

NEW STUDENT REGISTRATION CHECK LIST

Please ensure that you complete the following steps prior to submitting your Student Registration Application to CASB Student & Support Services:

1. Have you and your CA Training Office employer completed all relevant sections of the application form? All students must complete the following sections:
 - Registration Category
 - Experience Route
 - Demographic Information
 - Post Secondary Education/Other Accounting Designations
 - Other Requirements
 - Initial Registration Fee and Annual Student Dues
 - Payment Options
 - Background Information
 - Signed Declaration of Applicant
2. Have you included or arranged for all post-secondary transcripts to be sent directly to CASB Student and Support Services?

TRANSCRIPTS: Students applying to register in Module 1 commencing May 2010 must provide CASB with transcripts **by April 15, 2010**. For CASB to verify Module 1 eligibility, the transcript must show completion of prerequisite courses or, at minimum, registration in the outstanding prerequisite course to be completed in the Winter 2010 university term. You may submit unofficial transcripts (including photocopies) for this purpose **and follow up with submission of official transcripts after convocation**.

3. Have you or your employer included payment of your initial registration fee and annual student dues with the Student Registration Application?
4. Have you and the Training Principal of the CA Training Office signed the Student Registration Application form?

If any of the above steps are omitted or incomplete the application may be denied and returned to the student/CA Training Office.

If you have any questions on the completion of a Student Registration Application, please contact CASB Student & Support Services at 1 866 420.2350 (extension 2107) or by email generalregistrations@casb.com.