

FBE-571, 572, & 573 information for USC Students

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 or MSF 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 pages 4 & 5.** The Student scholarship application form is at: https://www.cfainstitute.org/Forms/recognized_university_scholarship.pdf

FBE-571: *Subject to sufficient enrollment*, FBE-571 will be offered in two sections, Thursday evenings and Saturday mornings. The same lecture will be given live twice. **No matter which section you register for, you may attend whichever lecture section is most convenient for you in any given week.** However, we only have a class number for the Thursday evening section (class# 15466). *In general, the Saturday Level I will not meet every week.* Consequently, two lectures (9am-12pm & 1pm-4pm) will be taught on those Saturdays when class is scheduled to meet. **First Lectures: Thurs. Jan. 12, 2017 and Sat. Jan. 21, 2017.**

FBE-572 will be offered only on Saturday mornings. In general, Level II will not meet every week. Consequently, two lectures (9am-12pm & 1pm-4pm) will be taught on those Saturdays when class is scheduled to meet. (class# 15467). **First Lecture: Sat. Jan. 28, 2017.**

FBE-573 will be offered only on Saturday mornings. In general, Level III will not meet every week. Consequently, two lectures (9am-11am & 11:30am-1:30pm) will be taught on those Saturdays when class is scheduled to meet. (class# 15468). **First Lecture: Sat. Jan. 21, 2017.**

In general, lectures meet for 3 hours (Level 1 & 2) or 2 hours (Level 3). All 3 levels will be 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 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 subject to change!!!**

REGISTRATION OPTIONS:

- 1) **USC:** register for FBE-571, FBE-572, or FBE-573. Each course is a 3-unit MBA or MSFin elective class.
- 2) **CFALA:** NO USC credit!!

Register through USC or CFALA - - NOT both!!

USC CREDIT REGISTRATION

You need a “D-clearance” to register for FBE-571, 572, or 573. You can obtain the Spring 2017 D-Clearance and Prerequisite Waiver form from the FBE Office, HOH-231, 213-740-6515, by email from tlichvar@usc.edu, 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, or drop it off at HOH-231. No cover page is needed for a fax.

Your request will be evaluated and your enrollment will be approved or denied. When 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 your notification that you have permission to register for the appropriate 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) 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 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-571/2/3 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're registered for the class, your contact information will be provided to CFALA as a "USC registrant". CFALA will email to you a CFA® Review Program login 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 **Schedule** link to view lecture & lab schedules
- 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:** We will be STREAMING ALL LECTURES LIVE, and recording the lectures for all 3 courses. 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. *Access to live & recorded streaming media lectures is via the CFALA website.*
- 10) GRADING:** These courses are **graded CREDIT/NO CREDIT** only. (Yes, *ONE course counts as 3 elective units toward your Core or PM MBA or 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 homework or midterms, nor is there any participation or attendance requirement. **To receive a grade of CREDIT in these courses, you must (A) take the USC final exam, AND (B) pass one of two exams: (1) the USC final exam or (2) 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 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 May 2017: if you **pass the USC final exam = NO delay**; if you **fail the USC final = GRADUATION DELAY**; if you **don't take the USC final = fail the final = GRADUATION DELAY**.
- 14) FINAL EXAM: FINAL EXAM:** Sat. May 6, 2017 from 2:00pm - 4:00pm. Room TBA. This is a regular 2-hour final exam administered during the USC finals period. It will only include material covered in the course lectures completed prior to finals (*there may be additional lectures AFTER the final exam*). **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 regarding the day, time, and 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 exam. *IF you are NOT planning to register for the CFA Institute exam contact Terry Lichvar (HOH-231, tlichvar@usc.edu or 213.740.6522). She will send you the Curriculum order form to submit to the CFA Institute. You may purchase a printed OR electronic copy of the Curriculum. DO NOT purchase used Curriculum materials via the internet!! The materials for each Spring exam are NEW and no "used" version exists. One set of Curriculum materials for each class will be placed on 2-hour reserve in Gaughan and Tiberti Library, JFF-101. It must be used within the library.*
- 18) SCHWESER: A value-added feature of this review program.** If you register for FBE-571/2/3 and do not drop the course before the end of the drop and add period, you will receive access to the appropriate level of 2017 on-line 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, Jan. 30, 2017. (Drop & Add ends Jan. 27!) 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, & (Level 1 only) CFA Lab tutoring, Mentor Match, and Accounting Essentials classes.
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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 non-Marshall grad student who cannot use these courses for USC credit, a Marshall 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 any of these 3 courses at the website of our co-sponsor, the **CFA Society of Los Angeles (CFALA)** at <http://www.cfalacfareview.org>

- 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 (\$1,199 on or before Dec. 11). ***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 a copy of the Schweser self-study notes, and access to their on-line testing at no additional charge. ***DON'T buy them from Schweser!!!!***
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SCHOLARSHIPS:

Access Scholarships: Access Scholarships provide a needs-based scholarship opportunity for those unable to afford the full price of the CFA Program enrollment and registration fees. The application deadline for this scholarship is SEPT. 15 for the following Spring & Fall exams. ***(Deadline has passed for Spr & Fall 2017)***

Program Partner (Student) Awareness Scholarships: Available to Level I, II, & III student candidates.

Covers the CFA® Institute Exam fees EXCEPT \$350. Because there are a limited number of scholarships and a lot of possible recipients, **we've implemented an application process for the Student Scholarships.** The instructions are included on the last page of this document. The form and instructions are available from HOH-231, via email from tlichvar@usc.edu, and posted as part of the "syllabus" document for FBE-571/2/3 on the USC Schedule of Classes. *You do **NOT** need to participate in the USC/CFALA CFA Review Program or be a Marshall student to receive a Program Partner Student scholarship.*

STUDENT SCHOLARSHIP APPLICATION DEADLINE: received by 5:00 pm, Tuesday, Jan. 24, 2017.

For additional information about USC registration or Program Partner (Student) Awareness scholarships, please contact:

Terry Lichvar

Program Administrator
University of Southern California
Finance and Business Economics Department
701 Exposition Blvd., HOH-231
Hoffman Hall, room 231, MC-0804
Los Angeles, CA 90089-0804
213-740-6522
213-740-6650 fax
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

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

Nalini Sabapathy

CFA Society of Los Angeles, Inc.
520 South Grand Avenue, Ste. 655
Los Angeles, CA 90071
213-613-1503 x702
213-613-1233 (fax)
www.cfala.org
cfareview@cfala.org

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

**D-Clearance and Prerequisite Waiver
for FBE 571, 572, or 573 for Spring 2017**

Return to: **HOH-231**
or fax to: **(213) 740-6650**
or email: **tlichvar@usc.edu**

PLEASE PRINT clearly or type. Thanks!

Name: _____ USC Student ID#: _____

Phone #: _____ Email: _____

Please use an email address you actually check regularly!

Please indicate student status: ☐ MBA Core ☐ MBA-PM ☐ IBEAR ☐ MSFinance ☐ _____
(mark all that apply) ☐ 1st year ☐ 2nd year ☐ 3rd year ☐ 4th year ☐ 5th year ☐ 6th 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 2017?

if yes, what month? _____

☐ 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 a CFA Institute CFA exam June 3, 2017? ☐ yes - Level _____ ☐ no

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

I wish to register for: select ONE only All courses are 3 units each and are graded CREDIT / NO CREDIT only.

☐ **FBE-571** – Introduction to Financial Analysis (CFA I) Thursday 5:30 pm - 8:30 pm 1/12/17 - 5/16/17 **Class# 15466**

☐ **FBE-572** – Intermediate Financial Analysis (CFA II) Saturday* 9:00 am - 4:00 pm 1/21/17 - 5/6/17 **Class# 15467**

☐ **FBE-573** – Advanced Financial Analysis (CFA III) Saturday* 9:00 am - 1:30 pm 1/21/17 - 5/6/17 **Class# 15468**

* The Saturday classes do NOT meet every week. Consequently there are TWO LECTURES on those dates when class is held. Class schedules: <http://www.cfalacfareview.org>

Credit is received if you (i) take the USC final, and (ii) pass EITHER:

- (A) The USC administered and graded Final Exam, given **May 6, 2017, 2:00-4:00pm, room TBA.** OR
(B) The CFA Institute administered and graded CFA Exam, given on Saturday, June 3, 2017.

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 ONE of the three courses (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 through CFALA at <http://www.cfalacfareview.org>***
- 3) ALL students enrolled for USC credit are REQUIRED to take the **USC Final Exam, May 6, 2017, from 2:00-4:00pm.**
You will NOT receive credit for the course if you do not take the USC Final exam, even if you subsequently pass the CFA Institute Exam!!
- ‡ 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 May 2017, failing the final exam WILL DELAY YOUR GRADUATION UNTIL AT LEAST DECEMBER, 2017. It will delay your graduation even further if you also do not pass the CFA Institute exam.***
- 5) CREDIT is assigned if the student takes the USC final exam AND passes either of two exams (A) or (B) as explained above. ***You MUST sit for 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 after passing the CFA Institute exam, students must FAX or MAIL a COPY of their pass letter + USC Student ID number to USC FBE at (213) 740-6650 BY Oct. 1, 2017.***
- 6) Processing of this form only **GRANTS PERMISSION to register and WAIVES THE PREREQUISITE if needed.** ***ALL Marshall students MUST REGISTER THEMSELVES IN FBE-571, 572, or 573 via web registration prior to Jan. 7, 2017 to avoid a USC late fee or prior to Jan. 28, 2017 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*

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 – 10/26/16*

FOR OFFICIAL USE ONLY

- ☐ Granted
☐ Waive Prerequisite
☐ GPA counseling
☐ Denied

Terry Lichvar, FBE Program Admin.

Date: _____

Continue any relevant comments here.

Instructions for CFA Institute University Student Scholarship Application for the June 2017 exam

USC FBE SUBMISSION DEADLINE: 5:00 pm, Tuesday, January 24, 2017

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 June 3, 2017 Level I, II, or III 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
- 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.*

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*
Fax number: 213-740-6650 *Student Scholarship application.*

Mail: Terry Lichvar
USC FBE Dept.
HOH-231, MC-1422
Los Angeles, CA 90089-1422

In Person: Terry Lichvar, at the FBE Dept. office in HOH - 231
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.

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 Feb. 3 submission deadline is ultimately the responsibility of each scholarship recipient. Be sure to follow up if you don't receive a submission confirmation or non-award email by Feb. 1! *The FBE Department will not be responsible for scholarships that are not awarded due to late submissions to the CFA Institute.*

CFA® 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)	
		MR. MISS MS. MRS. DR. PROF. REV. HON.	
NAME OF COLLEGE/UNIVERSITY		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. Contact us with any questions at 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.

