



# المجمع العربي للمحاسبين القانونيين

The Arab Society of Certified Accountants (ASCA)

## Student Registration Form

Global Professional Accounting Organization

Member of the International Federation of Accountants (IFAC)

Consultative Member of the UN Economic and Social Council (ECOSOC)

Member of the International Association For Accounting Education and Research (IAAER)



## Student Registration Form

Date: / /

Personal Information:

Full Name:

.....

Nationality: .....

Date and Place of Birth : .....

Gender:  Male  Female

Qualifications (Academic and Professional):

Name/ address of University	Year of Study	From-To	Major	Degree

Work Experience:

Name of company /organization	Experience years	From-To	Job Title	Address

For ASCA use only

Officer Approval:

Registration No.

Date: / /

Signature

## Taxes and Laws Area:

This item is to determine the contents of the Sixth Paper (Taxes and Laws) – Examination Center Number:

### Examination Center No.

Please select one of the following:

<input type="checkbox"/> Riyadh (01)	<input type="checkbox"/> Jeddah (02)	<input type="checkbox"/> Khoubar (03)	<input type="checkbox"/> Manama (04)
<input type="checkbox"/> Amman (05)	<input type="checkbox"/> Cairo (06)	<input type="checkbox"/> Kuwait (07)	<input type="checkbox"/> Abu Dhabi (08)
<input type="checkbox"/> Mascut (09)	<input type="checkbox"/> Nablus (10)	<input type="checkbox"/> Alexandria (11)	<input type="checkbox"/> Gaza (12)
<input type="checkbox"/> Beirut (13)	<input type="checkbox"/> Bethlehem (14)	<input type="checkbox"/> Tripoli (15)	<input type="checkbox"/> Aden (16)
<input type="checkbox"/> Damascus (17)	<input type="checkbox"/> Benghazi (18)	<input type="checkbox"/> Baghdad (19)	<input type="checkbox"/> Algeria (20)
<input type="checkbox"/> Karak (21)	<input type="checkbox"/> Jenin (22)	<input type="checkbox"/> Ramallah (23)	<input type="checkbox"/> Hebron (24)
<input type="checkbox"/> Tulkarem(25)	<input type="checkbox"/> Khan Younis (26)	<input type="checkbox"/> Tunisia (27)	<input type="checkbox"/> Doha (28)
<input type="checkbox"/> Erbil (29)	<input type="checkbox"/> Sana'a (30)	<input type="checkbox"/> Sudan (31)	<input type="checkbox"/> Salalah (32)
<input type="checkbox"/> Sohaj (33)	<input type="checkbox"/> Dubai (34)		

### Current Employment

Name of Company/ Organization: ..... Job Title: .....

Address: .....

Phone No.: ..... Fax No.: .....

E-mail address: .....

### Current Address of Residence:

Address: .....

Phone No.: ..... Fax No.: .....

Mobile No.: .....

Date: / / Signature

I declare that the information included in this form is correct, and If my request to sit for exams session has been approved for the year ..... I pledge to comply with ASCA laws and regulations concerning students' affairs and graduates as long as I have been registered for ASCA as a student.

### Kindly attach the following with the application:

- 1- Education certificates
- 2- Experience certificates
- 3- Four personal photos
- 4- Copy of valid passport

### Please send the form via email or by fax to the following address:

The Arab Society of Certified Accountants (ASCA)

Telephone: (00962 6 5100 900)

Fax: (00962 6 5100 901)

P.O Box: (922104) Amman (11192) Jordan

Email: [info@ascasociety.org](mailto:info@ascasociety.org)

Website: [www.ascasociety.org](http://www.ascasociety.org)

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## Register for ACPA Examinations

- ACPA Examinations are being held every November.
- The last date to receive the ACPA registration forms is August from the current year.
- ASCA will provide the student with the seat number after registering and handing over all required documents.
- Student's absence from attending the exam leads to his/her failure in it.
- Fees are settled either in cash or two equal installments no later than August.

## Postponing Examinations:

- The last date to postpone sitting for ACPA exams for the current session is the end of August.
- It will not be allowed to postpone sitting for exams for students who did not pay their full fees.
- If ASCA approves the sitting for exams, the student shall pay (20%) of the total fees.

## Withdrawal:

- The last date for receiving the final withdrawal of examinations' requests is the end of August.
- If ASCA approves on the final withdrawal of examinations' request, the student is entitled to recover (50%) of the total fees for the first year and (25%) of the second year before sitting for the exams.

## Change of Examination Center:

- The last date for receiving the changing center of examinations request (application) is the end of August.
- It will not be allowed to change the center of examinations for students who did not pay their full fees.
- If ASCA approves changing the center of examinations' request, the student shall pay the fees as a result for this change noting that the fees will be determined by ASCA.

## General Conditions:

- ASCA will retain the ACPA certificates of the successful students for a period not less than six months.
  - Students who lose or do not receive their certificates within six months from the date of issuing them, may receive notification of passing ACPA exams or they will be issued alternative new certificates with fee amount (\$ 150).
  - Students may submit a request to review their examinations' papers within (14) fourteen days from the date of announcing the results, in such case a student should pay (\$50) per paper.
  - The "Arab Certified Professional Accountant" certificate is a private property for the Arab Society of Certified Accountants (ASCA), therefore ASCA is entitled to recover or cancel the certificate of any student who violates the instructions, regulations and conditions established by ASCA or for students who did not pay the due fees.
  - Under the laws and regulations applicable at the Arab Society of Certified Accountants (ASCA), every student passes the ACPA examinations is:
    - Affiliation is awarded to whoever has attained less than 3 years experience.
    - Membership is awarded whoever has attained more than 3 years experience.
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