Announcement for Application of Student Membership

With effect from 21st June 2014, Friday, Application for Student Membership of Institute of Actuaries of India (IAI) for ACET passed students has become online.

Eligibility

Students who have passed ACET Exam.

How to apply

1. Use only Google Chrome and Mozilla Firefox as the Browsers.
2. You have to go to the Sub Tab "Admissions" under the Student Tab on the IAI website.
3. Click on the link, "Applicants' through ACET" available there.
4. You will get a window, where you need to enter your ACET Candidate Id and your Date of Birth in dd-mmm-yyyy format.
5. Click on Get OTP Button, the system will send the OTP (One Time Password) to your registered email id.
6. Enter the OTP in the box provided for it and click on Get Registration Form, fill up the details, upload the required attested photocopies of documents (Image format) and confirm.
   Note: The personal details and uploaded photograph are non-editable.
7. The documents to be uploaded have to be attested photocopies and not Originals.
8. On confirmation, you will make the online payment of fees, for which you will receive an email from IAI and a successful payment confirmation page (take a print out of this page).
9. When your online admission is approved by the Institute, you will receive an approval email on your registered email id, after which, you have to send the hard copy of the signed Application cum Payment Confirmation Form, along with the attested documents to the Institute.
10. You have to complete your online admission process including payment of fees Rs 1500/- by 28th December 2014 to be eligible for May 2015 exam diet. Fees once paid are non-refundable.
11. Once your Application Form cum Payment Confirmation and uploaded documents have been approved online, the hard copies of the Application cum Payment Confirmation Form duly signed along with the attested documents should reach us by 10th January 2015 to be able appear for the May 2015 exam diet.
12. In case of failed payment, kindly click on Try Again and re-do the process.

Documents to be scanned and uploaded

1. Proof of date of birth-Passport, Pan card, Birth Certificate, School/College Leaving Certificate.
2. Photo Id Proof-Passport, Pan card, School/College Id Proof.
3. SSC Mark sheet
4. HSC Mark sheet
5. Name change Document (if applicable)

Where to send the Application Form with documents

The Application cum Payment Confirmation Form with the attested documents in hard copies should be sent to:

Admissions Team, Institute of Actuaries of India, 302, Indian Globe Chambers, 142, Fort Street, Off D N Road, Near CST (VT) Station, Mumbai – 400001

Fees to be Paid

Total Admission Fees (inclusive of Subscription Fees) up to 31st March 2015 is Rs 1500/-. Fees once paid are non-refundable.

Points to remember

1. Students are required to upload the attested photocopies of the required documents online and on receiving the approval mail from the Institute, send them in hard copy with the print out of the duly filled and signed Application cum Payment Confirmation Form at the given below Address:
Admissions Team, Institute of Actuaries of India, 302, Indian Globe Chambers, 142, Fort Street, Off D N Road, Near CST (VT) Station, Mumbai - 400001

2. **List of Compulsory Documents to be uploaded online:(attested photocopies)**
Proof of date of birth- Passport, Pan card, Birth Certificate, School/College Leaving Certificate.
Photo Id Proof- Passport, Pan card, School/College Id Proof.
SSC Mark sheet
HSC Mark sheet
Name change Document (if applicable)

3. The documents to be uploaded should be in Image format only with the total file size (of all documents) not exceeding 1 MB, resolution 800 x 600 pixels, Net speed more than 1 mbps and use only Google Chrome and Mozilla Firefox as the Browsers.

4. Please ensure that your uploaded documents are duly attested with (Stamp, Name, Organisation Name and Membership Number(wherever required)of attesting authority, by any one of specified authorities as under:
Actuary, CA, ICWA, Gazetted Officer, Notary, Bank Manager, National Insurance Academy (Director), Class One Officer in Govt/Semi Govt organisation. **Attestation by relatives is not valid.**

5. You have to complete your online admission process including payment of fees Rs 1500/- by 28th December 2014 to be eligible for May 2015 exam diet. Fees once paid are non-refundable.

6. Once your Application cum Payment Confirmation Form and uploaded documents have been approved online, the hard copies of the Application cum Payment Confirmation Form duly signed along with the attested documents should reach us by 10th January 2015 to be able appear for the May 2015 exam diet.

7. In case your documents are not in order, you will receive an email on your registered email id within 7 working days mentioning the reason.

8. You then need to re-upload the correct documents to get the online approval and accordingly courier the same documents to the Institute.

9. If we do not receive the updated documents in both hard and soft copy, within 30 days from the date of intimation communicated by email, then, you will have to reapply for admission.

Important Dates

In order to appear for **May 2015** exam diet, the last date to register online and upload the documents is **28th December 2014** and the last date for the documents to reach the Institute is **10th January 2015.**

Whom to Contact

For more information please contact acet@actuariesindia.org or telephone 022-67843355/333.