Institute of Actuaries of India
Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

<u>Announcement for Application of Student Membership</u>

Eligibility

Students who have passed ACET Exam.

Note: Validity of ACET results is only for three years from the date of declaration of exam result for taking student membership of IAI.

How to apply

1. You have to go to the Sub Tab "Admissions" under the Student Tab on the IAI website.

2. Click on the link, "**Student Membership Form**" (Applicable for those who have passed ACET).

3. You will get a window, where you need to enter your ACET Candidate Id and your Date of Birth in dd-mmm-yyyy format.

4. Click on Get OTP Button, the system will send the OTP (One Time Password) to your ACET registered email id.

5. 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 in Image format with the total file size (of all documents) not exceeding 1 MB, resolution 1024 x 768 pixels and confirm.
   Note: The personal details and uploaded photograph are non-editable.

6. The documents to be uploaded have to be attested photocopies and not Originals. Ensure that your uploaded documents are duly self-attested and the documents submitted to Institute are accurate and authentic.

7. 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).

8. When your online admission is approved by the Institute, you will receive an approval email on your ACET registered email id.

9. In case of failed payment, kindly click on Try Again and re-do the process.

10. You will receive an email on the status of your uploaded softcopy documents in 7 working days' time.

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Documents to be scanned and uploaded online (attested photocopies)

1. Proof of date of birth - Passport, Pan Card, Birth Certificate, School/College Leaving Certificate.

2. Photo Id Proof - Passport, Pan Card, Aadhar Card, School/College Id Proof.

3. SSC Mark sheet (10th Standard Marksheet)

4. HSC Mark sheet (12th Standard Marksheet) or Diploma Marksheet**

   ** Student(s) with qualification of two years higher education including Diploma course after passing 10th class or from National Institute of Open Schooling (NIOS), conducted either by Central/ State Government(s) and on passing such a course have either been admitted to first year of graduation course or have passed the graduation course conducted by any University, including Open Universities, established by law in India.

5. Name change Document (if applicable)

6. Marriage Certificate (if applicable)

Fees to be paid

- Students who are taking admission during the period from 1st April to 30th September shall pay the Total Admission Fees of ₹ **4000/-** (inclusive of Annual Membership Fees) applicable for the same financial year (for e.g. if admission taken from 1st April to 30th September 2021 then the membership is valid till 31st March 2022, students have to renew their membership on 1st April 2022). Further, such students shall be required to pay membership fees due in the next and subsequent financial years.

- Students who are taking admission during the period from 1st October to 31st March shall pay the Total Admission Fees of ₹ **4000/-** (inclusive of Annual Membership Fees). However, such students do not need to pay membership fees in the next financial year but has to pay for the subsequent financial years (for e.g. if admission taken from 1st October 2021 to 31st March 2022 then the membership is valid till 31st March 2023, students have to renew their membership on 1st April 2023).

- Fees once paid is non-refundable.

What happens when your scanned documents are not in order?

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

2. You then need to re-upload the correct documents to get the online approval.

3. If we do not receive the updated documents in soft copy after rejection, **within 30 days from the date of intimation communicated by email, then, you will have to reapply for admission.**

Whom to Contact

For more information you may contact

- Mr. Sandeep Mahajan at sandeep@actuariesindia.org or telephone 022-62433337.