination. However, passing this class will NOT improve your GPA, so you may want to reconsider your decision to register for this course. These classes do not close, so there is NO NEED to BID on them!!***

If you are a **NON-BUSINESS grad student**, you also need to obtain a **Non-Business Student Permission to Register form** from the Marshall website (below). Fill it out & email it ([registration@marshall.usc.edu](mailto:registration@marshall.usc.edu)) to the Marshall registrar, who will register you in the class when your D-clearance is granted. <http://info.marshall.usc.edu/dept/gradreg/nonbusiness/Pages/Non-Business%20Graduate.aspx>.

**2) UNDERGRADUATE REGISTRATION:** Unfortunately, undergraduate students are no longer permitted to register for MBA courses, even as an Auditor! *To attend this course, undergraduate students must register through CFALA on a NON-CREDIT basis. (See CFALA registration information on page 4.)*

**3) COST:** This is a standard 3 unit elective course. The cost to you is 3 units of tuition. ***Late registrations are subject to USC late fees. ALL LATE FEES ARE THE RESPONSIBILITY OF THE STUDENT!***

**4) CFA Institute EXAM:** ***Registering for FBE-571 does NOT register you for the CFA exam!!!!*** Institute exam registration is SEPARATE. Go to: <http://www.cfainstitute.org/cfaprogram>

**5) COURSE ADMINISTRATION:** Course administration (*lecture schedules, class handouts, links to streaming media recordings, and all class change notifications*) are managed through the **USC/CFALA CFA Review Program website** - - NOT BLACKBOARD. <http://www.cfalacfareview.org>

- 6) CFALA LOGIN:** After you register via webreg, your contact information will be provided to CFALA as a “USC registrant”. CFALA will email you CFA® Review Program login credentials for their website. **You will use the CFALA login to access the USC/CFALA CFA® Review Program website for materials.**
- 7) LECTURE SCHEDULES:** Detailed lecture schedules are available from the CFALA website. Click on the **Class Schedules** link at: <http://www.cfalacfareview.org> **The schedules are SUBJECT TO CHANGE (including lecture locations!!); CHECK IT EACH WEEK before** you come to class!
- 8) COURSE HANDOUTS:** All lecture handouts are available from the CFALA website. WE DO NOT PROVIDE COPIES OF THE HANDOUTS. You must download and bring your own handouts to lectures!!
- 9) STREAMING MEDIA:** The FBE-571 lectures are pre-recorded. These recordings will be available 24/7 via the internet. If you can't attend lectures in person you can still watch them on-line and ask questions of the instructor via email. *Access to streaming media lectures is via the CFALA website.*
- 10) GRADING:** This course is **graded CREDIT/NO CREDIT** only. (Yes, *ONE course counts as 3 elective units toward your Core or PM MBA, or the MS Finance degree.*\*) These units are NOT pre-approved for credit toward any other USC grad or undergrad degree! *If you are not a Core, PM, or MSFin student, check with your academic unit BEFORE YOU REGISTER to determine credit options!!*
- 11) GETTING CREDIT:** There are no graded homeworks or midterms, nor is there any participation or attendance requirement. **To receive a grade of CREDIT in this course, you MUST take the USC final exam, AND pass either: (A) the USC final exam or (B) the CFA® Institute exam** given at the end of the semester in which you were registered for the class.
- 12) \* ELECTIVE CREDIT:** **You can only count ONE of the three classes (FBE-571, 572, or 573) as an elective toward your Core, or PM MBA, or MS Finance degree.** You can still register for the other courses through USC, but they will NOT count toward your degree. (*i.e.: if you have a scholarship or if your company will pay if you register through USC but not if you register through CFALA.*)
- 13) GRADUATION DELAY?** Taking one of these classes for credit during your last semester before graduation MAY DELAY YOUR GRADUATION *if* you don't pass the USC final exam. If you plan to graduate in Dec. 2016: if you **pass the USC final exam = NO delay**; if you **fail the USC final exam = GRADUATION DELAY**; if you **don't take the USC final = fail the final = GRADUATION DELAY**.
- 14) FINAL EXAM: FINAL EXAM:** **Sat. Dec. 10, 2016 from 2:00pm - 4:00pm in the regular classroom.** There will be a regular 2-hour final exam administered on during the USC finals period. **THIS EXAM DETERMINES WHETHER OR NOT YOU RECEIVE CREDIT FOR THE COURSE!! Attending the final exam is MANDATORY. Not taking the final will result in a grade of NO CREDIT for the course even if you subsequently take and pass the CFA® Institute examination.** The final exam is NOT the “practice exam” ‡ listed on the lecture schedule. Confirmation of the day, time, an location of the final exam will be emailed to all students approx. one month before the final exam is given.
- 15) ‡ PRACTICE EXAM:** **A value-added feature of the review program.** At the end of the course, a full-length (6 hour) practice exam is given. This practice exam is OPTIONAL and has NO BEARING on course grading. *However, it does a good job of assisting candidates with preparing for the CFA Institute exam!*
- 16) SYLLABUS:** There is **no syllabus** for the course. The lecture schedule is available on-line, and it specifies the reading required for each lecture (a “study session” as listed in the Curriculum).

**17) TEXT:** The text is the CFA Institute **Curriculum** that you receive when you register for the CFA exam. *IF you are NOT planning to register for the CFA Institute exam contact **Terry Lichvar** (213.740.6522, BRI-308, or [tlichvar@usc.edu](mailto:tlichvar@usc.edu)) to obtain the CFA Institute Curriculum Order Form. The eBook or print edition can be purchased for \$150 each (+ tax). Alternatively, you can purchase a used Level 1 Curriculum via the internet. Make sure it is the Level 1 material from **Spring 2016 ONLY**. **One set of Curriculum materials will be placed on 2-hour reserve in Crocker Library.** It must be used within the library.*

**18) SCHWESER: A value-added feature of this review program.** If you register for FBE-571 and do not drop the course before the end of the drop and add period, you will receive access to the on-line 2015 Level I Schweser self-study notes and Q-Bank testing at no additional charge. *DO NOT buy these from Schweser as there will be no tuition discount and Schweser has a VERY strict refund policy.* Due to the on-line nature of these materials, Schweser access cannot be granted until the Monday after the end of USC's drop and add period, Sept. 12, 2016. *Sorry for the access delay.*

**19) VALUE-ADDED PROGRAM OFFERINGS:** USC registered students are eligible to participate in all of the value-added features of the review program, including the Candidate Connection, full length practice exam, Schweser materials, CFA Lab tutoring, Mentor Match, and Accounting Essentials classes. See the CFALA website for information about these value-added features: <http://www.cfalacfareview.org>

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## **NON-CREDIT REGISTRATION through CFALA** - <http://www.cfalacfareview.org>

If you are an undergraduate student who is ineligible to register for MBA classes, a grad student who cannot use these courses for USC credit, a grad student who does not want USC credit, or someone who is taking the CFA exam but is not a USC student, you can register for the review course at the website of our co-sponsor, the **CFA Society of Los Angeles (CFALA)** at <http://www.cfalacfareview.org>

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**1) REGISTRATION PROCESS:** Registration is done on-line or via a printable registration form available at the CFALA CFA Review program website. <http://www.cfalacfareview.org>

**2) COST:** The **CFALA REGISTRATION FEE** is \$1,499. There are discounts available for CFALA members and/or early enrollment (by July 15, 2016). ***You cannot use tuition remission or your USC Card to pay the CFALA registration fee.*** CFALA accepts Visa, MasterCard, American Express, or check. ***NOTE: A portion of this fee is NON-REFUNDABLE!! See the registration form/website for details.***

**3) The course will NOT show up on your USC transcript and you CANNOT retroactively obtain USC credit for the course.**

**4) SCHWESER:** Registration in this program INCLUDES on-line access to the Schweser self-study notes, and Q-Bank testing at no additional charge. **DON'T buy them from Schweser!!!!**

**5) VALUE-ADDED PROGRAM OFFERINGS:** The Candidate Connection, full length practice exam, Schweser materials, CFA Lab tutoring, Mentor Match, and Accounting Essentials classes are all included in the registration fee. See the CFALA website for more information: <http://www.cfalacfareview.org>

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## **SCHOLARSHIPS:**

**Access Scholarships: Available to all candidates.** Access Scholarships provide a needs-based opportunity for those unable to afford the full price of the CFA Program enrollment and registration fees. Information and application form are on the CFALA website: <http://www.cfalacfareview.org>

**ACCESS SCHOLARSHIP APPLICATION DEADLINE: Sept. 16, 2016. See the CFALA website for details.**

**Partner Program Student Scholarships: Available to USC student candidates.** Covers all but \$350 of the CFA® Institute Exam fees. Because there are a limited number of scholarships and a lot of possible recipients, **we've implemented an application process for the Awareness Scholarships.** The form and instructions are available from BRI-308, via email from [tlichvar@usc.edu](mailto:tlichvar@usc.edu), and they may be posted as part of the "syllabus" document for FBE-571 on the USC Schedule of Classes website.

**STUDENT SCHOLARSHIP APPLICATION DEADLINE: received by 5:00 pm, Wed. Aug. 24, 2016**

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**For additional information about USC registration or Student scholarships, please contact:**

**Terry Lichvar**

*Program Administrator  
University of Southern California  
Finance and Business Economics Department  
3670 Trousdale Parkway, Ste. 308  
BRI-308, MC-0804  
Los Angeles, CA 90089-0804  
213-740-6522  
213-740-6650 fax  
[tlichvar@usc.edu](mailto:tlichvar@usc.edu)*

**For advice regarding pursuing the CFA Charter, please consult with:**

**Dr. Larry Harris, CFA**

*University of Southern California  
Finance and Business Economics Department  
Office: HOH-806  
213-740-6496  
[lharris@usc.edu](mailto:lharris@usc.edu)*

**For additional information about CFALA registration or Access scholarships, please contact:**

**Laura Carney**

*CFALA Director  
CFA Society of Los Angeles, Inc.  
520 South Grand Avenue, Ste 655  
Los Angeles, CA 90071  
213-613-1503 x701  
213-613-1233 (fax)  
[www.cfala.org](http://www.cfala.org)  
[cfareview@cfala.org](mailto:cfareview@cfala.org)*

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**See page 7-8 for the D-clearance form for FBE-571.**

**See pages 9-10 for the Fall 2016 Student Scholarship instructions and application form.**

**We are only accepting applications for the DECEMBER 2016 scholarships at this time.**

Registering for this course DOES NOT REGISTER YOU FOR THE CFA INSTITUTE EXAM! Exam info: <http://www.cfainstitute.org>

## D-Clearance and Prerequisite Waiver Request for FBE 571 for Fall 2016

Return to: **BRI-308**  
or fax to: **(213) 740-6650**  
or email: **tlichvar@usc.edu**

PLEASE PRINT clearly or type. Thanks!

Name: \_\_\_\_\_ USC Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide an email address you check regularly!

Please indicate student status:  MBA Core  MBA-PM  OC-MBA  MS Finance  \_\_\_\_\_  
(mark all that apply)  1<sup>st</sup> year  2<sup>nd</sup> year  3<sup>rd</sup> year  4<sup>th</sup> year  5<sup>th</sup> year

Please indicate your current GPA: \_\_\_\_\_

No minimum GPA required. However, IF your GPA is below 3.0, you may wish to reconsider taking this course. CREDIT in this course will NOT help raise your GPA to the min 3.0 required to graduate!!

‡ Do you expect to GRADUATE in 2016?  yes – taking this class MAY result in a delay in graduating ‡  no

Have you taken either prerequisite course?: **GSBA-521**  yes  no **or** **GSBA-548**  yes  no

Are you planning to take the CFA Institute Level I exam Dec. 3, 2016?  yes  no

You are **NOT** required to take the CFA exam to register for these survey courses. We encourage all MBA & MSF students to enroll!

I wish to register for: This course is 3 units and is graded CREDIT / NO CREDIT only.

**FBE-571** – Introduction to Financial Analysis (CFA I) Saturdays\* 9:00 am - 4:00 pm **7/30/16 - 11/19/16**  
**Class# 15466** \*The Saturday classes do NOT meet every week. Consequently there are TWO LECTURES on AND final exam, 12/10/16!  
most dates when class is held. See the class schedule at: <http://www.cfalacfareview.org>

**Credit is received if you: TAKE the USC Final Exam (A) AND pass EITHER exam (A) or (B) below.**

- (A) The USC administered and graded Final Exam, given on Sat. Dec. 10, 2016 from 2:00-4:00 pm, room TBA.  
or (B) The CFA Institute administered and graded CFA Exam, given on Saturday, December 3, 2016.

All USC registered students are required to take the USC Final Exam whether or not they plan to take the CFA exam.

**By signing my name below I acknowledge that I have read and understand the following:**

- 1) This class is 3 units, graded CREDIT / NO CREDIT.
- 2) You may count FBE-571 or FBE-572 or FBE-573 (3 units) as an elective toward a full-time or PM MBA, or MS Finance degree. Other students must obtain prior approval from their academic department or program to determine whether these units can be applied toward their degree. *If you don't need or want the units, OR are an undergraduate student, register on a NON-CREDIT basis via CFALA at <http://www.cfalacfareview.org>*
- 3) ALL students enrolled for USC credit are REQUIRED to take the USC Final Exam. *If you don't take the final, you'll receive NO CREDIT.*
- ‡4) **If you pass the USC final exam, your graduation will NOT be delayed. IF you DO NOT PASS the USC final exam and you are scheduled to graduate in Dec. 2016, failing the final exam WILL DELAY YOUR GRADUATION UNTIL AT LEAST MAY, 2017.** It will delay your graduation even further if you also do not pass the CFA Institute exam.
- 5) CREDIT is given if the student takes the USC final exam AND passes either of two exams (A) or (B) as listed above. **You MUST at least attempt the USC final exam to receive credit!!!** Credit is automatically assigned if the student passes the USC final exam. **If you fail the final exam but pass the CFA Institute exam, to receive CREDIT based on passing the CFA Institute exam, students must FAX a COPY of their pass letter + USC Student ID number to USC FBE at (213) 740-6650 BY April 30, 2017!**
- 6) Processing of this form **only GRANTS PERMISSION to register and WAIVES THE PREREQUISITE if needed. ALL students MUST REGISTER THEMSELVES** IN FBE-571 via web registration prior to Aug. 19, 2016 to avoid a USC late fee or prior to Sept. 10, 2016 (perhaps) with a late fee. **Late fees are the responsibility of the student.**
- 7) Registering for this course **DOES NOT REGISTER YOU for the CFA Institute exam.** Exam info: [www.cfainstitute.org](http://www.cfainstitute.org)

Student Comments: \_\_\_\_\_ *continue comments on the back if necessary →*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ *Please keep a copy for your own records. You are responsible for knowing #1-7.*

version 1 – 4/12/2016

FOR OFFICIAL USE ONLY

- Granted  
 Waive Prerequisite  
 GPA counseling  
 Denied

\_\_\_\_\_  
Terry Lichvar, FBE Program Admin.

Date: \_\_\_\_\_

If needed, add additional student comments regarding your D-clearance request below.



# Instructions for CFA Institute University Student Scholarship Application for the December 2016 exam

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**USC FBE SUBMISSION DEADLINE: 5:00 pm, Wednesday, August 24, 2016**

## STUDENT ELIGIBILITY:

Awareness scholarships are available to currently enrolled USC student candidates. Applicants must be full-time undergraduate students in their final year or full- or part-time graduate students at USC, and must fulfill all CFA candidate requirements to enroll for the Dec. 3, 2016 Level I examination.

## SUBMISSION INSTRUCTIONS:

- 1) Fill out the top half of the CFA Program University Student Scholarship Application Form. *Per the CFA Institute website, **PLEASE fill out the form on-screen, using the PDF form editing capability.*** Print out your completed form, sign and date where indicated. A PDF form that can be typed on-screen is available from the CFA Institute website at: [http://www.cfainstitute.org/Forms/recognized\\_university\\_scholarship.pdf](http://www.cfainstitute.org/Forms/recognized_university_scholarship.pdf)
- 2) Write a (maximum) one page statement describing why you are pursuing the CFA Charter, and how the scholarship will help you achieve your goal.
- 3) Submit **(1) a copy of your current resume, (2) your signed Application form, and (3) your one page statement** via one of the submission methods listed below.

**Submissions will be accepted by email, fax, mail, or in person.** *Complete application packets must be RECEIVED prior to the submission deadline listed above. Incomplete application packets will not be considered.*

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**Email:** fbe@marshall.usc.edu  
subject line: CFA Student Scholarship application - list your name here

**Fax:** ATTENTION: Terry Lichvar      *Please use a cover sheet to indicate that you're submitting your Student Scholarship application.*  
Fax number: 213-740-6650

**Mail:** Terry Lichvar  
USC FBE Dept.  
BRI-308, MC-0804  
Los Angeles, CA 90089-0804

**In Person:** Terry Lichvar, at the FBE Dept. office in BRI-308  
*The FBE Department office is open continuously from 7:30 am - 5:00 pm Mon-Fri. You can give your application packet to any FBE staff member and they will place it in Ms. Lichvar's mail box.*

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**Our CFA Program committee will evaluate all of the applications and select the scholarship recipients. They consider scholarship, dedication, service, and need when choosing scholarship recipients.** After recipients are selected, the FBE Dept will notify each applicant of their recipient status via email. *Unless otherwise requested by a scholarship recipient, the FBE Dept. will submit completed & signed Scholarship Application forms to the CFA Institute via email on behalf of the student recipients.* Each scholarship recipient will be copied (cc'd) on the submission email with their form attached. FBE will also forward the submission confirmation emails returned by the CFA Institute upon receipt of each verification form. *These emails provide the scholarship recipients with a copy of their completed scholarship verification form, and proof of the date and time their form was submitted to/received by the CFA Institute.*

**Submission of the completed Application forms to the CFA Institute before the Sept. 2 submission deadline is ultimately the responsibility of each scholarship recipient.** Be sure to follow up if you don't receive submission confirmation emails by Sept. 1! *The FBE Department will not be responsible for scholarships that are not awarded due to late submissions to the CFA Institute.*

# CFA<sup>®</sup> Program University Student Scholarship Application

## 2016/2017 Exams

This scholarship is available to students at a Recognized University or CFA Program Partner. You and the Program Director or Principal Contact Person must complete the below information and sign where indicated. Once your scholarship has been processed and approved, you will receive further instructions by email within four (4) weeks. **A valid international travel passport is required for CFA Program enrollment/registration.**

**REDUCED REGISTRATION FEE: US\$350 (includes the eBook curriculum only)**

**NOTE: Printed curriculum is available separately for an additional cost of US\$150 plus any fees associated with shipping such as import duties, customs fees, shipping fees and/or taxes.**

### Exam Selection

Check one:            DECEMBER 2016            JUNE 2017  
Application Deadline:    Application Deadline:  
2 September 2016            3 February 2017

### Applicant Completes Following

*Complete Applicant Section by typing into the editable form fields*

CFA INSTITUTE IDENTIFICATION # (IF APPLICABLE)            DATE OF BIRTH (DAY/MONTH/YEAR)

NAME OF COLLEGE/UNIVERSITY            MR.    MISS    MS.    MRS.    DR.    PROF.    REV.    HON.  
PREFIX (CHECK ONE)

**APPLICANT NAME \*\*IMPORTANT: YOUR NAME ON CFA INSTITUTE RECORDS MUST BE THE SAME AS THE NAME ON YOUR INTERNATIONAL TRAVEL PASSPORT.**

FIRST (GIVEN) NAME            MIDDLE NAME OR INITIAL            LAST NAME (SURNAME OR FAMILY NAME)

E-MAIL ADDRESS (MUST BE LEGIBLE TO ALLOW RECEIPT OF IMPORTANT COMMUNICATIONS)    TELEPHONE NUMBER (INCLUDE COUNTRY CODE, AREA OR CITY CODE, AND LOCAL)

Yes    No    I certify that I am a full-time undergraduate student in my final year of study or a full- or part-time graduate student and that I meet the Entrance Requirements for the CFA Program. The Program Director or Principal Contact Person is sponsoring me for a scholarship.

Yes    No    I certify that I have reviewed and will adhere to the [Official Rules for the Scholarship Program](#) on the CFA Institute website.

APPLICANT SIGNATURE            DATE (DAY/MONTH/YEAR)

### University Completes Following

PROGRAM DIRECTOR OR PRINCIPAL CONTACT PERSON NAME

CFA INSTITUTE IDENTIFICATION # (IF APPLICABLE)

NAME OF COLLEGE/UNIVERSITY

E-MAIL ADDRESS (MUST BE LEGIBLE TO ALLOW RECEIPT OF IMPORTANT COMMUNICATIONS)    TELEPHONE NUMBER (INCLUDE COUNTRY CODE, AREA OR CITY CODE, AND LOCAL)

I certify that I am the Program Director or Principal Contact Person for my university and that my university is a Recognized University or CFA Program Partner as defined on the CFA Institute [website](#).

PROGRAM DIRECTOR OR PRINCIPAL CONTACT PERSON SIGNATURE            DATE (DAY/MONTH/YEAR)

**Plan early! CFA Institute will not accept forms after the deadlines in the Exam Selection section.**

Submit this form via e-mail to [university@cfainstitute.org](mailto:university@cfainstitute.org). Contact us with any questions at [www.cfainstitute.org/contactus](http://www.cfainstitute.org/contactus).

For the current exam offering, the CFA Program enrollment fee (if applicable) is waived. Scholarship recipients are responsible for payment of the reduced registration fee plus any applicable taxes and import fees. Scholarships cannot be deferred to another exam offering.

